



SBCE IT POLICY

1. Introduction

Sree Buddha College of Engineering has established an IT Policy for the fair and transparent utilization of IT resources within the campus community, including students, research scholars, faculty, staff, management, and visiting guests. This policy serves to articulate the institution's vision, strategy, and principles concerning the use of IT resources, ensuring compliance with applicable laws, regulations, and contractual requirements of the Government/Govt agencies, affiliated University (KTU), AICTE and UGC.

2. Scope

This policy governs the proper use of all institutional IT resources, encompassing but not limited to computer systems, email, the network, and Internet connectivity. It outlines guidelines for email usage, data confidentiality, social media engagement, web browsing, and network security protocols.

3. Acceptable Use

- 3.1. All users must use IT resources in a manner consistent with the vision and mission of the college.
- 3.2. Users are prohibited from engaging in any activity that disrupts the normal operation of IT resources, including but not limited to hacking, introducing viruses or malware, or any unauthorized attempts to access data or systems.
- 3.3. Users must respect copyright laws and intellectual property rights when using IT resources.
- 3.4. Personal use of IT resources should be limited and should not interfere with academic or administrative activities.



4. Security

- 4.1. All users are responsible for maintaining the security of their accounts and passwords.
- 4.2. Users must not share their login credentials with anyone else.
- 4.3. All devices connected to the college network must have up-to-date antivirus software installed.
- 4.4. Users should report any suspected security breaches or incidents to the System Administrator immediately.

5. Data Privacy

- 5.1. Users must respect the privacy of others and refrain from accessing or sharing sensitive or confidential information without proper authorization.
- 5.2. Any data collected by the college must be stored and processed in compliance with applicable data protection laws and regulations.
- 5.3. College personnel may not share institutional data without authorization from the Management. This applies to all means of copying, replicating, or otherwise propagating institutional data. It is important to keep the confidentiality but also the need for integrity and availability. The need for integrity or trustworthiness, of institutional data shall be considered and aligned with institutional standards. Unauthorized use or modification of college data invite disciplinary and legal action. SBCE is committed to provide quality IT services by constant upgrading of facilities and introduction of latest updated software.
- 5.4. Users should be aware of the risks associated with sharing personal information online and should exercise caution when sharing such information.



6. Network Usage

6.1. The college network is provided for academic and administrative purposes only and should not be used for unauthorized commercial activities or for personal financial gain.

6.2. Users must not engage in any activities that consume excessive network bandwidth or degrade network performance for others.

7. Email and Communication

7.1. Email accounts provided by the college should be used for official communication only.

7.2. Users should exercise caution when opening email attachments or clicking on links from unknown or suspicious sources to prevent phishing attacks and malware infections.

8. Software and Hardware

8.1. Only authorized software may be installed on college-owned devices.

8.2. Users should not attempt to modify or alter college-owned hardware without proper authorization.

8.3 Faculty and staff should return the computers, printers and any accessories received from the college before final exit.

8.4 Sree Buddha College of Engineering is the sole owner of any software application packages and Apps developed by SBCE faculty using college resources.

9. Compliance

9.1. All users are expected to comply with this IT policy and any additional guidelines or procedures issued by the IT department.

9.2. Violations of this policy may result in disciplinary action, up to and including suspension or termination of access to IT resources.



10. Review and Updates

10.1. This IT policy will be reviewed periodically to ensure that it remains relevant and effective.

10.2. Updates to the policy will be communicated to all users, and users are responsible for familiarizing themselves with any changes.

11. Any faculty or staff leaving the college should surrender the SBCE email and quit from all software provided by the college for getting the final clearance.

12. Contact Information

For any questions or concerns regarding this IT policy, please contact the System Administrator, SBCE, Pattoor, Kerala.

Duties of the System Administrator

- Administration and maintenance of the common facilities such as Central Computer Center, computers, printers and accessories, Smartboards and teaching systems, LAN and WiFi networks in the campus and hostels.
- Maintain the display boards, Acoustic systems and security systems.
- Identify failures in Campus network and rectify it.
- Make arrangements for online examinations, Training and Placement tests and training programmes of external agencies (approved by the management).
- Monitor the data usage and warn/terminate the unauthorised usages if any.
- Attend to the IT requirements of the management as and when needed.
- Save and retrieve data and files related to Government agencies, Affiliated University (KTU), AICTE and UGC. Also store and maintain Autonomous related data and files.
- Maintain and update the SBCE Website.