



# BISHOP HEBER COLLEGE

(Autonomous and Affiliated to Bharathidasan University)  
(Nationally Reaccredited with 'A' Grade by NAAC with a CGPA of 3.58 on 4 point scale)  
(Recognised by UGC as 'College of Excellence')

**Puthur, Tiruchirappalli-620 017, Tamilnadu, India**

## Information Technology (IT) Policy

### PREAMBLE

The Information Technology (IT) Policy of the College defines rules, regulations, and guidelines to ensure their ethical and acceptable use and assure the safety and security of data, products, facilities, and users as well as the people using them. IT policy of BHC applies to all the computing resources in the campus.

### Purpose of IT Policy

The purpose of an IT (Information Technology) policy of the College is to provide guidelines and rules for the appropriate and responsible use of technology resources while promoting safety, security, innovation, compliance with the college's policies and legal requirements, and effective use of these resources to support the College's mission and goals.

The IT policy comprises the following clauses for the effective utilization of computing resources, each of which is described in detail in the Center for Data and Information Services (DIS) Handbook. A short description is provided here. *Users are requested to read the full Handbook provided in the Website.*

- **Acceptable Use:** Use of computing resources is limited solely to educational, research, and instructional purposes. Use of open-source software/tools for their learning and research activities and proprietary software with legal license is permitted
- **Network Security:** Network resources are only accessible to authorized personnel. Unauthorized transmit of sensitive data over unsecured networks or devices is strictly prohibited. The DIS also ensures privacy and security to users with authenticated login



  
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- **Hardware & Computer Peripherals Installation:** All hardware and software purchases comply with relevant laws and regulations, such as licensing agreements and intellectual property rights. All hardware and software purchases are reviewed and tested by DIS before implementation to ensure compatibility. Damaging and tampering with the Computing resources by the user is punishable
- **Software Installation:** Software for personal laptops and desktops may be installed on request-basis by DIS. The software installation in the computing resources of the College by the users is strictly prohibited. Tampering and Damaging of the licensed software is prohibited

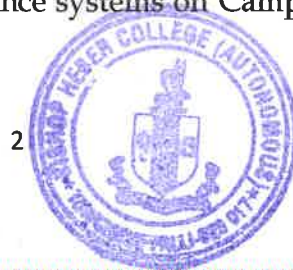
## Maintenance

The maintenance policy is essential for ensuring that the IT systems of the college are maintained in good working order to minimize downtime, ensure data security, and optimize performance.

1. DIS/IT Support performs regular maintenance on all IT systems to ensure they are functioning efficiently and to prevent downtime
2. All changes to IT systems, including upgrades, patches, or modifications, will be carried out under the college's change management policy. This includes proper testing, documentation, and approval procedures
3. The Maintenance requisition form is available on DIS / College Website. The DIS is responsible for maintaining an accurate inventory of all technological assets, software and tangible equipment purchased by the college/project holders

## Video Surveillance Policy

The purpose of a Video Surveillance Policy is to establish guidelines and procedures for the use of video surveillance systems on Campus and to ensure that



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they are used in a manner that promotes safety and security while protecting the privacy rights of individuals on campus

1. The video surveillance cameras are installed across the entire College campus in the vantage points, to protect the stakeholders, resources and College premises
2. The entire campus is under surveillance 24 × 7 throughout the year for ensuring the security and safety of the stakeholders
3. The recorded videos are taken as backup regularly and retained up to the end of the semester.
4. The requisition of the video footage regarding crimes such as theft, and harmful activities among the students should apply through the proper channel and approval of the DIS

## Data Backup and Recovery Policy

- DIS is responsible to back up of important data, stores the backup data in an offsite (backup) server for six months, corresponding to each semester enduring a monthly testing of the data recovery process
- The DIS is responsible for enforcing the Policy and addressing any violations
- When an IT policy violation is suspected, the College may investigate the situation to determine if a violation has occurred. If a violation is confirmed, penalties for violating the IT policy can vary depending on the severity of the offence:
  - Minor violations may result in a warning or reprimand and financial penalty while more serious violations may lead to suspension of IT privileges, disciplinary action, suspension/ dismissal, or even legal action in some cases
- In case of Dispute, the Laws enacted by the Government of India, regarding IT (Information Technology Act, 2000) are followed in spirit, for arriving at resolutions / levying punishments



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- The clauses as specified in the Policy document are mere guidelines, and its implications are governed by the Legislation pertaining to IT (Information Technology Act, 2000) in the India Context.

## CONCLUSION

An IT policy of the college emphasizes the importance of following the policy to ensure the protection and integrity of the College's computing resources. It also outlines the consequences for violating the policy, which could include disciplinary action, loss of IT privileges, and potentially legal action in severe cases. Thus, the IT policy of the College aims to create a secure and responsible IT environment for the College community.



  
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