SADHU VASWANI AUTONOMOUS COLLEGE

(Govt. Aided College)

NAAC Reaccreditation 2014 -- 'A' grade CGPA-3.03

Affiliated to Barakatullah University, Bhopal

Recognised by Higher Education, Govt. of MP & UGC NEW DELHI

IT Policies

(w.e.f.July 2018)

1.Purpose

The purpose of this policy is to provide College Students and employees with guidance on acceptable and unacceptable use of the College's Information Technology (IT) resources. Computing, networking, telephony, and information resources of Sadhu Vaswani College are available to advance our education, teaching, research, and administration service missions. Any access and use of these resources and services that interfere with these goals are prohibited. All who access and use these resources will abide by this policy, all applicable policies, legal and contractual requirements, and the highest standard of ethical principles and practices, when using these College resources.

2. Application and Scope

This policy applies to all Students, employees, contractors, consultants, volunteers, researchers, or other workers including College community members that use any component of the College's computing, networking, telephony and information resources regardless of the physical location or device used. This policy excludes students, except where students are employed by, or on a work placement with, the College.

3. Definitions

"Authenticate" refers to the process of logging onto an IT resource by validating a user's identity. This is typically completed by providing a username and then validating that username by providing something you know such as a password, something you have such as a card, or by providing something you are – such as a biometric piece of information (fingerprint, retina scan, palm, etc.).

"IT Infrastructure" refers to software, hardware, devices, mobile devices, networks, server systems, data storage, data centres, related equipment, and cloud-based technologies.

"IT resources" refers to any IT Infrastructure component that can be interacted with and used by users such as a computer, application, mobile phone, data, removable storage etc.

"Principal" refers to a person who has charge over a workplace or authority over a worker, including, Principal , Directors, Professor, Associate Professors, Registrar, Vice Presidents and President.

"Sensitive Information" includes information that should not be shared and may include restricted, confidential, or personally identifiable information or documents which may be marked as "Internal Use Only."

"System Administration" refers to the act of system upkeep, configuration, and reliable operations of an information technology system and can only be completed by having administrative access to a system to make changes.

"Untrusted Software" refers to software that does not come directly from the source of a reputable company that sells or distributes that software or software that is obtained from a third-party source or illegally downloaded.

"User(s)" includes any person that uses or operates an IT resource.

"VPN" stands for Virtual Private Network and is a software application that creates a secure encrypted tunnel between a remote computer and the College campus. Using this technology ensures that data communications are kept secure.

4. Principles

This policy is based on five key principles:
Ethics, Values and Fairness
Exercise common decency, good judgement, and respect for the College community members and property.

Security

Preserve the integrity and availability of systems and services and ensuring that actions taken by College community members do not negatively affect College IT resources.

Privacy

Protect and safeguard College IT infrastructure and information.

Compliance

Use of IT resources adheres to all legal, regulatory and College policy requirements.

Productivity

Access to IT resources is uninterrupted and accessible when needed

5. Accountability and Compliance

1 Accountability Framework
This policy has been approved by the Senior Teacher Team.

2 Compliance
IT Head are responsible for:

- communicating IT security policies and procedures to employees;
- complying with all IT policies and procedures;
- ensuring that IT resources are procured in compliance with the IT Asset Management Policy and configured and maintained in compliance with all IT Policies.
- working collaboratively with Information Technology and IT Security Services to secure resources.
- ensuring completion of any mandatory IT training.

4 Individual Users of IT Resources
All users of IT resources are responsible for protecting the confidentiality, integrity, and availability of our information and systems in accordance with this policy.

7. Rules

1 Authorized Use : All users of sadhu Vaswani College IT resources must use those resources to carry out the functions for which they were authorized, specifically:

- Use of IT resources must align with the appropriate Academic, Support, Research, or Administrative intentions for which they are provided.
- Access to and use of IT resources is limited to those which the employee is authorized to use.
- Employees must always authenticate using the College provided account which was assigned specifically to them to access IT resources and should not use any other user account other than their own when accessing IT resources unless an exception has been granted by IT Security.
- Employees must return all IT resources at the end of employment or when their role changes including but not limited to desktops, laptops, tablets, removable media, and mobile devices.
2 Personal Use
1 Occasional personal use of IT resources is permitted in accordance with the following. Users:
- Must not use IT resources in a way that interferes with employment duties.
- Must not create any monetary cost to the College.
- Must keep browsing limited to trusted, reputable websites.
- Must not threaten the security or availability of IT resources.

2 Although the College permits occasional personal use of its IT resources, the College reserves the right to restrict occasional incidental personal use of IT resources at any time and as the College sees fit and is not responsible for personal data stored on College resources.

