SHASUN POLICY DOCUMENT

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INFORMATION TECHNOLOGY POLICY

1. INTRODUCTION

The Shri Shankarlal Sundarbai Shasun Jain College for Women is a premier educational institution providing high quality education to its students across varied disciplines. The vision of the College is to empower students through education and help them realize their potential and to create a centre of excellence on par with world class institutions. The objective of the College is to prepare students for the challenges of life and career, to impart value based holistic education along with co-curricular, extra-curricular and life skill programs and to facilitate job placements through campus interviews.

1.1 As part of the institutional infrastructure, the College acquires, develops, subscribes to and maintains computers, computer systems, web applications, web based platforms/portals and networks, as more particularly set out in Schedule I of this policy ("**IT Infrastructure**"). The IT Infrastructure is intended for academic related purposes, including research and service missions and for student activities. The use of IT Infrastructure, like the use of any other College provided resource and College related activity, is subject to conformity with legal and ethical behaviour.

1.2 This information technology policy ("**IT Policy**) sets out the terms and conditions which govern the use of the IT Infrastructure, which each student of the College is required to have carefully read and understood.

1.3 The College reserves the right to modify/update the whole or any part of the IT Policy at any time without providing prior notice to students. It is the responsibility of the students to review the IT Policy periodically for modifications/updates.

2. APPLICABILITY

2.1 This IT Policy applies to all students of the College and for all uses by the students of the IT Infrastructure whether on campus or from remote locations. The provisions of this IT Policy will also be applicable to students who use their personal computers, computer networks and internet within the College Campus and for student hostels (operated and maintained by the College). Additional policies may apply to specific computers, computer systems or network systems provided or operated by specific departments of the College.

2.2 This IT Policy constitutes binding guidelines for use of the IT Infrastructure by the students of the College and the IT Policy shall become applicable on each student from their first day of admission into the College.

2.3 If any of the statements in this document is at variance or inconsistent with the provisions of the prevailing laws and rules of the country, the latter shall prevail.

3. USE OF THE IT INFRASTRUCTURE

3.1. Each of the students hereby agree, acknowledge and undertake that:

   (i) Students will use any or all of the IT Infrastructure provided by the College only for the purposes that are permitted by and are in accordance with (a) the IT Policy, (b) applicable laws of India, and (c) internal policies of the College, and not for any fraudulent purposes or with a view to cause nuisance, annoyance, inconvenience or committing any unlawful act or crime;

   (ii) The IT Infrastructure is provided by the College for academic purpose only and any personal or commercial use of the IT Infrastructure is strictly prohibited;

   (iii) Students will be solely responsible for any breach of the IT Policy and for the consequences resulting from such breach (including any loss, damage or expense suffered or incurred by the College).

3.2. Students of the College are not permitted to use (a) the IT Infrastructure; or (b) their personal computers and internet networks, within the College campus and in the student hostels (operated and maintained by the College) and/or at any other remote location, to host, browse, download, display, upload, modify, publish, transmit, update or share any information or media that:

   (i) belongs to another person and to which students do not have any right;

   (ii) is harmful, harassing, abusive, derogatory. blasphemous, obscene, pornographic, paedophilic, violent, defamatory, libellous, invasive of another's privacy, hateful, racial, ethnically objectionable, disparaging, relating to or encouraging money laundering or gambling, or otherwise unlawful or illegal in any manner whatsoever;

   (iii) harms minors in any way;

   (iv) infringes any patent, trademark, copyright or other proprietary rights;

   (v) violates any law for the time being in force;

   (vi) deceives or misleads the addressee about the origin of such messages or communicates any information which is grossly offensive or menacing in nature;

   (vii) impersonates or defames another person;

   (viii) constitutes harassment or cyber-bullying;

   (ix) contains software bugs, viruses, Trojans or any other computer code, files or programs designed to interrupt, destroy or limit the functionality of any computer resource;

   (x) threatens the unity, integrity, defence, security or sovereignty of India, friendly relations with foreign states, or public order or causes incitement to the commission of any cognizable offence or prevents investigation of any offence or is insulting to any other nation; and

   (xi) is in violation of any of the internal policies of the College.

