

Jain College – Information Technology (IT) Policy

1. Objective

The purpose of this IT Policy is to establish guidelines for the appropriate and secure use of Jain College's IT resources to support teaching, learning, research, administration, and communication.

2. Scope

This policy applies to:

- All faculty, staff, students, contractors, and visitors using IT resources
- All IT infrastructure including computers, servers, networks, applications, email systems, and data storage owned or managed by Jain College

3. Acceptable Use

- Users must use IT resources only for lawful and college-authorized academic and administrative purposes.
- Personal use must not interfere with college operations or consume excessive resources.
- Users must not engage in activities that are harmful to the college's digital environment, including hacking, spamming, or spreading malware.

4. User Responsibilities

- Maintain the confidentiality of account passwords and credentials
- Log off or lock systems when unattended
- Report suspected security incidents or breaches immediately to IT support
- Use licensed and authorized software only

5. Network Usage

- Jain College provides internet and intranet access primarily for academic and administrative use.
- Network usage is monitored for security, performance, and compliance.
- Use of VPNs or proxy services to bypass monitoring or access controls is prohibited unless authorized.

6. Email and Communication

- College-provided email accounts are for official communication.
- Use of email must comply with college standards of professionalism and respect.
- Sending unsolicited bulk email (spam) or offensive content is strictly prohibited.

www.jaincollege.ac.in


**PRINCIPAL
JAIN COLLEGE**
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Campus:

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7. Data Security and Privacy

- Sensitive data (student records, staff details, financial data) must be stored and transmitted securely.
- Backup of critical data must be performed regularly.
- Unauthorized access to data, or attempts to alter or delete data without permission, is a serious violation.

8. Software and Hardware Management

- All software installations must be approved and managed by the IT Department.
- Unauthorized installations or modifications to college-owned hardware are prohibited.
- Regular software updates and security patches must be applied.

9. IT Support and Maintenance

- The IT Department is responsible for managing IT infrastructure, providing user support, and enforcing this policy.
- Users must cooperate with IT staff during troubleshooting, upgrades, and audits.

10. Violations and Disciplinary Action

- Any violation of this policy may result in:
 - Suspension of IT privileges
 - Disciplinary action per college rules
 - Legal action in cases of criminal conduct

11. Review and Amendments

This policy is subject to annual review and may be amended to address technological, legal, or organizational changes.

Contact

For IT support or to report issues, contact:
IT Department – Jain College
Phone: +91-080-46595200


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