



ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,
Recognized Under Section 2(f) of UGC Act 1956-New Delhi)
Amaravathi Road, Gorantla, Guntur – 522034 (A.P)

Email: st_anns_coll@yahoo.co.in Website: www.stannscollegeforwomen.org

Criterion: IV

Metric – 4.3.1



Criterion 4 - Infrastructure and Learning Resources

4.3.1 – IT facilities and sufficient bandwidth for the internet connection.

IT Policy



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IT POLICY

Purpose:

The purpose of this document is to inform all the members viz, faculty, staff, students, alumni and the guests of St. Ann's College for Women, Gorantla, Guntur, of what can be expected in terms of Information Technology (IT). This covers the use of all computers and other related hardware such as printers and projectors and the use of the network infrastructure.

Policy Statement

St. Ann's College for Women makes Information Resources such as computers, communication devices, e-mail, intranet and internet resources and to available to the authorized users to assist them in performing their work as well as completing their educational studies.

Scope

This policy governs the use of "IT Resources", which include IT services, facilities and equipment the College owns or operates for the use of employees, students and others. All information stored in any form on IT Resources such as documents, video streams, audio recordings and all communications transmitted in any manner using IT Resources through e-mail, text-message and voice mail are governed by this Policy. This Policy also governs the use of social networking sites by employees and students whether or not such use relies upon IT Resources.

Review Period

The content controller of this Policy conducts a review of this Policy at least once a year or when significant business process changes occur, to ensure the information contained herein is current and applicable.

Rules and Responsibilities

- St. Ann's College for Women takes appropriate steps to ensure the security through Information Resources by adhering to all applicable security measures including using and safeguarding all necessary passwords.
- To use passwords and avoid using common sequences like 12345 or readily identifiable information (e.g., name, address, phone number, spouse's name, etc.);



D.S. Fotehna Rana P
PRINCIPAL
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Prohibited activities

- To access college equipment, facilities, networks, information or accounts without authorization.
- To grant another individual access to one's own information technology account by sharing a password or by any other means.
- To use IT Resources to intentionally interface with the work of other students, faculty members or college officials.
- To use, disclose, copy, modify or delete information stored on IT Resources without authorization.
- To send bulk commercial electronic message without authorization from the college.
- To create and / or use world-wide web information under false pretenses or for unlawful gain materials that conflict with rights and interest protected by Law.



Dr. S. Fatima Rani P

PRINCIPAL
St. Ann's College for Women
GORANTLA, GUNTUR-522 034