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## **Sangameshwar College, Solapur (Autonomous)** **Institutional IT policy and procedures**

Need for IT Policy: Basically the College IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established on the campus.

Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information

This IT Policy of Sangameshwar College (Autonomous) is to establish appropriate use of IT infrastructure for the benefit of Students, teachers and supporting staff.

Cyber security is enabled in systems connected to network through firewall and email security software. All computers should be installed with valid Antivirus software. The use of pen drives, CDs etc. for file transfer is discouraged and will be entertained only in special circumstances.

Video surveillance cameras will be installed at strategic points which include entrance and exit to buildings and Exam halls. No cameras will be hidden and also will not be focusing on areas of privacy. Signs will be placed at locations where cameras are installed to intimate the presence of CCTV. Only the Principal will have the access to the recorded footages.

College website is handled by Website Coordinator and IT administrator. Updating of news, exam announcements and seminar brochures should be sent to Website coordinator after getting permission from Principal. Sangameshwar College encourages use of personal and departmental web pages. Such web pages can be linked to Official website through hyperlink of the URL after getting permission from Principal. If the contents of such webpages contain any content that violate government laws or is against the goodwill of the college, Principal has the authority to remove the hyperlink and content.

*[Handwritten Signature]*

**Principal-In-Charge**  
**Sangameshwar College**  
Solapur

