SEICOM DEGREE COLLEGE
(Affiliated to Sri Venkateswara University)

INFORMATION TECHNOLOGY (IT) POLICY

Contents

IT Policy Rules and Guidelines

The IT Policy establishes the framework for the secure and efficient use of the college's information technology infrastructure. It ensures proper utilization of digital resources, data security, and standard practices across departments.

IT Governance and Administration

The IT infrastructure is managed by a designated team including system administrators, technical support staff, and departmental IT coordinators. All technology-related decisions and implementations must adhere to this policy.

User Access and Security Protocols

- Access to IT systems is granted based on role and responsibilities.
- Users must safeguard their login credentials and report any breaches.
- Security measures, including firewalls, antivirus software, and multi-factor authentication, must be observed.
- Regular audits and access reviews are conducted.

Data Management and Backup Policies

- Users are responsible for entering and managing accurate and relevant data.
- Unauthorized modification or deletion of data is prohibited.
- The IT department performs regular data backups and ensures disaster recovery readiness.

IT Equipment Usage and Maintenance

- IT hardware and software should be used strictly for academic and administrative purposes.
- Tampering with or unauthorized installation of software is not permitted.
- Equipment maintenance is handled periodically by the IT team.

Training and Support Framework

- All staff and students must undergo basic IT training.
- The college provides helpdesk services and user manuals.
- Feedback is encouraged to improve IT support services.

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Selcom Degree College
Tirupati   IT Policy
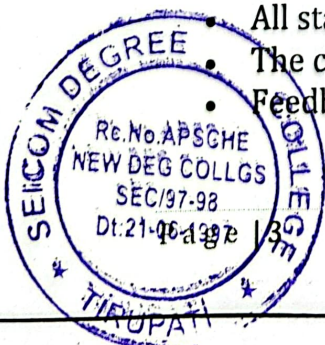
Compliance Monitoring and Audits

- Compliance with IT policies is regularly reviewed.
- Violations may result in disciplinary action including suspension of IT privileges.
- Management reviews audit reports to ensure policy adherence.

Revision and Update Procedures

- This policy is reviewed annually or as required due to technological changes.
- Suggestions for improvements can be submitted to the IT Coordinator or Administrator.

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