Cosmopolitan's

Valia C. L. College of Commerce

& Valia L. C. College of Arts

Information Technology Policy

Technology like art is a soaring exercise of the human imagination.

Daniel Bell

Preamble:

This Information Technology (IT) Policy of Valia College of Commerce and Arts outlines the policies that govern the responsible usage by all users of the information technology resources in the college. Every member of the college is expected to be familiar with and adhere to this policy. All users of the information technology in the college are responsible to properly use and protect information technology resources and to respect the rights of others.

Applicability:

The IT Policy applies to all faculty, administrative staff and students and all others using the IT resources provided by the college, whether personally or for official uses.

Objectives:

- To ensure that IT resources are used for promoting the mission of the college towards teaching, learning, research, and administration.
- To ensure the integrity, reliability, availability, and superior performance of the IT resources available in the college
- To ensure that the IT resources are used keeping in mind the right of the individual and institution to confidentiality of data.
- To ensure that all the users of the IT resources are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules.

Policy:

1. The users of college IT resources shall make effective usage of internet, wireless resources, official websites, Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the college and e-Library resources keeping in mind college policies and legal obligations (including licenses and contracts).
2. The users shall not send, view or download fraudulent, harassing, obscene, threatening or other messages or material that are in violation of applicable law or college policy and may contribute to the creation of an unfavorable and hostile academic or work environment.
3. Users must not violate copyright law and must respect licenses to copyrighted materials
4. Users must abide by the rules of the college towards the usage of social networking sites, mailing lists, newsrooms, chat rooms and blogs.
5. 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.
6. The users must refrain from making any unauthorized access of information to promote secure access of Network and Computers.
7. Regular updating of the anti-virus software and security updates should be done for the protection of information technology resources.
8. The users are solely responsible for the activities they perform on college servers with their "Username/Password" pairs and IP (Internet Protocol) addresses assigned to them.
9. Any violation of the basic objectives and areas mentioned under the IT Policy of the college shall be considered as a misconduct and violation of college rules and will result in disciplinary action.
10. The college shall strive to arrange for awareness programmes to acquaint the users with the effective usage of IT resources.
11. This policy document needs to be reviewed at least once in two years and updated if required, so as to meet the pace of the advancements in the field of IT.