Shri Gujarati Samaj B.Ed. College, Indore

College IT Policy 2024

Introduction

In today's digital era, technology plays a vital role in academic, administrative, and communication processes. The College IT Policy 2024 aims to establish a secure, efficient, and responsible framework for using digital resources in accordance with UGC guidelines and Devi Ahilya Vishwavidyalaya (DAVV) regulations. This policy ensures that students, faculty, and staff use IT resources ethically and safely to promote a culture of digital responsibility.

Purpose

The purpose of this IT Policy is to ensure the secure, responsible, and effective use of all digital and online facilities of the college. It provides guidelines for students, faculty members, and staff to make proper use of computers, internet, networks, and other digital resources in accordance with UGC norms and DAVV (Devi Ahilya Vishwavidyalaya) regulations.

Scope

This policy applies to all college-owned or managed IT resources, including:
- Computer laboratories, Wi-Fi networks, and servers
- Official college email accounts and online portals
- Cloud-based academic systems and databases
- College website and all web applications linked to DAVV

Regulatory Compliance

- The college strictly follows the University Grants Commission (UGC) IT and Cyber Ethics Guidelines, ensuring ethical use of technology in higher education institutions.
- All digital activities and content uploaded on the college website comply with DAVV's website and information-sharing regulations.
- Any online publication, update, or data shared on the website must be approved by the Principal / IT Cell and follow DAVV's website upload policy.

Acceptable Use Guidelines

- IT resources should be used only for academic, research, and official purposes.
- Accessing objectionable or non-academic websites, spreading misinformation, or engaging in cyber misconduct is prohibited.
- Users must not share login credentials or attempt to access restricted areas of the system.
- Personal devices connected to the college network must be safe, virus-protected, and authorized.

Data Privacy and Security

- The college ensures the confidentiality and integrity of all academic and administrative data.
- Users must not copy, modify, or share confidential data without authorization.
- Any data breach, cyberattack, or suspicious activity should be reported immediately to the IT Department.

- Unauthorized access, hacking, or tampering with digital infrastructure is a punishable offence under IT Act 2000.

Email and Social Media Usage

- College email IDs should be used strictly for academic or official correspondence.
- Personal, commercial, or political use of official email is not permitted.
- Social media content related to the college must be respectful, factual, and approved before posting.

Software and Licensing

- Only licensed and authorized software provided by the college or UGC/DAVV-approved sources may be installed.
- The use of pirated or unverified software is strictly prohibited.
- The IT Cell will maintain a record of all licensed software and ensure compliance.

Website Upload Policy (As per DAVV Guidelines)

- All materials uploaded to the college website (such as notices, results, circulars, photos, or reports) must be authentic, verified, and approved by the Principal or designated authority.
- Academic and administrative updates should align with DAVV's website structure, content standards, and periodic update requirements.
- Sensitive information (such as personal data, student details, or internal communications) must not be uploaded publicly.
- The website must maintain transparency, accessibility, and security in line with UGC and DAVV standards.

Responsibility and Disciplinary Action

- Any violation of this policy, misuse of IT resources, or non-compliance with UGC/DAVV norms may result in disciplinary action as per college and university regulations.
- Users are personally responsible for their actions while using college IT facilities.

Technical Support

For any issues related to login access, system errors, or IT policy clarifications, please contact the IT Cell / Computer Department at the college.

Policy Review and Updates

This policy will be reviewed annually or as required to comply with updates from the UGC, DAVV, and Government of India's IT Acts.

📅 Effective From: January 2024

🏫 Issued By: Shri Gujarati Samaj B.Ed. College, Indore

📚 Affiliated To: Devi Ahilya Vishwavidyalaya (DAVV), Indore

📜 In Accordance With: UGC Guidelines on IT Use in Higher Education Institutions