



Government College for Men (A), Kadapa

(Affiliated to Yogi Vemana
University, Kadapa)

IT Policy

1. Introduction

The Govt College for Men(A), Kadapa, is committed to leveraging information technology to enhance its educational and administrative processes. This policy ensures the secure, efficient, and ethical use of IT resources, including the digital library, Jawahar Knowledge Center (JKC), biometric systems, facial attendance for staff, online student attendance, and the TLP App.

2. Purpose

This policy establishes guidelines for the appropriate use of the college's IT resources to support its educational mission, ensure the integrity and security of these resources, and protect the rights of all users.

3. Scope

This policy applies to all IT resources owned, leased, or operated by the college and to all users of these resources, whether on campus or remotely.

4. Definitions

4.1. Information Technology (IT) Resources

- Includes computer systems, networks, data storage, software, hardware, and communication devices used for processing and transmitting information, as well as specific systems such as the digital library, JKC, biometric systems, facial recognition attendance, online student attendance, and the TLP App.

4.2. Users

- Any individual who accesses, uses, or manages the college's IT resources, including students, faculty, staff, contractors, and visitors.

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5. General Principles

5.1. Ethical Use

- IT resources must be used in a manner that is ethical, legal, and respectful of the rights of others.

5.2. Academic Integrity

- IT resources should be used to support and enhance the educational experience. Activities that compromise academic integrity are prohibited.

5.3. Privacy

- The college respects the privacy of users but reserves the right to monitor and review IT resource usage to ensure compliance with this policy.

6. Acceptable Use

6.1. Educational and Administrative Purposes

- IT resources are primarily for educational and administrative activities. Personal use should not interfere with these primary functions.

6.2. Security

- Users must follow security protocols to protect IT resources from unauthorized access, damage, or misuse.

6.3. Legal Compliance

- Users must comply with all applicable laws and regulations, including copyright and data protection laws.

7. Specific Systems

7.1. Digital Library

- Access to digital library resources is provided to enhance learning and research. Users must respect copyright laws and not distribute materials unlawfully.

7.2. Jawahar Knowledge Center (JKC)

- JKC resources are available to help students develop skills and prepare for employment. Usage must align with educational and career development goals.

7.3. Biometric Systems

- Biometric systems are used to secure access to facilities and track attendance. Users must not attempt to tamper with or bypass these systems.

7.4. Facial Attendance for Staff

- Facial recognition systems are used for staff attendance. Staff must cooperate with these systems and report any issues promptly.

7.5. Online Student Attendance

- Online systems for student attendance are to be used accurately and honestly. Any misuse or falsification of attendance records is prohibited.

7.6. TLP App

- The TLP App provides access to timetables, worklogs, and workdone statements. Users must ensure the accuracy of the data entered and use the app responsibly.

8. User Responsibilities

8.1. Password Security

- Users must maintain the confidentiality of their passwords and report any security breaches immediately.

8.2. Data Protection

- Users are responsible for protecting sensitive data and following the college's data protection guidelines.

8.3. Resource Conservation

- Users should use IT resources efficiently and avoid waste.

9. Enforcement

9.1. Monitoring

- The college may monitor IT resource usage to ensure compliance with this policy.

9.2. Violations

- Violations of this policy may result in disciplinary action, including loss of IT privileges, academic penalties, or legal action.

9.3. Reporting

- Suspected violations should be reported to the IT department or designated authority.

10. Governance

10.1. IT Committee

- An IT Committee, comprising faculty, staff, and student representatives, will oversee the implementation and review of this policy.

10.2. Policy Review

- This policy will be reviewed annually to ensure it remains current and effective.




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