

IT POLICY

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This internal document of the institution has been made based on the relevant policies and guidelines and consists of the policies that insist on a careful balance between security and ability to conduct the rightful activity for the users. IT policies are reviewed on a regular basis and modified to reflect changing technology, requirements of the IT user community and operating procedures along with identified threats. IT policy is broadly designed to cover General Computer Facilities usage, Software Installation and Licensing, Password Policy.

All departments, laboratories, library and college office are installed with computer hardware and relevant software. The institute permits its members to use the computing facilities for official and reasonable personal use. Use of the institution network for any illegal, defamatory, indecent purpose is prohibited as per applicable Indian IT act/law. Members are prohibited from removing any equipment that is provided for the benefit of all members.

Devices will have the latest version of antivirus and retain the setting that schedules regular updates of virus definitions from the central server.

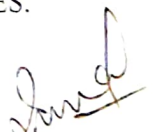
The login for the administrator account will be restricted to certain users only and will be changed on periodic basis. Institutional email ID is issued to its members. Users are advised to ensure that any email content from institutional ID is appropriately worded. In case their password / ids are compromised they should seek help from an IT Assistant for password reset. IT will not be responsible for any misuse of their email accounts.

Only the IT Assistant is permitted to install/ uninstall software on any computer/ reconfigure a computer owned by the institution. Members may not make use of the Organization's IT facilities for private financial gain or for commercial purposes outside the scope of official duties or functions, without specific authorisation to do so.

The Institution recognises and supports the use of social media by its members. However, it requires that the respect and dignity of the institution should be observed while using social media.

The IT facility is equipped with Firewall security, Proxy, DHCP, DNS, email, web and application servers and manages the complete network of the college. To enable WIFI facility in specific areas of the college premises, the Institution avails the facility of a service provider. Institutional ID is created for students, which facilitates the use of Outlook, Office 365 and the of LMS- Microsoft Teams for online lectures and assignments. Suitable software is installed in lab computers to enable practical learning for students.

The college has an active website (<http://www.siesascs.edu.in/>) that is jointly managed by the academic staff of the institution and IT department of SIES.


PRINCIPAL

(Dr.Uma M Shankar)

