JOGESHWARI EDUCATION SOCIETY'S

COLLEGE OF COMMERCE SCIENCE & INFORMATION TECHNOLOGY

(AFFILIATED TO UNIVERSITY OF MUMBAI)

JES Education Complex, Caves Road, Arvind Gandbhir Campus, Jogeshwari (East), Mumbai - 400 060.
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INFORMATION TECHNOLOGY (IT) POLICY

- The IT policy which applies to the entire teaching and non-teaching staff of JES Degree college, also governs-the Intellectual Property, Internet, Data management and Security System.
- The basic purpose of the policy is to define Rules & Regulation of using IT Infrastructure & Resources offered by the college to its stakeholders.
- All the IT related decisions are determined by The Principal in consultation with Management and IT committee and gives the instructions to the staff are given accordingly.
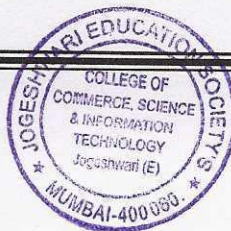
IT Committee:

It comprises a representative from the Management, Principal, BSc.IT Programme Head and Technical assistant.

Functions:

➤ The committee member shall explore new monitoring tools which can be implemented and recommended to the committee members.

➤ Create awareness among students on emerging trends in technology, cyber security, digital literacy.

➤ IT development needs shall be identified based on the latest educational needs.

➤ All the physical systems and IT related facilities shall be upgraded time to time and Recommend actions for violations of IT regulations.

Banned Activities in the College Premises:

➤ Using the office internet to watch or download entertainment programs.

➤ Taking print outs of activities not related to the college, syllabus or related to the programme.

➤ Accessing personal social media accounts like face book, twitter, Instagram etc.

➤ Storing personal files on official systems.

➤ Watching / accessing or downloading pornographic content using the college network.

➤ Using video social networking sites like YouTube and video for non-educational purposes.

➤ Accessing Over the Top(OTT) streaming services using college networks.

➤ Engaging in any kind of cybercrimes, including software piracy.

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SOFTWARE LICENSING & HARDWARE MAINTENANCE:

➤ The IT administration committee installed the software which are necessary for academic purpose.

➤ Third party software need to be procured with necessary license registered in the name of the institute.

➤ Pirated software is strongly discouraged by the committee.

➤ Appropriate anti-virus will be installed in all the computers/laptops being accessed by the college.

➤ Trained IT staff selected by the Principal will be responsible for identifying issues and resolving them.

➤ All the computing and networking devices shall be purchased from authorized vendors and a register shall be maintained of the details of purchase and servicing.

SYSTEM & TECHNICAL ASSISTANT:

➤ The overall IT infrastructure and resources in college is taken care by Technical Assistant
   who manages and resolves all the issues.

➤ The IT System Engineer is responsible for periodically taking the backup of the college ERP,

DISCIPLINARY ACTIONS:

➤ The college reserves the right to check compliances with the policy from time to time. Any breach of this policy will lead to disciplinary action, in accordance with the rules of the college.

USE OF WI-FI:

➤ Permission must be obtained from the Head of the Institution before connecting to any new device to the college network in order to regulate the use of Wi-Fi connectivity available in the college campus.

CONFIDENTIALITY & PRIVACY OF OFFICIAL DATA:

➤ Different individual members of the college community who have access to the college database and various personal details of students are expected to respect the privacy of students and maintain complete confidentiality while dealing with student details. It is the policy of the college not to share the database of students to anyone. even for holding campus placement drives. However, the details, of students who have signed up for a placement drive may be with the to firm concerned, with a request to respect the privacy of students. Further, it is the policy of the college not to spam the mailboxes of students with any kind of promotional content

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