IT POLICY

JUNE 2016
VISION:

SNS College of Engineering envisages its vision to provide quality education of international standards and impart knowledge & skills to the students, in the process to shine as one of the premier institutions in the country and worldwide.

MISSION:

The cherished mission of the college is to:

- Create conducive environment for the school leaving youths – both boys and girls to acquire quality technical knowledge and skills,
- Provide social and economic accessibility for every section of society to enjoy education of global standards,
- Prepare students to meet future development in science and technology with social and gender equity,
- Empower students to promote their knowledge and skills through networking with other relevant institutions,
- Develop confident and diligent future citizens.
IT Policy

- Students and Staff of SNSCE must use the internet facility only for office and academic purpose.
- Students and Staff must not involve themselves in sending unsolicited mails through SNSCE internet facility.
- Students and Staff must not download material from internet without proper acknowledgement of original source.
- All the faculty members are provided with e-mail, group mail under ‘SNSCE’ domain with 200 MB storage capacity each.
- All the servers are provided with power back-up for uninterrupted service.
- All the computers with Internet connectivity are provided with the unique DNS for easy maintenance and security.
- Every system is protected with a username and password and individual login identities are provided to the students, faculty and administrative staff members.
- Data back-up facilities with 2 TB data storage unit and portable storage devices are available for ensuring data safety.
- Computers are available in the Laboratories designated to the Departments, while Laptops are maintained by the Library and accessed on demand. Campus-wide Internet connectivity is given for easy access to the web.
- 24 X 7 Wi-Fi enabled campus
- Internet lab usage timing is extended up to 07:00 pm every day and also on holidays.
- CCTV surveillance cameras are installed in vantage places to monitor the activities
- 4 Servers and 971 systems with LAN connection are available. 102 printers are also available
- ICT enabled classes with 54 Projectors connected with LAN and internet Facility
- ERP software is available for academic and office automation.
- College website is available for accessing the information regarding the department, faculty members and infrastructure facilities including R&D cell.
- Exclusive websites are available for student study material, teaching and learning process and SRI activities.
- Whenever needed, system is upgraded with higher configuration.

### Structure of IT & ITES Governance

![Structure of IT & ITES Governance Diagram]

- Internet access rights and unlimited usage to Students and staff will be provided based on their course of study / special tasks which they are involved / based on the teacher recommendations.
- Internet access rights to guests will be provided based on the requirement of the guest and approved by HOD for a specific timeline only.
- Prioritize Internet access for research and academic purpose.
- Internet access for recreation, entertainment, personal and extracurricular work to all Staff and Students shall be provided if necessary. In special cases, unrestricted internet access will be given after getting recommendation from HOD.
- Guest login with Wi-Fi access.
Inappropriate uses of Internet access

There are numerous appropriate uses of the Internet: e-mail, bulletin boards and access of information on the World Wide Web, Social Media and Banking etc. SNSCE encourages appropriate use of these resources. All users of SNSCE computing resources are expected to abide by the following guidelines:

Access

- Each user of Internet facilities must identify him/her accurately when participating in Newsgroups or chat rooms when representing SNSCE officially.

- Bandwidth both within the campus and in connecting to the Internet is a shared, finite resource. Users must make reasonable efforts to use this resource in ways that do not negatively affect other users.

Commercial use

Since SNSCE is defined as an educational rather than commercial site on the Internet, reserves the right to restrict accounts or individual Web pages which are used for commercial activity.

Illegal use

Users are to refrain from any use of computing resources which is illegal.

Harassing / Obscene material

Internet users at SNSCE are to refrain from displaying or distributing material (text, audio, or video) which is obscene, or harassing, or which is in any way inconsistent with SNSCE Statement of Values in any other manner.

Displaying or distributing such information will be considered a violation of the college Statement of Values, which specifically prohibits the distribution of obscene materials and harassment.

Users are to refrain from sending information via e-mail which is obscene or harassing as defined by SNSCE Statement of Values.

The obscenity standards are as follows:

- Such materials that they appeal to prurient sexual/ physical interests or violently subordinating behaviour rather than an intellectual or communicative purpose,
- Materials that lack any literary, scientific, political, artistic or social value.
Wasteful use of resources

- Users are to refrain from deliberately performing any act which will impair the operation of the computing resources of the College or the resources of any recipient of the information. Such acts include injecting computer viruses, batch programs, "junk mail" etc. Examples of non-course-related work are playing computer games, printing personal material and chatting to personal friends etc.

- The SNSCE does not support recreational computing (including games and video chat) that require the reservation of network ports. In periods of high demand, Internet use may be disallowed in public and wireless facility

- SNSCE provides access to the Internet and its services through wired network and Wi-Fi network to support teaching, learning, research, administration and approved business activities of the college to all its students and staff who comply with the Internet use policy.

- We are managing 64 Mbps of internet backbone with multiple ISPs connected at our Network Operations Centre.

- Basically the College IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology, infrastructure established by the college on the campus.

- This policy establishes College-wide 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.

- Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information. Undoubtedly; Intranet & Internet services have become most important resources in educational institutions & research organizations. Realizing the importance of these services.

- On one hand, resources are not easily available for expansion to accommodate the continuous rise in Internet needs, on the other hand uncontrolled, uninterrupted and free web access can give rise to activities that are neither related to Teaching/learning processes nor governance of the College.

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