



Since 1972

ERODE ARTS AND SCIENCE COLLEGE (AUTONOMOUS)

RANGAMPALAYAM, ERODE - 638 009. TAMILNADU.

(An Institute of The Mudaliar Educational Trust)

(Affiliated to Bharathiar University, Coimbatore - Approved by AICTE New Delhi)

Re-Accredited with "B+" Grade by NAAC

☎ : 0424 - 2430004, Fax : 0424 - 2430095, Email : erodearts2006@yahoo.co.in

Dr. R. VENKATACHALAM M.A., M.Phil., Ph.D.,
Principal

Ref. No. :

Date :

03.06.2020

IT Policy

Realising the significance of Information Technology, Erode Arts and Science College (Autonomous) provides Computers, Communication Devices, email, Intranet and Internet resources to authorized users and assist them in performing their works and fulfil their educational needs.

IT resources used

- Network devices wired/wireless
- Internet access
- Official websites
- Email services
- Data storage
- CCTV
- Projectors
- Mobile/Desktop/Server computing facility
- Documentation facility (Printers/Scanners)
- Multimedia contents

The usage of the information resources for any other non specified or non academic endeavours is not entertained.

Objectives

- To provide all the necessary IT resources as per the academic programmes laid down by UGC and AICTE
- To introduce new IT technologies that will benefit all learners
- To ensure that the products are updated and catered 24*7 in the campus or as per the policies laid down by the Management
- To review the policy at least once in a year or when significant change takes place
- To ensure the security of the institution's Information resources by adhering to all applicable security measures that include the usage and safety of all necessary passwords.
- To make use of only computer IDS or accounts and Communication facilities which they are duly authorized to use.

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- To use the computers IDS or accounts for the intended purposes and response to the copyrights, Software licenses, intellectual property rights and contractual agreements.

Prohibited Activities

The following activities are strictly prohibited

- Accessing College equipments, networks facilities, information or accounts without authorization.
- Sharing of one's own password in order to grant another individual to access information technology of the institution.
- Intentional interference of IT resources with the work of other students, faculty members or college officials.
- Access, create, publish or communicate information that is obscene, pornographic, abusive, defamatory, derogatory, threatening violent or harassing, including materials, that may interfere with other individuals rights under the human rights code or the occupational health and safety act.
- Display, transmit, distribute or make available information that expresses or implies discrimination or an intention to discriminate
- Use IT resources to intentionally interfere with the normal operation of IT Resources
- Including, but not limited to, flooding the network with messages, sending chain letters or pyramid, solicitations, spreading viruses etc.
- Usages, disclosure, copy, modify or delete information stored on IT resources without proper authorization.
- Using IT Resources for personal or political causes or for personal gain
- Transmitting bulk commercial electronic messages without the authority from the college.

The above IT policy covers the following stakeholders

- ◆ Students
- ◆ Members of Faculty
- ◆ Administrative staff
- ◆ Higher authorities and officers
- ◆ Guests



PRINCIPAL