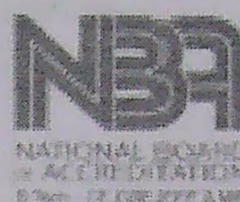


IT Policy: Version 2.0

**VIMAL JYOTHI  
ENGINEERING COLLEGE**

JYOTHI NAGAR, CHEMPERI - 670632, KANNUR D.T., KERALA  
Affiliated to APJ Abdul Kalam Technological University  
Approved by AICTE + ISO 9001:2015 Certified  
Accredited by Institution of Engineers (India), NBA, NAAC  
Proceedings VJ/42



13.08.2021

**PROCEEDINGS**

**Sub: IT Policy**

The purpose of this policy is to define the appropriate uses of computing facilities by the students, faculty and staff of the Vimal Jyothi Engineering College, Chempери. This policy applies to all IT infrastructure users (Faculty, Technical staff, Administrative staff, Contract/Temporary staff, Students, Research Scholars and Guest) who access the IT facilities including internet facilities provided by the institution through Wired or WiFi networking. All users are expected to be familiar with and to comply with this policy.

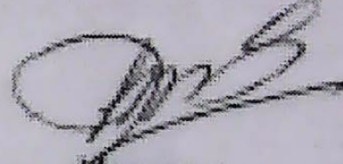
**The Policy**

1. Faculty, Staff, and students may use the computing facilities for academic purposes and for personal purposes so long as such use it.
  - i. Does not violate any law, VJEC Policy or IT act of the Government of Kerala / India.
  - ii. Does not interfere with the work of an academic nature.
2. Users will be required to obtain necessary authorisation before using college connectivity.
3. Users should engage in safe computing practices by establishing appropriate access restrictions for their account and computing devices, guarding their password and changing them regularly.
4. The access to college WiFi is restricted to registered users. The one who wants to avail the WiFi facility shall submit an application in the prescribed format.
5. Usage of college WiFi in an unregistered device by spoofing/tethering will be treated as violation of this policy.
6. Even if the access id is different, the registered WiFi user is the sole responsible person for all the communications originating from the registered device.
7. Users should note that their uses of College connectivity are not completely private. As part of the security measures, internet traffic is logged and monitored.
8. Personal data will not be shared to any third party to ensure data privacy.
9. The College, in its discretion may disclose the results of any such general or individual monitoring including the contents and records of communication to the appropriate authorities or law enforcement agencies and may use those results for disciplinary procedures. Users will also be responsible for any activity originating from their account.

10. Accounts and passwords should not under any circumstances be used by any other persons. In case, unauthorized use of an account is detected or suspected, the account owner should change the password.
11. Users shall not use college network and connectivity to get unauthorized access to remote computers which may damage the operations of VJEC Network.
12. Recreational downloads and peer to peer connections for noneducational purposes are banned.
13. All the staff members are empowered to examine the contents of the storage devices brought to the campus by the students.
14. Usage of pirated softwares is not allowed.
15. Software maintained on public personal computers may not be modified, deleted, moved or copied. Default settings should not be changed.
16. Digital Devices are permitted in the campus for educational purposes with prior registration with the competent authority.
17. Any attempt to spread virus or malicious code through the VJEC network will result in serious disciplinary action.
18. The usage of cloud storage is strongly recommended to store and access important data.

Distribution

1. The Principal
2. The Bursar
3. The Administrator
4. All HODs
5. All Staff through Email

  
Manager  
MANAGER  
VIMAL JYOTHI ENGINEERING COLLEGE  
CHEMPERI - 670832,  
KANNUR DIST.

IT Policy: Version 1.0



VIMAL JYOTHI  
ENGINEERING COLLEGE  
JYOTHIKUDU, CHEMMUR - (PIN) KANNUR DIST., KERALA  
AN ISO 9001:2015 CERTIFIED INSTITUTION



IT POLICY

Introduction

The purpose of this policy is to establish guidelines regarding the usage of electronic gadgets inside the campus.

The policy

1. Faculty, staff, and students may use the computing facilities for academic purposes and for personal purposes so long as such use ~~is~~
  - Does not violate any law, VJEC policy or IT act of the Government of Kerala/India.
  - Does not interfere with the work of an academic nature.
2. Only laptops are permitted in the campus for personal use with prior registration with the competent authority. No other gadget which can communicate with outside world or other devices is permitted in the campus for the personal use by students.
3. Users of laptops shall connect only to the official VJEC network for wireless access.
4. Users should not use college computers or network resources to attempt to gain unauthorized access to any other computer or network, to circumvent file protection or to uncover security loopholes.
5. Recreational downloads and peer to peer connections are banned.
6. Any attempt to spread virus or malicious code through VJEC network will result in serious disciplinary action.
7. Attempts to gain unauthorized access to machines or computer records to monitor other individuals' computer or network use or to attempt to obtain their passwords, to which the user is not entitled, are prohibited.
8. College reserves the right to monitor all the online activities of the students and log files of their activities are maintained as per legal requirements.
9. All the staff members are empowered to examine the contents of the storage devices brought to the campus by the students.
10. Any unauthorized electronic gadget brought to the campus shall be confiscated and shall be returned only after the completion of the course.

Chairman. Submitted to The chairman for approval  
  
5-8-2023  
  
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