

JAYARAJ ANNAPACKIAM COLLEGE FOR WOMEN (AUTONOMOUS)



PERIYAKULAM - 625 601, THENI DT.

Accredited with 'A' Grade (Cycle 3) by NAAC

DST - FIST Supported College

(Affiliated to Mother Teresa Women's University, Kodaikanal)

☎ Res : 04546 - 231382
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Website : www.annejac.com
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Policy Document on IT Facilities and Resources

This policy document is framed to inform the various stakeholders of Jayaraj Annapackiam College for Women (Autonomous), Periyakulam on the rules and regulations regarding the usage of Information Technology (IT) and its resources which include computers, projectors, interactive pen displays, Smart boards, printers, internet and intranet in the campus.

Policy Statement

Jayaraj Annapackiam College for Women (Autonomous) provides computers and IT resources, software, internet and intranet sources to authorised users to facilitate smooth functioning of the academic and administrative activities of the institution. The IT Policy is designed to ensure that the use of these IT resources should be exclusively used for academic and administrative purposes.

Rules

- Strong passwords should be used to protect the resources and avoid using passwords of their own identification.
- E-mail id's to the departments and all the other functioning units are provided by the web administrator.
- The resources must be used only for the academic works.
- Browsing centres in the campus can be utilised for the personal work on payment basis.
- IT resources are to be updated regularly based on the need.

Prohibited Activities

The following actions are strictly forbidden in the campus:

- Unauthorised access of IT facilities, networks or accounts, copying and transforming information to unauthorised persons.

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- Sharing of official passwords or other information
- Publishing any confidential information to the public
- Usage of department and other official e-mail ids for personal communications.
- Connecting the personal devices to the college network by the staff and students.
- Disrupt the work of the college IT activities through virus and hacking
- Sending messages against the college activities, management, faculties, students and other stakeholders through social media or mail.
- Expression of opinion, comments, and statements related to college administration and activities in the social media by the faculties and students without permission from the management.
- Usage of laptops, tablets, pen drives, compact discs other than academic purposes.
- Utilisation of world-wide web information pages or links

Review Period

This policy will be reviewed by the administrators annually or when ever needed to ensure that the information, terms and conditions contained herein are applicable and updated.

Principal

Jayaraj Annapacklam College
for Women (Autonomous)
Periyakulam - 625 601,
Theni District.