

ST. XAVIER'S COLLEGE (AUTONOMOUS)

Re-accredited with 'A+' (CGPA 3.27 out of 4) by NAAC (4th Cycle) | Affiliated to Gujarat University

Information Technology (IT)

INTRODUCTION:

The Information Technology (IT) policy lays down the policies for being accountable for the IT Infrastructure and resources established by the College. The guidelines ensure that the IT resources are well maintained, properly secured and used for the purpose they were meant to be. Every individual part of the College is required to be familiar with and adhere to this policy.

1. Objective:

- 1.1. To establish processes for maintenance and regular update of the IT resources facilities available with the College.
- 1.2. To outline essential strategies and responsibilities that safeguard the confidentiality, integrity and availability of the information assets that are accessed, created, managed and controlled by the College.
- 1.3. The document also sets direction and provides information about the accepted and prohibited actions and policy violations so as to ensure security of the Data.
- 1.4. The policy supports the legal obligations of the College to maintain the security and confidentiality of its information notably under the Data Protection Act 1998, the Copyright Patents and Designs Act 1988 and the Computer Misuse Act 1990, and also supports adherence to information governance standards set by the UGC & SXCA.

2. Scope:

The Information assets, equipments or resources covered by this policy include data, information systems, servers, computer hardware, computer software, email, internet and intranet facilities, ERP Portal, the computers in the laboratory, College website, network devices, intellectual property, e-library resources, as well as documents and verbally communicated information.

3. Applicability:

This policy is applicable to all the staff and students including the visiting faculty and all those using the IT resources and facilities of the College mentioned above. The policy applies to all stakeholders on and off campus:

Staff (Administrative, Technical and Teaching Staff), Employees (Permanent, Temporary and Contractual), Students - UG and PG, Higher authorities and officers, guests and vendors. The stakeholders assume responsibility for the appropriate and responsible use of the IT resources of the College .

- 3.1. An outsourced System administrator has been given the responsibility of running the College's internet and Intranet services and running the firewall security, Proxy email and managing the network of the College.
- 3.2. The College is getting its Internet services from Tata Teleservices, Blazenet and Vihaan. Total bandwidth availability with the College is 355 MBPS leased line.

4. PEOPLE INVOLVED, ROLE AND FREQUENCY:

I. Responsibilities of the IT Department:

- IT related system design and vendor selection.
- Coordinate with IT advisors, consultants and auditors.
- To develop IT plans and roadmaps for the College and its successful implementation.
- To manage and update the Server and the other IT resources.
- To use the licensed version of MS Office for the computers and laptops issued by the College.
- Timely renewal of normal AMC and other hardware equipments.
- Moodle and Examination related IT setup.
- Day to day security of the data and systems of the College.

II. System administrator responsibilities:

- Maintain size limits on user file and incoming email systems. The limits will change from time to time.
- Scan the network file systems for viruses and remove them.
- Regularly monitor the functioning of computers in the laboratories and personal cubicles.
- Look into the user problems related to network and other user issues. Planning and specific need forecasting for improvement of IT infrastructure. Maintenance of the IT infrastructure and uninterrupted delivery of the IT services to all its stakeholders.
- Day to day user issues are noted and resolved periodically.

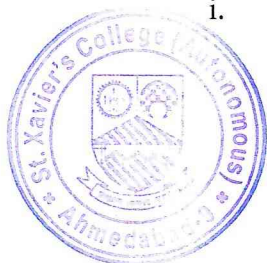
5. ACCEPTABLE USE OF COMPUTING RESOURCES:

The IT resources of the College are to provide computing facilities to support research, education, administrative and other collaborative activities. All use of IT resources must be consistent with this purpose.

- i. All the users shall make effective use of ERP, Learning Management system (Moodle), College website, College email-ID, internet resources and Sophos login.
- ii. The users shall never leave the system unattended and lock out the system before leaving.
- iii. The user shall take regular back up of important files at regular intervals.
- iv. The College shall stress upon effective usage of IT resources by its users.
- v. The firewall installed in the College will ensure that unauthorized websites are not viewed using the College IT Resources.

5.1. Some of the unacceptable actions of the users include, but are not limited to, the following:

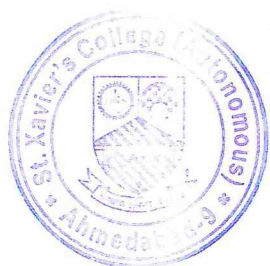
- i. Unauthorized Access - Users must not attempt to access data, computers, computer software, information or networks, without proper authorization, or intentionally enable others to do so.



