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## Information Technology Policy

### **Overview**

SKASC has very good IT infrastructure. The college has 14 computer laboratories with 66 numbers of systems in each laboratory. The college is having Internet facility with 540 Mbps bandwidth. The college generates separate electronic mail identifier to the faculty members and students. SKASC provides internet facilities to access the academic related content.

The college provides hardware, software and network resources to support the academic related activities such as educational, instructional, research, and administrative activities of the college and to enhance the efficiency and productivity of the faculty members. These resources are tools to access and process information related to their areas of work. These resources help them to remain well informed and carry out their functions in an efficient and effective manner.

This document establishes specific requirements for the use of all IT resources at SKASC. This policy applies to all users of computing resources owned or managed by SKASC. Individuals covered by the policy include SKASC faculty, students, guests and any other entity which fall under the management of Sri Krishna Arts and Science College accessing network services via SKASC's computing facilities. It is expected that these resources are used primarily for college related purposes and in a lawful and ethical way.

SKASC provides 10 Mbps internet bandwidth before 2015. Now, it is increased up to 540 Mbps speed. In addition, the college provides Internet access through Jio Wi Fi of 1 GB per day.

### **Acceptable Use**

An authorized user may use only the IT resources the user has authorization. The user is allowed to use only his/her account. They should not involve in hacking other user's information. A user is individually responsible for appropriate use of all resources assigned to him/her, including the computer, the network address or port, software and hardware.

As an authorized SKASC user, he/she should not engage in or enable unauthorized users to access the network by using IT resources of SKASC or a personal computer that is connected to the SKASC campus wide Local Area Network (LAN). Users should make a

reasonable effort to protect his/her passwords and to secure resources against unauthorized use or access. No user must attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system administrator.

Users must comply with the policies and guidelines for any specific set of resources to which he/she have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

### **Objective and Scope of the document**

The policy is framed to define the usage of IT resources and to ensure proper access to and usage of SKASC's IT resources and prevent their misuse by the users from an end user's perspective.

This policy is applied to all internet users such as SKASC faculty, students, guests and any other entity which fall under the management of Sri Krishna Arts and Science College accessing network services via SKASC's computing facilities. The internet users are expected to be familiar with and to comply with this policy.

### **Access to the Internet**

Internet access will be provided to users for the academic purpose only and they can access any academic related contents only.

- 1) A user shall register the client system and obtain one-time approval from the competent authority before connecting the client system to the College Campus wide LAN.
- 2) SKASC shall maintain two independent networks, i.e. Internet and Intranet. Both the networks shall not have any physical connection/devices between them. End point compliance shall be implemented on both the networks to prevent unauthorized access to data.
- 3) Users shall not undertake any activity through any website or applications to bypass filtering of the network or perform any other unlawful acts which may harm the network's performance or security.

### **Applying Procedure**

The students / staff shall give a request to the system administrator of SKASC for accessing the Internet by providing the duly signed request form. By analyzing the request, the competent authority will give approve the access of internet.

## **Removal of Access**

Internet/Account access may be discontinued for the following reasons:

- Resignation of faculty
- Completion of course by student
- Discontinuation of the course
- Violation of the policy

## **Usage Policy**

Network connectivity provided through the college either through an authenticated network access connection is governed under the College IT Policy. The SKASC will take response for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the college network should be reported to IT personnel.

## **Email Account Usage Policy**

SKASC provides official email access privileges to its users. In an effort to handle the efficient information dissemination among the administration, faculty members, staffs and students, it is recommended to avail official email with college domain.

In an effort to increase the efficient distribution of critical information to all faculty, staff and students, and the college administrators, it is recommended to utilize the college e-mail services, for formal college communication and for academic & other official purposes.

E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal college communications are official notices from the college to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general college messages, official announcements, etc.

## **Security and Privacy**

User can get approval from the competent authority of SKASC to connect any access device to the college network. The user should secure their account and password details. They should not share the login credentials to others. The users shall ensure that all computers run the virus-scanning software. The users shall report any loss of data or

peripherals to the authority of SKASC. The person who uses a computer shall shutdown the system in a proper manner before leaving the college.

The user who downloads any application should get approval from the system administrator. The administrator will allow access to such application after verifying the harmfulness of the software. SKASC maintains a firewall named as NetFox – NF-750 software to monitor and filter the incoming and outgoing traffic based on an organization's previously established security policies. The firewall is upgraded every 3 years and the license is live till 16/11/2023.

### **WiFi Policy**

The WiFi is available in the whole SKASC campus. The access to WiFi is restricted to the users. The person who wants to use this facility has to submit a request form to the competent authority and can access after getting the approval. The WiFi access from the unregistered device will be treated as violation of the policy.

### **Access Deny**

The users who violate the IT policy may be denied to access the college network. The system administrator has the rights to deny the user's internet access if he finds the violation of the policy.

### **Disclaimer**

SKASC has rights to restrict the individual's use without any prior notice if the system administrator finds any violation of the policy. The user's account will be checked periodically to maintain the policy.



  
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