



MARATHWADA MITRA MANDAL'S

# SHANKARRAO CHAVAN LAW COLLEGE

Accredited with 'A' Grade by NAAC  
202/A, DECCAN GYMKHANA, PUNE - 411 004.

Affiliated to Savitribai Phule Pune University & Approved by Bar Council of India, New Delhi  
(Permanent Reg. No. - Id No. : PU / PN / Law / 179 - 2002)



**Late. Shri. Shankarrao Chavan**  
Founder President

**Shri. Shivajirao D. Ganage**  
President

**Prin. Bhausahab Jadhav**  
Exe - President

## Information Technology Policy 2022-23

Policy Title: IT Policy	
1. Administrative Policy Number (APN): IQAC/2022-2023/06	Functional Area: Information Technology Resources; Quality in functioning and governance.
2. Brief Description of the Policy:	Purpose: Effective management, utilization & Security of IT Infrastructure for effective academic and administrative functioning. Audience: all stake holders of the organization.
3. Policy Applies to:	All academic, administrative and managerial processes ,students and IT infrastructure users in the organization
4. Effective from:	2022-23
5. Approved by:	College Development Committee
6. Superseding Authority	Principal
7. Last Reviewed/ Updated:	New policy
8. Reason for the policy	Quality as the sole criterion for updating
9. References for the policy	UGC/ NAAC/ University/ RUSA, etc



### **1. Introduction:**

IT Policy provides the guidelines, procedures, best practices for the management, utilization and security of all Information Technology Resources within the institution. This policy aims to ensure the effective and efficient use of IT resources to support and facilitate academic (teaching-learning) administrative and research needs of the college and effectively maintains security, integrity and compliance.

### **2. Policy Statement:**

The College is committed to make optimum utilization of IT Infrastructure for effective teaching learning process, research, efficient administrative process and e governance and to maintain integrity, security and confidentiality of data.

### **3. Objective:**

- To provide effective IT resources to enhance teaching learning, research, other academic and administrative and managerial process
- To ensure the security, integrity, confidentiality of college data and information system .
- To promote and encourage the optimum but responsible and ethical use of IT Infrastructure.
- To establish the framework for the continuous improvement of the college IT Infrastructure.

### **4. Purchase:**

Marathwada Mitra Mandal's Purchase committee will make all purchases as per the requirement of college.

### **5. Scope:**

Policy is applicable to Teaching, Administrative Staff, Students, Service Provider, and any user accessing the college IT Infrastructure.

### **6. IT Resource Management & Responsibility:**

- College Administrative office shall be responsible for implementation, Management of IT Resources.
- Specially appointed employee is responsible for managing and maintaining the college's IT infrastructure, ensuring regular updates, security patches, and technical support.

### **7. Network & Connectivity:**

- The college will provide high-speed and secure internet connectivity for academic and administrative and managerial process.
- Wireless networks will be available in designated zones to facilitate seamless access to online resources.

### **8. Hardware & Software:**

- The college will maintain an up-to-date inventory of hardware and software assets.



- Licensed software will be used to ensure compliance with legal and copyright regulations.
- Faculty and staff must follow the college's guidelines for requesting software installations.

#### **9. User Access & Policies**

- User will be provided with a unique college login credential to access IT resources.
- Users are responsible for maintaining the confidentiality of their passwords and not sharing them with others.
- Each user is responsible for appropriate usage of IT resources, including prohibition of unauthorized access, data breaches, and malicious activities.
- Firewalls, authentication other types of safeguards can be used as security measures

#### **10. Data management & Security**

- Access controls will be implemented to ensure that data is only accessible to authorized personnel.
- Regular data backups will be performed to prevent data loss. Backup data will be stored securely offsite.
- Antivirus and firewall solutions will be deployed to safeguard against security threats.
- Sensitive information such as student records and financial data will be encrypted and stored with strict access controls.

#### **11. Use of Personal devices**

- The college may allow personal devices to access the network for academic and administrative purposes following a registration process and adherence to security policies.
- Personal devices must have updated security software and adhere to the college's security requirements

#### **12. College E-mail ID**

- College E-mail Id will be provided to all staff members (Teaching, Non Teaching administrative office staff and library staff) individually and for departments, centres and activities.
- The college's email systems are to be used for official communication only.



- Users should exercise caution when opening email attachments or clicking on links, especially from unknown sources, to prevent phishing attacks.

### **13. Remote Access**

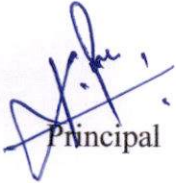
- College may provide th remote access to selected E-Resources
- Secure methods for remote access to college resources will be established, and users must follow the provided guidelines to ensure data security.

### **14. Compliance & Monitoring**

- College shall periodically conduct audits and assessments to ensure compliance with this policy.
- Non-compliance may result in disciplinary actions, including restrictions on IT resource access.

### **15. Sustainability and Green IT**

- The college will adopt energy-efficient IT equipment and practices to reduce its carbon footprint.
- Printing and paper usage will be minimized through digital alternatives and double-sided printing.

  
Principal

Dr. Kranti Deshmukh

**Principal**

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