- ii. Using someone else's identity and password or misinterpreting your identity to access the IT resources and information of the College, other than those assigned to you.
- iii. Copyright Users must not intentionally seek or provide information on, obtain copies of, or modify data files, programs, passwords or other digital materials belonging to other users, without specific permission of those other users.
- iv. Personal Use The IT resources of the College must not be used for activities which violate the basic purpose, mission and objectives of the College.
- v. Commercial Use - Users must not use the IT resources assigned to you or others for commercial purposes, profit-making, fund-raising, sales or advertising.
- vi. Users must not engage in activities such as sending forged e-mails or mails that will harass other users, send chain messages or store intimidating or abusive material.

6. GOVERNANCE AND MANAGEMENT OF IT RESOURCES:

- 6.1. **Use of Licensed computer systems:** Computer purchases are made centrally from the IT department in consultation with the Management. The IT department should make sure that each computer system has all licensed software (operating system, antivirus software and necessary application software) installed. Any purchase of computers done for projects must also ensure that the computer system has all licensed software installed.
- 6.2. **WI-FI Facility:** Wi-Fi facility is implemented in the entire campus for staff and students with access points at common places like canteen, library, hostel corridors, department corridors, Laboratories etc. Solicited and ethical usage is expected from the users. The Internet Access through Wi-Fi is filtered access. Possible phishing, spurious, unsolicited or obscene sites, gaming sites, some shopping/multimedia streaming site are blocked at firewall level.
- 6.3. **Accessibility of Internet:** Internet access through firewall is provided through LAN and Wi-Fi to all the computers.
- 6.4. **User Access to IT Network:** Each staff will be provided a limited storage space on their 'Z drive'. The content of Z drive is part of the College IT network and has full rights of access to all data stored on its IT network. The content maybe monitored if required.
- 6.5. **Green Computing:** The College strives to reduce carbon footprint. Most of the administrative activities pertaining to faculty, staff and student are handled through the ERP and Moodle. All the notices are electronically circulated through e-mails and SMS services.
- 6.6. **Open Source Softwares:** To reduce the dependence on propriety software and tools, we strongly promote Open source software, tools and application. College extensively uses open source software tools for supporting computers assisted learning, teaching, design. Some of the open source software tools used are Anaconda, Eclipse, Fedora, Hortonworks, Linux, Moodle LMS, Oracle, RStudio, WordPress, Ubuntu 10.04, etc
- 6.7. **College Email-ID:** E-mail is provided by the College to staff and students in an effort to ensure efficient and formal distribution of critical information regarding academics and other official purposes. It is essential that the e-mail addresses be kept active by using them regularly. Email will be used for official purposes related to the College.



The College understands that personal emails are sometimes received. Staff and students should be aware that at times email is checked to make sure that system integrity and College policies are maintained. Therefore emails should never be looked upon as being secure.

6.8. **Video Surveillance:** Cameras are located at strategic points on the campus, principally at the entrance and exit point of the premises and buildings. The system has been installed with the primary purpose of reducing the threat of crime generally, protecting premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy.

7. SECURITY MEASURES:

7.1. **Security Updates:** Regular anti-virus and operating system updates are done by the system administrator for protection of computing resources.

7.2. **Network Security:** The purpose is to minimize risk associated with Internet and email services, and define controls against the threats of unauthorized access, theft of information and malicious disruption of services. Network is secured through Cyberroam firewall and identity based network access control. The users are segregated into different categories and each category can have different access to the network.

7.3. **Data Backup and retention:** Regular data backups are done on the systems of the College by the IT personnel for disaster recovery purposes. This includes the data files of students and staff. The backup will be held only for a brief period of time. The backup of email is regularly taken on Cloud.

7.4. **Confidential Data Access:** Marks, Payroll and employee details maintained centrally are access controlled to approved personnel only.

8. COMPLIANCE:

The adherence to this policy is enforced through server, firewall and subnet restrictions. The users are required to follow the policy and guidelines. Any non-compliance with the basic purpose and acceptable use will be considered as a violation and misconduct invoking disciplinary action.

9. REVIEW AND MONITORING:

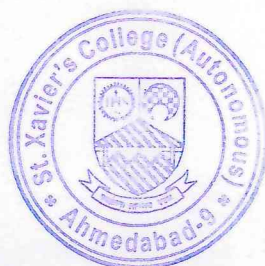
The policy will be monitored by the IT department to ensure it is fit for purpose and will be reviewed on a regular basis and modified to reflect changing technology, changing requirements and operating procedures.



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