3.3. Students are also prohibited from:

   (i) violating or attempting to violate the integrity or security of the IT Infrastructure;

   (ii) transmitting any information using the IT Infrastructure that can cause any kind of disruption in the IT Infrastructure;

   (iii) making any unsolicited communications using the IT Infrastructure or by using personal computers and internet network in the College campus and in student hostels(operated and maintained by the College);

(iv)   copying or duplicating in any manner any of the information available on IT Infrastructure; and

(v)   framing or hot linking or deep linking any contents from the IT Infrastructure.

3.4.   If the college receives any notification by an affected person in writing or through email about any such information as mentioned in paragraph 3.2 and/or paragraph 3.3 above, shall be entitled to disable such information that is in contravention of paragraph 3.2 or paragraph 3.3 and the College shall be entitled to preserve such information and associated records for production to governmental authorities for investigation purposes. If any information, document or content posted by any student is in violation of this IT Policy or any other policies of the College, such information, document or content shall be removed by the College.

3.5.   Without prejudice to paragraph 3.4 above, any violation of the IT Policy by any of the student can lead to initiation of disciplinary proceedings against such student by the disciplinary committee of the College. Further, in the event of any violation of paragraph 3.2 and/or paragraph 3.3, the College shall be entitled to temporarily disable the computing device or network facilities of the defaulting student, if the information technology services staff is of the view that immediate action is necessary to preserve the integrity of the IT Infrastructure.

4.   USE OF MOBILE PHONES

Except for the purpose of accessing ERP or any college related work, use of mobile phones by the students within College campus is strictly prohibited. Any violation of the same shall lead to confiscation of mobile phones and will not be returned until the student has completed the degree and receives the transfer certificate.

5.   USE OF PRIVATE ONLINE MESSAGING AND E-MAIL SERVICES

Each teacher may communicate outside the College campus with their respective students by creating a whatsapp group for all communication to the students. Each student forming a part of such whatsapp group is required to abide by the terms of this IT Policy and shall not post any content that may be in violation of paragraph 3.2 above. Any violation of the same can lead to initiation of disciplinary proceedings against such student by the disciplinary committee. Not withstanding anything provided herein, the College does not hold any responsibility for content posted by students on other whatsapp groups that are created on their own.

6.   WEBSITE

All relevant information about the college and events will be posted in the website. The website will be updated every Friday.

7.   PAYMENT GATEWAY

Any payment made through our ERP interface will follow the standard payment process. All online payments should be shared with a screenshot to the accounts team and incase of any failure of payments the amount will be processed within 7 working days.

8. SECURITY AND PRIVACY

8.1. To facilitate use of the IT Infrastructure, the College may require the students to create a unique user identity and password to access the internet networks, web based platform, in-mail facility and/or computer systems provided/to be provided by the College. Students can access the web based platforms/portals and in-mail facility provided by the College solely for academic purposes (including checking attendance, submission of assignments, fee payment etc.) by using the user identity and password provided by the College. It should be noted that access to such platforms/portals and in-mail facility shall be governed by this IT Policy and the respective terms of use of such platforms/portals.

8.2. Further, the College also from time to time takes subscription of web based students and staff management platforms/portals such as "ERP", the use of which shall be governed by this IT Policy and the terms of use of the relevant platforms/portals.
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8.3. Students are required to engage in safe computing practices by establishing appropriate access restrictions for their online accounts and data, guarding their passwords, and changing them frequently. Students should also be aware that their use of the IT Infrastructure is not guaranteed to be private. While the College does not routinely monitor each student's usage of the IT Infrastructure, the normal operation and maintenance of the IT Infrastructure require the backing up of data and communications, logging of activity, monitoring of general usage patterns, and other such activities that are necessary for upkeep of the IT Infrastructure.

8.4. The College reserves the right to specifically monitor the activity and accounts (linked to the College) of any student, including individual login sessions and communications, without notice, when:

   (i)   it reasonably appears necessary to do so to protect the integrity, security, or functionality of the College or the IT Infrastructure or to protect the College from any liability;

   (ii)   there is a reasonable cause to believe that the user has violated, or is violating the IT Policy or any other policies of the College;

   (iii) a student account (linked to College portals/platforms) appears to be engaged in unusual or unusually excessive activity, as indicated by the monitoring of general activity and usage pattern; and/or

   (iv)   it is otherwise required or permitted by applicable laws.

