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**4.3.1.** Institution has an IT Policy covering wi-fi, cyber security, etc. and allocated budget for updating its IT facilities.

**Purpose of IT Policy:**

- To maintain, secure and ensure appropriate use of Information technology infrastructure established by the Institution on the campus.
- To work as a guide to stakeholders in the usage of the institution's computing facilities including computer hardware, software, email, information resources, intranet and internet access facilities.
- To set direction and provide information about acceptable actions and prohibited actions or policy violations.

**IT hardware installation and maintenance guidelines:**

- IT hardware installation and maintenance is performed by system administrators.
- IT hardware installation and maintenance services are provided only after receiving an approval from the principal.
- Maintenance of computer systems should be done periodically by hardware Engineers of Manasa Computers as per the agreement and the same need to be recorded in maintenance register.
- Movement of IT hardware within the college or outside the college should be recorded in movement register.
- The major e-waste such as written off instruments / equipment's, CRTs, printers, computers, batteries should be sold regularly.

**Software installation and licensing guidelines:**

- IT policy allows authorized and open source software installation on the institution computers.
- Licensed software need to be installed in the systems.
- Antivirus software need to be procured and installed in the systems.

**Email account use guidelines:**

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- Every department / unit / faculty is provided with an E-mail.
  - The E-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
  - Faculty should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.

**Web Site hosting guidelines:**

- Institution website should be used to provide academic and administrative information for its stake holders.
- Website updation committee is responsible for content updation and maintenance of the website.
- The contents hosted on website should be correct and clear.

**E-waste Management:**

- The institution has undertaken a number of E-waste management initiatives with the objective of creating an eco-friendly environment in the campus.
- The major e-waste such as written off instruments / equipment's, CRTs, printers, computers are sold out.
- UPS Batteries are recharged / repaired / exchanged by the suppliers.
- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.
- The waste compact discs and other disposable non-hazardous items are used by students for decoration.
- The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.