

BIKALI COLLEGE, DHUPDHARA

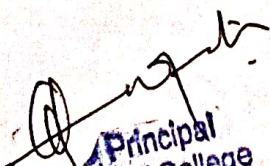
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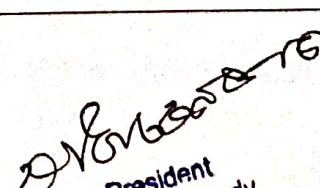
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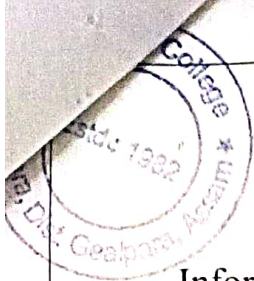
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**INFORMATION AND TECHNOLOGY (IT)
POLICY**

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Approved by	Governing Body, Bikali College, Dhupdhara
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Principal
Bikali College
Dhupdhara


President
Governing Body
Bikali College Dhupdhara



Information Technology (IT) Policy of Bikali College provides a framework for the uses, maintenance and security of IT resources and services of the college. This policy is applicable to administration, teaching staff, non-teaching staff, students and third-party service providers accessing IT facilities of college and make all stakeholders informed with the restrictions and rules and regulation when using IT facilities and services of college.

I. Responsibilities:

- Users are expected to use the ICT equipment in an appropriate manner, without contributing any damage to the equipment and to report immediately to the in-charge if any malfunction observed.
- The user will be responsible for an individual account and password security when using the IT facility of the college for personal work.
- The computer and laptop devices of the college shall be updated with the antivirus software.
- Any members allocated a laptop or any devices for official work of the college are responsible for proper use and maintenance of the same.
- Users sharing academic or research-related communication of the college externally need to use the authorised email id of the college.
- For performing academic and administrative activities, authorized administrator, or official accounts is to be used.
- The college will conduct orientation programmes on the use of ICT facilities and its related rules among the students and employees.
- The college shall ensure that the privacy of the student and employee data are maintained and used for academic purposes only and not disclosed to anybody outside the college for personal gain.
- The third party involved as a service provider to the college needs to abide by the IT policy of the college.

II. Restriction:

- Any unlawful activity including illegal downloads and sharing and violation of IPR and copyright by the users of the IT facility of the college is strictly prohibited.
- No user unless one having proper authorization can access the data of the college and disclose the same to the unauthorised user. Data privacy needs to be strictly maintained.
- No user shall attempt to destroy the college data and information for personal gain.
- Personal use of IT facilities is permissible but limited to an extent whereby it does not hinder the quality service delivery or threatens the security provisions of the institution.
- Entry to the area/room hosting the information assets of the college is restricted except by authorized employees and strict physical surveillance is to be installed.

III. Action for violating the policy:

- Not complying with the rules and regulations of the policy is subject to disciplinary or legal action such as suspension from studies and office.

