

Mahajana Education Society ®



INFORMATION TECHNOLOGY POLICY

Education to Excel

SBRR Mahajana First Grade College (Autonomous)

Jayalakshmipuram, Mysuru – 570 012 Karnataka, INDIA

Affiliated to University of Mysore

Re-Accredited by NAAC with 'A' Grade, College with Potential for Excellence

1. Introduction

SBRR Mahajana First Grade College (A) recognizes the vital role that Information Technology (IT) plays in achieving its academic and administrative objectives. This policy outlines the guidelines and principles for the use, management, and security of IT resources within the college community. It applies to all faculty, staff, students, and any other individuals accessing or using the institution's IT infrastructure.

2. Acceptable Use

2.1 Authorized Users:

- Only authorized individuals, including students, faculty, and staff, are permitted to use the institution's IT resources.

2.2 Ethical Use:

- Users must engage in responsible, ethical, and legal use of IT resources, refraining from activities that violate privacy, copyright laws, or any applicable regulations.

2.3 Prohibited Activities:

- Activities such as unauthorized access, hacking, distribution of malware, and any other actions that compromise the integrity of the IT infrastructure are strictly prohibited.

3. Data Management and Security

3.1 Data Privacy:

- SBRR Mahajana First Grade College (A) is committed to protecting the privacy of individuals. MFGC network is secured with Forefront TMG 2010 (Threat Management Gateway from Microsoft), which acts as both a firewall and a proxy.

3.2 Confidentiality:

- Users are responsible for maintaining the confidentiality of sensitive information. Sharing passwords, unauthorized access to confidential data, and any other breach of confidentiality are strictly prohibited.

3.3 Data Backup:

- Regular backups of critical data are performed to prevent loss due to unforeseen circumstances such as hardware failure, data corruption, or cybersecurity incidents. Windows Backup Utility service is live for BARE Level Backup and automated on a daily basis. Periodical copies are archived.

4. Cybersecurity

4.1 Security Awareness:

- All users undergo cybersecurity awareness training to recognize and respond to potential security threats.

4.2 Antivirus Software:

- All devices connected to the institution's network have up-to-date antivirus software to prevent the spread of malware. Centralized K7 Antivirus Solutions network is deployed to monitor access violation and Internet/intranet threats. USB ports for external storage devices are disabled across the network terminals. Bulk data transmission from campus to outside and vice versa from central terminal is also disabled.

4.3 Network Security:

- SBRR Mahajana First Grade College (A) employs security measures to protect the integrity and availability of its network. Users are prohibited from attempting to bypass or compromise these security measures.

5. IT Resource Management

5.1 Equipment Usage:

- College-owned IT equipment should be used for educational and administrative purposes.

5.2 Software Licensing:

- All software is licensed, and users are prohibited from installing or using unlicensed software on college-owned devices.

5.3 Network Resource Allocation:

- Users are expected to use network resources responsibly, avoiding activities that may cause network congestion or disrupt services for others. Effective measures are practiced to maintain maximum uptime cycle and reduce recovery time. Exclusive Server Room for hosting IT Services, Professional Service Desk and Reusable stock area to fix the hardware issues of the IT equipment exists.

6. Reporting Incidents

6.1 Security Incidents:

- Any suspected security incidents or breaches must be reported promptly to the IT department.

6.2 Technical Issues:

- Technical issues with hardware or software should be reported to the IT helpdesk for prompt resolution.

7. Compliance and Enforcement

7.1 Compliance:

- Failure to comply with this IT policy may result in disciplinary action, including but not limited to the suspension of IT privileges, academic penalties, or legal action.

7.2 Policy Review:

- This policy will be periodically reviewed and updated to ensure its relevance and effectiveness in the evolving landscape of Information Technology.

8. Conclusion

By adhering to this Information Technology Policy, the college community contributes to the creation of a secure, efficient, and responsible IT environment that supports the college's mission and goals. All users are expected to familiarize themselves with this policy and comply with its provisions.


(Dr. B R Jayakumari)

PRINCIPAL

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