



IT
POLICY

24. IT Policy

1. Introduction

1.1 Purpose: The purpose of this IT policy is to ensure the effective, efficient, and secured use of information technology resources to support the academic, research, and administrative functions of the college.

1.2 Scope: This policy applies to all students, faculty, staff, and any other individuals who use the institute's IT resources.

2. IT Infrastructure Management

2.1 Hardware Upgradation:

- Computers shall be upgraded every 2 to 3 years.
- Upgrades shall include RAM and SSD enhancements.

2.2 Internet Bandwidth:

- Internet bandwidth shall be increased as per the rules and requirement.
- Regular monitoring and adjustments shall be made to ensure optimal performance.

2.3 Network Security:

- To adopt robust firewalls, intrusion detection systems, with regular security audits.
- Ensure that all network devices and systems are updated with the latest security patches.

3. Software and Licensing

3.1 Licensed Software:

- Ensure that all devices purchased shall have an inbuilt software with adopted licensed version.

3.2 Open-Source Software:

- Encourage the use of open-source software where feasible and appropriate.
- Linux OS and open source related software's are to be used in the labs and R & D Cell.

4. Data Management and Security

4.1 Data Privacy:

- Implement measures to protect personal and sensitive data of students, faculty, and staff.
- Ensure compliance with relevant data protection regulations.

4.2 Data Backup:

- Regular backups of critical data shall be performed and stored securely.
- Implement disaster recovery plans to ensure data integrity and availability.

5. User Responsibilities and Conduct

5.1 Acceptable Use:

- Users must adhere to acceptable user policies and ensure IT resources are used responsibly.
- Prohibit unauthorized access, distribution of malicious software, and any other activities that shall compromise on the network's integrity.

5.2 Training and Awareness:

- Provide regular training sessions on IT policies, cybersecurity, and best practices.
- Promote awareness of phishing scams, password security, and data protection.

6. Resource Allocation and Maintenance

6.1 Resource Allocation:

- Allocate IT resources based on academic and administrative needs.
- Ensure equitable access to IT resources for all users.

6.2 Maintenance:

- Schedule regular maintenance of IT infrastructure to ensure optimal performance.
- Maintain an inventory of all IT assets and conduct periodic audits.

7. IT Support and Services

7.1 Help Desk:

- Establish an IT help desk to provide support and resolve technical issues promptly.
- Track and analyze support requests to identify areas for improvement.

7.2 Service Level Agreements (SLAs):

- Define and adhere to SLAs for IT services to ensure and provide timely and efficient support.

8. Sustainability and Environmental Responsibility

8.1 E-Waste Management:

- Dispose of obsolete IT equipment responsibly by partnering with certified E-waste vendors.
- Promote recycling and environmentally friendly practices within the IT department.

8.2 Energy Efficiency:

- Implement energy-saving measures for IT equipment, such as power management settings and the use of energy-efficient devices.

9. Compliance and Review

9.1 Regulatory Compliance:

- Ensure compliance with all relevant laws, regulations, and accreditation requirements.
- Conduct regular reviews to ensure the IT policy remains up-to-date and effective.

9.2 Policy Review:

- The IT policy shall be reviewed annually by the IT committee and updated as necessary to reflect technological advancements and changing needs.



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