MKSSS's Cummins College of Engineering for Women, Pune
Information Technology (IT) Policy

MKSSS's
Cummins
COLLEGE OF ENGINEERING
FOR WOMEN

Objectives of the IT Policy:

- To maintain, secure, and ensure legal and appropriate use of the IT infrastructure of the College.
- To establish College-wide strategies and responsibilities for protecting the information assets that are accessed, created, managed, and/or controlled by the College.
- To provide guidelines to the stakeholders regarding the usage of the IT facilities.

The Policy Statements are as follows:

- The IT hardware should be periodically checked and updated.
- Use of "minimal energy consumption" hardwares is preferable.
- Use of the "open source" softwares is preferable.
- Licensed softwares should be used wherever required.
- Antivirus software must be installed on every computer system.
- Downloading/Usage of pirated software is strictly prohibited and is liable for disciplinary action.
- Changes in the IP address and the network configuration of any computer is strictly prohibited.
- Data backup should be taken periodically by every user.
- The college e-mail address should be used primarily for official purposes and to a limited extent, for personal purposes. Use of the college e-mail address for illegal/commercial purposes may entail withdrawal of the facility.
- Any user should refrain from intercepting or trying to break into others' e-mail accounts, as it is infringing the privacy of other users. Impersonating e-mail accounts of others will be taken as a serious offence.
- E-waste should be disposed regularly with the approval of the write-off committee of the college through the e-waste management agencies. Such a disposal must be as per the "green environment" norms.
- Only relevant persons are given access to the proprietary / confidential information such as student data, research related information, projects, teaching material, exam related data, accounts. It should not be shared to any person / organization without prior permission.

Principal
MKSSS's Cummins College of Engineering for Women, Pune