GURU NANAK GIRLS COLLEGE
SANTPURA, YAMUNA NAGAR

(Affiliated to Kurukshetra University, Kurukshetra)
Ph. 01732-221671, 224372, Fax: 01732-200546

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Information Technology Policy

This Information Technology (IT) Policy outlines the guidelines and procedures for the responsible use of information technology resources at Guru Nanak Girls College. The purpose of this policy is to ensure the efficient, secure, and ethical use of IT infrastructure for the advancement of academic and administrative goals.

- **User Responsibilities:**
  - Users are expected to utilize IT resources responsibly and ethically.
  - Unauthorized access, use, or distribution of college data is strictly prohibited.
  - Users must refrain from installing unauthorized software on college-owned devices

- **Data Security:**

  - Users are responsible for safeguarding sensitive data and adhering to data protection laws.

- **Network Usage:**

  - Bandwidth-intensive activities should be performed outside of peak network usage hours.
  - Unauthorized attempts to disrupt or compromise the college network are strictly prohibited.

- **Information Privacy and Confidentiality**

  - Access to sensitive information is restricted based on job responsibilities.
  - Users must report any suspected security breaches promptly.
  - Sharing of confidential information outside the college requires proper authorization.
  - Careful consideration should be given to privacy when sharing information electronically.

- **IT Infrastructure Management**

  - College-owned IT equipment must be used for official purposes only.
  - Any loss, theft, or damage to IT equipment must be reported to the Principal immediately.

- **Internet Usage**

  - Internet usage should align with academic and administrative purposes.
  - Downloading or distributing inappropriate or offensive material is strictly prohibited.
  - Users must exercise caution when opening email attachments and report suspicious emails.

- **ERP Usage**

  - Users must not share their ERP credentials with anyone.
  - In case of any misuse of class data from portal of a staff member, same person will be held responsible.

- **Policy Review and Updates**

  - This policy will be reviewed annually to align with technological advancements and changing security needs.
  - Feedback from users will be considered in policy updates.

Conclusion

By adhering to this Information Technology Policy, all users contribute to the overall security, efficiency, and ethical use of IT resources at Guru Nanak Girls College. Any concerns or violations should be reported to the Principal immediately.

IQAC
Co-ordinator
Guru Nanak Girls College
Santpura, Yamuna Nagar

Officiating Principal
Guru Nanak Girls College
Santpura, Yamuna Nagar

Director
Guru Nanak Girls College
Santpura,
Yamuna Nagar