



SRI SARADA COLLEGE FOR WOMEN

(An Autonomous Institution)

(Affiliated to Manonmaniam Sundaranar University, Tirunelveli)
Institution recognised u/s 2(f) and 12(B) of UGC & Reaccredited with "A" grade by NAAC
(A branch of Sri Ramakrishna Tapovanam, Tirupparaithurai)
Ariyakulam, Thoothukudi NH, Maharaja Nagar Post,

TIRUNELVELI – 627011

E-mail: srisaradatvl@gmail.com **Website:** www.srisaradacollege.org

IT Policy of the Institution

1. Preamble:

The policy of the college helps to monitor the responsible usage of all users of the institution. This reflects the IT facilities available centrally and by individual departments. All members of the college are expected to be familiar with and adhere to this policy. Users of computer resources are responsible for proper use and protection of information resources and to respect the rights of others. Intranet and Internet services have become most important resources in educational institutions and research organizations. Realizing the importance of these services, every institution or organization is ought to take initiative and establish basic network accordingly. While creating these policies, every effort has been made to have a careful balance between security and the ability to conduct the rightful functions by the users. Due to the dynamic nature of the Information Technology, Information security in general and the policies that govern information security process are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changing requirements of the IT user community, and operating procedures.

2. Objectives:

- a) To ensure the responsibility, integrity, reliability, accountability, availability, and superior performance of the Systems.
- b) To ensure the IT resources that protects the official e-identity.



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- c) To ensure that all the users are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental issued.

3. Need of the Policy:

Purpose of IT policy is to set direction and provide information about acceptable actions and prohibited actions or policy violations. Guidelines are created and provided to help organization, departments and individuals who are part of college community to understand how IT policy applies to some of the significant areas and to bring conformance with stated policies.

4. It usage and prohibitions:

The users of the College shall make effective usage of campus collaboration systems, internet, wireless resources, official websites (including college website, conference website, journal portals, online admission systems, and course website), and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the College and e-Library resources. The College shall stress upon the users to comply with College policies and legal obligations (including licenses and contracts).

5. Dissemination of Policy:

The College shall strive to arrange for awareness programmes to acquaint the users with the effective usage of IT resources.



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6. Prohibited Use:

The users shall not send, view, or download fraudulent, harassing, obscene, threatening, or other messages or material that are of violation of applicable law or College policy. Contributing to the creation of a hostile academic or work environment is prohibited.

7. Copyrights and Licenses:

Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file sharing using the College's information resources is a violation of this policy. Social Media users must abide by the rules of the College towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs. The College IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under College rules.

8. Security and integrity:

The College IT resources should not be used for activities violating the basic functionality and mission of the College, except in a purely incidental manner. The users must refrain from making any unauthorized access of information to promote secure access of Network and Computers. The competent system administrator may access the information resources for a legitimate purpose. Firewall related additional procedures to maintain a secured flow of internet and intranet-based traffic in the campus shall be managed. Anti-virus and security



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updates update of the anti-virus policy and security should be done for the protection of computing resources. The College shall lay down processes for the management of hardware and software assets that facilitates the usage of IT resources in the College. This shall include procedures for managing the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the College. The College shall ensure that there is no violation in the copying and distribution of proprietary and licensed software. The College shall emphasize on managing the risks involved for the usage of IT resources. This shall include standard procedures for identification, minimization, and monitoring of risk impact by preventive and corrective measures. This should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access. The College shall endeavor towards the promotion and effective usage of open source softwares.

9. Governance of the policy:

The College shall endeavor to ensure fair implementation of this policy to meet with the objectives of its formation. The responsibility of the management of operational aspects of IT resources is as per the hierarchical flow of the College governance structure.



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Honorary members of the IT Management:

S.No	Name of the expert	Affiliation	Expertise
1.	Prof Dharmasankar (Honorary)	JSDC Skill Center, Tirunelveli	CTO (Chief Technological officer)
2.	ErT. Kesavamoorthy (Visiting)	TSA- Technology, Salem	JCTO/ Operations Officer
3.	SrNivetha	Assistant Professor of Computer Applications	Systems Coordinator
4.	Mr S. Karthick	Malar computers	Website
5.	Mrs. S. Meena	Malar computers	Website
6.	Mrs. M. Indra	Assistant Professor of Information Technology	Website coordinator
7.	Dr. K. Amutha	Assistant Professor of Computer Science	Data facilitator
8.	Dr. B. Parvathidevi	Assistant Professor of Computer Applications	Data facilitator
9.	Dr. N. Boomadevi	Assistant Professor of Physics	IQAC
10.	Smt. B. Revathy	Assistant Professor of Mathematics	Dean-Alumna
11.	Yatiswari Saravanabhavapria	Secretary	Ex-Officio
12.	Prof(Major)P. Chandrasekaran	Director	Ex-Officio
13.	Dr N Kamala	Principal	Ex-Officio