



Marata Vidya Prasarak Samaj's

Karmveer Abasaheb Alias N. M. Sonawane Arts, Commerce  
and Science College

Morenagar, Baglan (Satana), Nashik – 422301, (MS) India

**(Affiliated to Savitribai Phule Pune University)**

**Re-Accredited by NAAC- 'A' Grade (CGPA-3.18)**

# IT-Policy

*Policy and Procedures*

### Introduction:

K.A.A.N.M.Sonawane Arts, Commerce and Science college, Satana provides IT resources to support the educational, instructional, research, and administrative activities of the College and to enhance the efficiency and productivity of the employees. These resources are meant as tools to access and process information related to their areas of work. These resources help them to remain well informed/updated and carry out their functions in an efficient and effective manner.

This document establishes specific requirements for the use of all IT resources at College. This policy applies to all users of computing resources owned or managed by College. Individuals covered by the policy include College faculty and visiting faculty, staff, students, alumni, guests, external individuals and any other entity who fall under the management of College accessing network services via computing facilities of the College.

For the purpose of this policy, the term 'IT Resources' includes all College owned, licensed, or managed hardware and software, and use of the College network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network

### Objectives:

1. College IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the College on the campus. Misuse of these resources can result in unwanted risk and liabilities for the College. It is, therefore, expected that these resources are used primarily for College related purposes and in a lawful and ethical way.
2. This policy establishes College-wise strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the College.
3. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

### Roles and Responsibilities

The following roles and responsibilities are envisaged from each entity respectively.

1. College shall implement appropriate controls to ensure compliance with this policy by their users. Computer Science Department shall be the primary Implementing Agency and shall provide necessary support in this regard.
2. Use College's IT resources for those activities that are consistent with the academic, research and public service mission of the College and are not "Prohibited Activities".
3. All users shall comply with existing national, state and other applicable laws.
4. Abide by existing telecommunications and networking laws and regulations.
5. Follow copyright laws regarding protected commercial software or intellectual property.
6. As a member of the College community, College provides use of scholarly and/or work-related tools, including access to the Library, certain computer systems, servers, software

## Criterion VI Governance, Leadership and Management

and databases and the Internet. It is expected from College Community to have a reasonable expectation of unobstructed use of these tools, of certain degrees of privacy and of protection from abuse and intrusion by others sharing these resources.

7. Users of College shall not install any network/security device on the network without consultation with the Implementing Agency.
8. It is the responsibility of the College Community to know the regulations and policies of the College that apply to appropriate use of the technologies and resources. College Community is responsible for exercising good judgment in the use of the available technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.
9. As a representative of the College community, each individual is expected to respect and uphold

### Committee:

- **Committee Chairman**
  - Prin. Dr. Dilip Dhondge
- **Committee Member**
  - Shri. S. S. Saundankar
  - Smt. S. B. Shewale
  - Smt. Y. D. Salunke
  - Smt. P. R. Deshmukh
  - Shri. S. H. Haral

We strive to follow a scheme of continuous improvement and up gradation in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

**Date: 31/8/2018**

**Place: Satana**



