

Policy Number: DSCET/IQAC/014

**DHANALAKSHMI SRINIVASAN
COLLEGE OF ENGINEERING AND TECHNOLOGY**

Information Technology (IT) Policy

Approval Date : 23rd April 2021

Governing Body Resolution : 23rd April 2021

Issued for Implementation : 26th April 2021

Objectives:

Information Technology is now an integral part of any organization. The policy intends to provide guidelines and procedures for optimised use of IT in the functioning of the college.

Scope:

Dhanalakshmi Srinivasan College of Engineering and Technology believes in fair and transparent use of IT facilities in the campus. The students, teachers, researchers and others are given the facilities to use for academic, research and administrative purpose only. The college does not permit the use of IT facility for unlawful activities. Unauthorised access to database and tempering of database is punishable offences. The users must comply with IT Act.

The College decides who should be permitted to use what database and such authorised persons should be given password. The library database may have remote access facility. The IT facility management and maintenance responsibility is given to MCA Department. The Head of the Department of MCA should design SOP for fair and lawful use IT facilities including Wi-Fi. The college is Wi-Fi enabled area and anyone including students can have password protected access.

A faculty from MCA department is responsible for maintaining the official web site of the institution viz., www.dscet.ac.in. Departments, cell, and individuals are responsible to send updated information time to time about their Web pages to the concerned faculty. Website should be updated as necessary.

The official e. mail account is be created and password should be shared with individual student, teacher and other staff. They should communicate with others including administration using this e-mail.

The college has the ownership of all database and IT facility.

Resources of IT:

- **Hardware:** computers and laptops; peripherals like printers, copiers, scanners and multimedia devices; mobile devices like smart phones and tablets.
- **Software:** application software, wireless resources, e-resources.

Guidelines:

- The policy is applicable to all those (students, teachers and other staff) who are using IT resources of the college.
- The licensed hardware and software are only procured and used in the college.
- The users are using IT facility for administrative, academic and research purpose only. No one should visit the prohibited websites. IT team may block such websites.
- The use of IT facility should be in consistent with local rules and regulations.
- Class rooms, seminar room and conference room are IT enabled.
- Campus is Wi-Fi enabled. The IT facility is not only for the college campus but also for the hostels too.
- Everyone should use his/her log in ID to have network access.

Updating of Facilities:

IT facility should be regularly updated. The updating means system update, software update, anti-virus update, internet capacity and speed update. The updating can be done by in house staff or outsourced to reliable agencies.

Maintenance:

A committee for maintenance is formed and is headed by the Head of the Computer Science / Information Technology. The committee mandated to periodically monitor the hardware and software. The committee utilises the service of IT maintenance staff or outsource the maintenance.

Security:

The college is responsible for physical security of all equipments. There should be appropriate mechanism to detect malware and provide the data security.

E-Waste Management:

- All users of IT facility should keep in mind to minimise waste.
- The discarded materials should be disposed either returning to vendor who supplied or outsourced to authorised agencies.