3 Prohibited Use :- All users of Sadhu Vaswani College IT resources are strictly prohibited from:

- Using IT resources for any political, religious, or commercial activity, or, for conducting any personal business in which they would receive personal or financial gain unless they have received permission from the Conflict of Interest Committee in accordance with the Conflict of Interest Policy. Using IT resources in a way that interferes with employment duties, or, creates any monetary cost to the College.

- Exporting software from the College for resale or distribution. Exporting any intellectual property of the College or business partners without the appropriate consent or contractual agreements.

- Accessing or creating discriminatory, defamatory, bullying, harassing, offensive, pornographic, or obscene content.

- Performing Information Technology System Administration from a personally owned device.

- Deliberately circumventing or attempting to circumvent data protection and system access controls.

4 Security

1 Users of IT resources must not knowingly place the security of information or systems at risk. At all times, Users must:

- Set a strong **password** that at minimum complies with Appendix B of this policy.

- Comply with the Information Security and Data Classification Policy at all times regarding collecting, classifying, labelling, securing, storing, using, copying, transferring, and disposing of information.

- Keep your passwords and pin codes secure and never share them with any individual.

- Contact the IT Service Desk immediately in the event of an IT security incident, see Appendix A for procedure.

- Take precaution prior to opening any attachment or clicking on links within electronic messages.

- Store all work on central College servers or authorized cloud services to ensure that sensitive, confidential and personal information is protected and that work is backed up regularly.

- Never use personal e-mail accounts to conduct College business.

- Only upload sensitive information to cloud services which are approved by IT and have been subject to a risk assessment in compliance with Sadhu Vaswani College's IT Asset Management Policy and are present on Information Technologies Application Inventory. Contact the IT Service Desk to confirm the application is approved before use.

- Comply with the College's Local Administrators Policy and never install untrusted software or applications on IT infrastructure or resources.

- Always use the College provided VPN when performing work remotely.

- Ensure that personally owned devices that may come in contact with IT resources are protected with antivirus software, a personal firewall, and regularly install security updates and patches to operating systems, applications, and web browsers.

2 No individual shall knowingly breach, compromise, endanger or threaten the College's IT resources, attempt to do so, or allow others to do so. This includes probing, scanning, assessing, penetrating or affecting the availability of College IT resources. Users must report any misuse of IT resources to the IT Service Desk, or to the Chief Information Officer. Failure to report misuse may result in the assumption that the User who witnessed the misuse was party to the act.

3 Sadhu Vaswani College reserves the right and responsibility to protect the College and community members from security threats and inappropriate use of IT infrastructure and resources by taking actions, including but not limited to:

- Quarantining your device and resetting your account password immediately and without your awareness or consent.

- Monitoring computers, mobile devices, systems, networks, services, accounts, web activity, and user activity.

- Denying a user the right to access IT resources at any time the College deems necessary.

4 Compliance

Use of the College's IT resources is subject to, and must comply with, all applicable laws and College policies and procedures, including this policy. Non-compliance with applicable laws and regulations may result in civil liability or criminal prosecution. The College reserves the right to restrict or deny access to its IT resources, to monitor

your use of those resources and to take actions it deems necessary or appropriate to protect College IT resources. By using the College's IT resources, Users are confirming agreement with this policy.

In addition to the above, Users of IT resources must also comply with:

- Applicable collective agreements, terms and conditions of employment and code of conduct;
- Copyright Laws including, but not limited to, the sharing of pirated software, audio, and video.
- Licensing agreements
- Any other agreements between the College and an external service provider.

6 Noncompliance

Noncompliance with this policy may result in any one or combination of the following sanctions:

- Verbal warnings
- Written warnings
- Restricted access to, or complete withdrawal of access to IT resources;
- Suspension from work;
- Termination;
- Recovery of costs due to damages or fees; and/or
- Criminal or civil action.

8. Policy Revision Date

1 Revision Date

Jan., 2026

Sr No.	Name	Nominated as
1.	Praveen Kumar Shrivastava	Convener
2.	Dr.Yogendra Yati	Member
3.	Mr.B.Kashyap	Member
4.	Smt. Pooja Agarwal	Member
5.	Anil Sen (BCA III)	Student Representative
6.	Vijay Vashnav (M.Sc.III)	Student Representative

Principal

PRINCIPAL
Sadhu Vaswani Autonomous Colle
Sant Hirda Ram Nagar,
Bhopal-462030 Bhopal

Chairman and Governing Body

Sadhu Vaswani Autonomous College