



INFORMATION POLICY (IT) POLICY

Preamble:

The Information Technology (IT) Policy at Art's, Science and Commerce College Indapur sets forth the central approach that governs the responsible usage of all users of the college information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of the college is expected to be familiar with and adhere to this policy. The users of the campus network and computer resources are responsible to properly use and protect information resources and to respect the rights of others.

Policy Statement:

Authorized people have access to computers, communication devices, e-mail, intranet, and internet resources (collectively, the "Digital Resources") to help them perform their tasks, conduct Art's, Science and Commerce College academic and administrative activities, and complete their studies. Except for incidental personal use as stated in this policy, use of these Information Resources for any other purpose is restricted.

Objective

The objective of this policy is to inform stakeholders of Art's, Science and Commerce College Indapur of what can be expected in terms of information technology (IT). This incorporates the utilization of all computers, as well as related hardware including printers and projectors, as well as network infrastructure

Scope:

This policy regulates the use of the "IT Resources," which include IT services, equipment, and technology offered by the employer, students, and others. This Regulation relates to all information kept in any form on IT Resources (e.g., documents, video streams, audio recordings, and so on) and all communications in any manner using IT Resources (eg. e-mail, text message, and voicemail).

This policy also guides faculty and student utilization of social networking sites, whether or not such use depends on IT resources.




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Committee:

Sr. No	Faculty
1	Dr. Sarwade J. P.
2	Dr. Veer S. S.
3	Prof. Pawar N.H.
4	Prof. Deshmane S. P.
5	Prof. Mrs. Gaikwad M.K.
6	Mr. Bhandalkar A.Y.

Function Initiatives:

* Comply with all necessary security measures, using and protecting all essential passwords, to ensure the security of the college Data Resources.

Avoid using common sequences (e.g. 12345) or instantly recognizable information (e.g. name, address, phone number, spouse's name, etc.) in such passwords.

* Use only computer IDs or accounts that have permission to use, and only for the objectives which were granted permission; and respect copyrights, software and hardware, intellectual property rights, and contractual agreements.

Restricted Actions:

It is strictly banned to conduct the following activities.

* Attempt to drum up unauthorized access to College equipment, facilities, networks, information, or accounts.

* Allow access to one's own computer technology service to another person via a password or any other means.

Use IT resources to intentionally interrupt other students', faculty members', or college administrators' work.

* Access, generate, publish, or communicate obscene, pornographic, abusive, defamatory, disparaging, threatening, violent, or harassing information, including anything that may impinge on other people's human rights under the Human Rights Code or the Occupational Health and Safety Act.

* Anything that expresses or conveys prejudice or an intention to discriminate should not be published, transmitted, circulated, or given access.




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Using IT Resources to intentionally destroy the normal operation of IT Resources, flooding the network with messages, spreading viruses, etc. had used, disclosing, copying, adjusting, or uninstalling information stored on IT Resources without authorization

Passwords and User IDs

System accounts, passwords, and user IDs plays an important role in protecting the files and privacy of all users. Because users are responsible for all uses made of their accounts, users must take exceptional care to prevent unauthorized use of their accounts. This includes changing passwords regularly and disabling "automatic" log-ins. In most cases, it is inappropriate and perhaps dangerous to allow another person to use another user's network credentials or email account. In some cases, a user's data are vulnerable to alteration or deletion. In others, the validity of a user's credentials could be compromised. Alternatively, if criminal activity can be traced to a user's account, the person to whom the account is assigned may be held accountable. The College, therefore, reserves the right to restrict or prohibit password sharing.

Security:

The College implements appropriate "industry-standard" practices concerning the security of the IT resources of the college. These methods are designed to protect against unauthorized access, intrusion, or damage to the availability, access, or integrity of the IT systems of the college. However, primarily due to the nature of security threats and the remote possibility of a breach of security, the College warrants neither a user's privacy nor the integrity of data stored on the College network (since the College has already adhered to all the industry norms of standards of security)

Reporting/Responsibility

It is the responsibility of committee members to inform college higher authorities Vice Principal or Principal in case of protocol breaks while accessing Digital resources by unauthorized users. Details are submitted with a report.

All the above Policy Applies to This policy applies to all the Students, Teaching and Non-Teaching faculties as well as those stakeholders who are directly or indirectly connected to college.

Feedback:

Committee gets continuous feedback from all the stakeholders and initiates appropriate action accordingly




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