

INFORMATION TECHNOLOGY POLICY



U.N. (AUTO.) COLLEGE OF SC. & TECH.,
ADASPUR, CUTTACK

IT POLICY

Policy Statement: This Information Technology (IT) policy establishes guidelines and procedures for the appropriate use of [College Name]'s IT resources. These resources include but are not limited to computers, networks, internet access, software, and data. Adherence to this policy is essential to ensure the security, integrity, and confidentiality of our IT infrastructure and information assets.

1. Acceptable Use:

- All students, faculty, staff, and authorized users must use [College Name]'s IT resources responsibly, ethically, and by academic and administrative needs.
- IT resources shall be used solely for educational, research, administrative, and other college-related purposes.
- Prohibited activities include but are not limited to:
 - Unauthorized access to data or systems
 - Distribution of malicious software
 - Unauthorized modification or destruction of data
 - Violation of copyright or intellectual property rights
 - Use of IT resources for personal gain or illegal activities

2. Security Measures:

- All users are responsible for maintaining the security of their accounts and passwords. Passwords must be strong, changed regularly, and kept confidential.
- Devices connected to [College Name]'s network must have up-to-date antivirus and security software installed.
- Access to sensitive data shall be restricted based on academic roles and responsibilities.
- Encryption must be used for sensitive data during transmission and storage.

3. Data Management:

- Data classification and handling procedures must be followed to ensure the confidentiality, integrity, and availability of academic and administrative information assets.
- Backup procedures must be implemented and regularly tested to prevent data loss.

- Data retention policies must be adhered to, and obsolete data must be securely disposed of.

4. Internet and Email Usage:

- Internet access is provided for educational and research purposes. Personal use must be kept to a minimum and should not interfere with academic or administrative duties.
- Users should exercise caution when accessing external websites or downloading files to prevent malware infections.
- Email communications should be professional and appropriate. Confidential information must not be sent via unsecured channels.

5. Bring Your Own Device (BYOD):

- If BYOD is permitted, students and faculty must comply with [College Name]'s security requirements and policies.
- Personal devices used for academic purposes may be subject to inspection and monitoring by the IT department.

6. Compliance and Enforcement:

- Violations of this IT policy may result in disciplinary action, up to and including suspension, expulsion, or termination of employment.
- All users are required to report any suspected violations or security incidents to the IT department immediately.

7. Policy Review:

- This IT policy will be reviewed annually and updated as necessary to address changes in technology, regulations, or academic requirements.
- Students, faculty, and staff will be notified of any updates to the policy, and training may be provided as needed.

8. Facilities in College

- The IT infrastructure of the institute is constantly updated to meet the needs of the students. We are constantly adapting to the ever-evolving technologies.

- In-house Learning Management System (LMS) is a complete automation solution for academic activities that is implemented by Udaya Nath Autonomous College of Science and Technology.
- The college is executed through automated software in different sections like Accounts, Library, Examination Cell as well as Autonomous Cell.
- The students are provided with an online payment system along with online Exam form fill-up, Online Admit card, and online results.
- The college is currently having 100MBPS bandwidth of uninterrupted internet from 2 different service providers.
- The whole college is running under a high bandwidth optical fiber Wi-Fi network.
- 3 Smart Classroom has been established for the smooth conduct of the Teaching Learning Process.
- The smart Gallery room is equipped with the latest ICT facilities to conduct Seminars with the capacity of more than 300 students.
- The college has an ICT-facilitated conference hall for meetings and seminars with a capacity of more than 50 Students.
- All Computer labs are under a high-speed secure LAN system with 24 hrs internet facility along with proper fire extinguishers to avoid any accidental conditions.
- The college has an Artificial Intelligence (AI) lab which promotes students with latest technologies.


PRINCIPAL
U. N (AUTO) COLLEGE OF SC. & TECH.
Adaspur, Cuttack