

M. S. P. Mandal's
Shivchhatrapati College, Aurangabad
Internal Quality Assurance Cell



**POLICY FOR USAGE OF
IT INFRASTRUCTURE AT THE CAMPUS**

POLICY FOR USAGE OF IT INFRASTRUCTURE AT THE CAMPUS

- The IT infrastructure of the institute refers to the institute network and any hardware and software services provided by the institute.
- The institute's IT infrastructure is primarily for academic use of the Shivchhatrapati College, Aurangabad community and should not be used by any user for any other purposes that are in direct conflict with the role of the user without the explicit permission of the competent authority.
- Users should not use the Institute's IT infrastructure for any commercial purposes unless specifically permitted by the competent authority.
- Users should not use the Institute's IT infrastructure in any way so as to compromise the security of any other user, system, or network anywhere, inside or outside the institute.
- Users should not use or communicate any information using the institute's IT infrastructure that may harm, threaten, intimidate, or harass others, or may otherwise be considered objectionable or illegal as per law.
- Users are solely responsible for any data stored or sent by them using the institute's IT infrastructure. Any liability arising out of any misuse is the responsibility of the user concerned.
- Users are not allowed to extend or otherwise tamper with the institute network in any manner without prior permission of the Computer Centre (CC), except for any network extension made individually by faculty members or staff members inside residential quarters officially allotted to them by the institute.
- Users should use the Email facility primarily for academic and official purposes and to a limited extent for reasonable personal purposes.
- Users are responsible for keeping a backup of important emails in their email accounts. While CC takes periodic email backups, CC cannot be held responsible for any loss of data in user email accounts.




Principal
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Aurangabad

- Users should not share their email account details with others, as the individual account holder is personally held accountable in case of any misuse of that email account.
- Users should not attempt to break into others' email accounts.
- The user should not open any mail or attachment that is from unknown and suspicious sources or is of an otherwise suspicious nature without confirming the authenticity of the attachment. Users should not give out confidential information such as passwords etc. in response to any email. CC never asks for password information over email.
- Users should use a strong password to protect any accounts owned by them on the institute's IT infrastructure including but not limited to email accounts. A password must be immediately changed if it is suspected of being disclosed or known to have been disclosed to anyone besides the authorized user.
- Users aware of any breach of security in any part of the IT infrastructure must report such situations to the CC or the departmental representative responsible for security in that area.
- Users are solely responsible for understanding and following this usage policy. Any violation of any part of this usage policy and/or any misuse of any part of the IT infrastructure by any user or using any account owned by the user is solely the responsibility of the user.
- Any liability or legal action (as per Indian cyber law) arising out of any such violation/misuse will solely be the responsibility of the user, and the user may be subjected to appropriate actions as decided by the authorities.

Sejmane
IQAC Coordinator
IQAC Co-ordinator
Shivchhatrapati College,
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[Signature]
Principal
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