8.5. The College, at its discretion, may disclose the results of any such general or individual monitoring, including the contents and records of individual communications to appropriate College personnel, governmental agencies and/or judicial and quasi-judicial authorities.

9. LIMITATION OF LIABILITY OF THE COLLEGE

9.1. The students and their guardians agree and acknowledge that the College shall not be liable for any direct or indirect, incidental, special, exemplary, punitive or consequential damages related to, in connection with, or otherwise resulting from any (i) misuse of any of the IT Infrastructure by the students, (ii) personal injury or property damage, of any nature whatsoever, resulting from access to and use of the IT Infrastructure, (iii) any unauthorized access to or use of the IT Infrastructure and/or any and all personal information and/or financial information stored therein, (iv) any unavailability, malfunction, interruption or cessation of the IT Infrastructure, (iv) any bugs, viruses, Trojan horses, or the like, which may be transmitted to or through the IT

Infrastructure, and/or (v) any errors or omissions in any content or for any loss or damage of any kind incurred as a result of use of the IT Infrastructure, whether based on warranty, contract, tort, or any other legal theory, and whether or not the College is advised of the possibility of such damages. Further, the College shall also not be responsible and liable for any actions undertaken by any of the students, by using their personal computers and internet networks, which are in violation of this IT Policy or other policies of the College.

10. INDEMNITY

Each of the students and their respective lawful guardians shall defend, indemnify and hold harmless the College, its employees, consultants, agents and representatives, from and against any and all claims, losses, liability, damages, and/or costs (including, but not limited to, reasonable attorney fees and costs) arising directly or indirectly from any action or inaction of a concerned student which is in violation of the IT Policy and other policies of the College.

11. DAMAGE OF IT RESOURCES

All employees must maintain his or her IT resources in an orderly fashion and follow all rules to ensure its proper use and maintenance.

Any employee who is found to have neglected or misused IT resource, the College reserves the right to require the employee to pay all or part of the cost to repair or replace the property. The College reserves the right to take action against employees for excessive personal use of the resource.

COMPLAINTS AND FURTHER INFORMATION

11.1. The College is committed to provide great IT Infrastructure for academic growth of its students. If any student has any complaints in relation to the IT Infrastructure, such complaints can be addressed to the following email ID [●] or [●].

11.2. If any student has any questions about the legality of use of the IT Infrastructure, its best to ask before proceeding. Such queries can be address to the following email ID [●] or [●].

SCHEDULE I

DETAILS OF THE IT INFRASTRUCTURE PROVIDED BY THE COLLEGE TO ITS STUDENTS'

S. No.	Description	IT Resource	Quantity	Location		Used by
				Building	Floor	
1	Lab I	Computer systems with CPU / Monitor/ Keyboard/ Mouse	70	II	I	Students of commerce & Science
2	Lab II	Computer systems with CPU / Monitor/ Keyboard/ Mouse	70	II	II	Students of commerce & Science
3	Lab III	Laptops / Monitor/ Keyboard/ Mouse	70	II	III	Students of commerce & science
4	English Lab	Computer systems with CPU / Monitor/ Keyboard/ Mouse	45	I	II	Students of commerce & Science
5	Viscom Lab I	Computer systems with CPU / Monitor/ Keyboard/ Mouse	50	III	I	Students of Visual Communication
6	Edit Suite	Computer systems with CPU / Monitor/ Keyboard/ Mouse	25	III	I	Students of Visual Communication
7	MSC Lab	Computer systems with CPU / Monitor/ Keyboard/ Mouse	25	III	I	Students of MSC
8	Library	Computer systems with CPU / Monitor/ Keyboard/ Mouse	10	III	Ground Floor	Students of all branches
9	Student web Portal	http://183.82.33.46/shasunonline/students/template/HRDSystem.jsp	NA	NA	NA	Students of all branches