IT POLICY

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Prepared by	**Verified By**	**Approved By**

PRINCIPAL
NARAYANA PHARMACY COLLEGE
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Introduction

With the increasing reliance on technology, Narayana Pharmacy College recognizes the importance of a robust IT policy to enhance the quality of education and operational efficiency. This policy serves as a framework to guide the optimal use of IT resources for the benefit of all stakeholders, ensuring security, compliance, and efficient management of IT services within the institution.

Objectives

- Facilitate the integration and use of IT in academic and administrative processes.
- Enhance the quality of teaching and learning through the adoption of modern IT tools.
- Ensure secure and compliant use of IT resources while maintaining academic integrity.
- Prepare students, faculty, and staff to effectively participate in a digitally-driven educational environment.
- Monitor and control the use of IT resources to prevent misuse and unauthorized access.

Policy Goals

To achieve these objectives, the IT policy aims to:

- Promote an IT-enabled environment conducive to learning and collaboration.
- Support the development and sharing of digital resources among students and faculty.
- Enhance communication and collaboration through IT services like email, learning management systems, and online conferencing tools.
- Ensure adherence to legal and ethical standards in the use of software, hardware, and network resources.

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- Provide a secure and reliable IT infrastructure that supports the educational and administrative functions of the college.

Acceptable IT Devices

- Any computer or network-capable device connected to the campus network must be formally registered with the IT department.
- Unauthorized devices or access points are prohibited without prior approval.

Responsibilities of Users

- All users must comply with applicable laws regarding the use of software, networks, and telecommunications.
- Users are responsible for adhering to copyright laws and avoiding the use of pirated software or intellectual property.
- Users must respect privacy, avoiding unauthorized access to sensitive information and data that is not relevant to their job or studies.

Scope

This policy applies to all employees, students, and other stakeholders who use IT resources within the college. These individuals are expected to use college-provided IT services for educational, research, and administrative purposes only. Any misuse or unauthorized access will be subject to disciplinary action.

Data Network Responsibilities

- Departments and user groups may create local networks with the approval of the IT department. Any such network must comply with the standards set by the IT department.
- External data communication links must be coordinated with and approved by the IT department.

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Provisioning and Maintenance of IT Equipment

- The IT department is responsible for providing and maintaining computing devices used by college staff and students. Any additional peripherals or modifications to equipment must be approved by the IT department.
- Users are responsible for the physical safety and maintenance of the equipment provided to them.

Software and Maintenance

- Only licensed software approved by the IT department may be installed on college-owned devices.
- Users must seek approval from the IT department before installing any third-party software on college devices.
- The IT department reserves the right to restrict the installation of any software that poses security risks.

Network Security and Maintenance

- IT staff are responsible for maintaining the physical and digital security of the network.
- Unauthorized access or tampering with network systems is strictly prohibited. IT will monitor network traffic to identify and mitigate malicious activity.
- Any device suspected of compromising the security of the network will be disconnected until remedial action is taken.

Use of Network Services

- IT will provide necessary network services such as internet access, email, and file-sharing platforms. Users must not use these services for any activities that violate legal, ethical, or institutional policies.

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- Personal use of network resources must not interfere with the academic or operational needs of the college.

Prohibited Network Activities

- Users are prohibited from downloading or distributing copyrighted materials, executing software that consumes excessive network resources, or engaging in activities that could harm the network or other users.
- Unauthorized access, hacking, and other forms of malicious activity are strictly forbidden and will result in immediate disciplinary action.

Violations

- Violations of this policy will be handled on a case-by-case basis. Depending on the severity, disciplinary actions may range from warnings to the suspension of network privileges or further administrative action.
- The IT department reserves the right to suspend network access during investigations into policy violations.

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