



शिक्षण प्रसारक मंडळी, पुणे

R. A. Podar College of Commerce & Economics

AUTONOMOUS

Matunga, Mumbai - 400 019

An 'A+' Institution as Accredited by NAAC
Certified as 'Best College' by University of Mumbai

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I.T. Policy

1. Introduction:

The policy related to the procurement and use of equipment, tools and accessories available in the campus is spelled out after elaborate thought process at the IQAC of the college. As the teaching learning process at our college has underlined the extensive use of IT resources the policy document is required to guide the faculty (teaching and non-teaching), learners, and such that there is a clarity with respect to the usage of IT resources. This policy is applicable from the day it is published and binding on all the stakeholders.

2. Scope

The policy covers all who are concerned with the use of IT infrastructure and operational covering the entire campus. It is applicable from the date from which it becomes operational.

3. Objectives of the Policy

1. Outline guidelines, procedures, and best practices for using IT resources
2. Ensure proper use of information technology resources
3. Safeguard the IT resources (hard ware and software)
4. Keep track of the renewal of licenses, if any.
5. Support the college's academic and administrative functions
6. Safeguard sensitive data
7. Monitor compliance related to licensing and upgradation relevant laws and regulations
8. Upgradation of the resources on a continuous basis such that the resources remain relevant and useful.

4. Strategies for Enabling the Policy

1. There shall be a thorough checkup about the specifications mentioned in the purchase order and the delivered items.
2. Proper confirmation about the guarantee /warrantee need to be verified.
3. Proper entries need to be made in the respective registers

Podar : Nurturing Intellect, Creating Personalities.

4. Communication about the availability of the resources need to be given to all concerned.
5. AMCs need to be formalized for the upkeep of equipment and replacement of accessories and parts as and when required.
6. A dedicated technical staff is to be appointed to oversee the upkeep of IT resources.
7. SOP for usage be developed and communicated to all concerned.

5. Roles and Responsibilities

A. General Rules

1. Users of the college's IT resources are required to abide by the SOP while using Laptops, Desk tops, computer networks, email, and software.
2. Users are prohibited from engaging in activities that may compromise the security, integrity, or availability of IT resources, including unauthorized access, distribution of malware, and violation of copyright laws.
3. Users must respect the privacy of others and refrain from accessing or disclosing confidential information without proper authorization.
4. Any misuse or violation of the prescribed rules may result in disciplinary action.

B. Policies related to e-mail

Dedicated Email to Staff and Faculty: College has created institutional email identities for each of the faculty members (teaching and non-teaching) of the college. They use the designated email for correspondence for official correspondence.

C. Data Security and Confidentiality

1. All electronic data and information systems belonging to the college are considered confidential and must be protected from unauthorized access, disclosure, alteration, or destruction.
2. Users are responsible for safeguarding their login credentials and ensuring that sensitive data is stored, transmitted, and disposed of securely in accordance with college policies and applicable regulations.
3. Data backups must be performed regularly to prevent data loss in the event of system failures, disasters, or security breaches.

D. Network Security

1. The college's network infrastructure must be protected with firewalls, intrusion detection/prevention systems, and other security measures to defend against unauthorized access, malware, and other cyber threats.
2. Wireless networks must be secured with strong encryption and access controls to prevent unauthorized access and protect the confidentiality of network traffic.

E. Software and Hardware Usage

1. Only licensed software authorized by the college may be installed and used on college-owned devices.
2. Users must not install or run unauthorized software or hardware that may pose security risks or disrupt network operations.

F. Incident Reporting and Response

1. Users must report any suspected security incidents, including data breaches, malware infections, and unauthorized access attempts, to the college's IT department immediately.
2. The IT department will investigate reported incidents and take appropriate action to mitigate risks, restore services, and prevent recurrence.

G. Compliance

1. This IT Policy is subject to periodic review and update to ensure alignment with evolving technological trends, regulatory requirements, and organizational needs.
2. All users are required to comply with this policy and any associated procedures, guidelines, and standards established by the college.
3. Failure to comply with this policy may result in disciplinary action.

6. Conclusion

This IT Policy establishes the framework for the secure, efficient, and responsible use of information technology resources at R. A. Podar College of Commerce and Economics (Autonomous). By adhering to these guidelines, users can contribute to the college's mission while safeguarding sensitive data and maintaining compliance with relevant laws and regulation.