



Andhra Christian College, Guntur

Affiliated to Acharya Nagarjuna University

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Criterion: **IV**

Metric: **4.3.1**



6.1.1 The vision and mission of the institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan

IT POLICY

IT Policy

Purpose:

The purpose of this document is to inform all the members viz, faculty, staff, students, alumni and the guests of Andhra Christian College, what can be expected in terms of Information Technology (T). This covers the use of all computers and other related hardware such as printers and projectors and the use of the network infrastructure.

Policy Statement

Andhra Christian College, Guntur makes Information Resources such as computers, communication devices, C-mail, intranet and internet resources and makes available to the authorized users to assist them in performing their work as well as completing their educational studies.

Scope

This policy governs the use of "IT Resources", which include IT services, facilities and equipment the College owns or operates for the use of employees, students and others. All information stored in any form on IT Resources such as documents, video streams, audio recordings and all communications transmitted in any manner using IT Resources through e-mail, text-message and voice mail are governed by this Policy. This Policy also governs the use of social networking sites by employees and students whether or not such use relies upon IT Resources.

Review Period

The content controller of this Policy conducts a review of this Policy at least once a year or when significant business process changes occur, to ensure the information contained herein is current and applicable.

Rules and Responsibilities

Andhra Christian College, Guntur takes appropriate steps to ensure the security through Information Resources by adhering to all applicable security measures including using and safeguarding all necessary passwords.

To use passwords and avoid using common sequences like 12345 or readily identifiable information (e.g., name, address, phone number, spouse's name, etc.)

Prohibited activities

- To access college equipment, facilities, networks, information or accounts without authorization
- To grant another individual access to one's own information technology account by sharing a
- password or by any other means.
- To use IT Resources to intentionally interface with the work of other students, faculty members
- or college officials.
- To use, disclose, copy, modify or delete information stored on IT Resources without
- authorization.
- To send bulk commercial electronic message without authorization from the college
- To create and /or use world-wide web information under false pretences or for unlawful gain materials that conflict with rights and interest protected by Law.




PRINCIPAL
ANDHRA CHRISTIAN COLLEGE
(Day, Evening & P.G.)
GUNTUR