NIRMALA INSTITUTE OF EDUCATION

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[NAAC Accreditation : GRADE : B+ CGPA 2.63]

IT Policy – Nirmala Institute of Education

1. Software

1.1. Only licensed and approved software is permitted on college systems.
1.2. Unauthorized installation or use of pirated software on college computers is strictly prohibited.
1.3. All software must be vetted by the IT department before use.
1.4. Updates and patches must be installed regularly to ensure security and stability.
1.5. Staff and students are encouraged to use open-source or educational versions where applicable.

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2. Internet Usage

2.1. Internet access is provided solely for academic and administrative purposes.
2.2. Personal usage such as social media, streaming, or gaming is not allowed on the institutional network.
2.3. The college has installed ***Jio Access Points (APs)*** for student and staff use.
2.4. The ***JioNet@Nirmala_Inst*** Jio access points have a ***limit of 1GB/day***, and is strictly for educational activities such as research, assignments, and online classes.
2.5. Any misuse of internet access (e.g., visiting restricted sites or using VPNs to bypass filters) will lead to disciplinary action.
2.6. Downloading large files (e.g., movies, games) or using torrents is strictly forbidden.
2.7. Monitoring tools may be used by the IT department to track and control internet traffic.

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3. Staff and Students

3.1. All staff and students must use institutional credentials to access IT systems and services.
3.2. Users are responsible for the security of their login credentials and must not share them.
3.3. Misuse of college devices or accounts may result in suspension of privileges.
3.4. Faculty must ensure smart use of IT resources in classrooms, including projectors and digital content.
3.5. Students should not tamper with college hardware or software.
3.6. Cyberbullying, plagiarism using digital tools, or sending offensive emails/messages is strictly prohibited.
3.7. Any IT issues or security concerns must be reported immediately to the IT department.

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4. Campus Surveillance

4.1. The entire campus is under ***24/7 CCTV surveillance*** for the safety and security of students, staff, and property.
4.2. Surveillance footage is monitored and stored by the designated IT Committee.
4.3. CCTV systems are installed in all key areas including corridors, laboratories entrances, and common areas, college entrance, IT Lab, Principal office, college office.
4.4. Any tampering with CCTV cameras or related equipment will lead to disciplinary action.
4.5. Surveillance footage may be reviewed in case of any disciplinary or legal matters.

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5. Communication Platforms

5.1. ***WhatsApp groups and other messaging platforms*** used within the institution must be created ***strictly for academic and official purposes only***.
5.2. These groups should be managed by faculty or administrative staff.
5.3. Sharing of unrelated content such as jokes, forwards, political/religious opinions, or personal promotions on official college group is strictly prohibited.
5.4. Students and staff must maintain respectful and professional communication in all digital interactions.
5.5. Any misuse of academic communication platforms will be addressed as a violation of the IT policy.

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6. Official Email (G Suite)

6.1. Nirmala Institute of Education provides official ***G Suite (Google Workspace) email accounts*** to all staff and students.
6.2. These institutional email IDs must be used ***only for academic, administrative, and official communication***.
6.3. Personal use of institutional email accounts is ***not permitted***.
6.4. Emails must be written in a professional and respectful manner at all times.
6.5. Sharing of login credentials or unauthorized access to another user's account is strictly prohibited.
6.6. Users are advised to check their official email regularly to stay updated on notices, deadlines, and academic announcements by the college.

6.6 Once students graduate the assigned email ids to students are revoked by the system admin.

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7. Hardware Usage and Management

7.1. All hardware devices (desktops, laptops, printers, projectors, biometric devices, etc.) are the property of Nirmala Institute of Education.
7.2. Hardware must be used responsibly and only for academic or administrative purposes.
7.3. Users are not allowed to move, modify, or tamper with any hardware without permission from the IT department.
7.4. In case of malfunction or damage, users must report it immediately to the IT support team.
7.5. Personal devices may only be connected to the campus network with prior approval.
7.6. Borrowing of hardware (e.g., laptops or projectors or any other digital device) must be logged and approved by the designated authority.
7.7. Unauthorized installation of external hardware (e.g., USB drives, network devices) is not permitted.

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8. Social Media

8.1. All official social media accounts representing Nirmala Institute of Education (e.g., Instagram, Facebook, YouTube) will be managed by an authorized committee.
8.2. Any content shared on official platforms must align with the values and mission of the institution.
8.3. Staff and students are ***not permitted to use the college name, logo, or images of the campus/events*** on personal social media without prior approval.

8.4. Sharing confidential information (e.g., student marks, internal circulars) is strictly prohibited.
8.5. Personal social media of staff and students should not bring disrepute to the college or its community.
8.6. Use of social media during working/class hours should be minimized and kept professional.
8.7. Any social media misuse that leads to harassment, cyberbullying, or reputational damage will result in disciplinary action.

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9. **Policy Violations**

- Any violation of this policy may lead to ***suspension of digital privileges***; However, issues/challenges may be resolved.

10. **Mobile Phone Usage**

- Ethical mobile phone use on a college campus requires priotizing the learning environment and respecting others by avoiding distractions, ensuring privacy, and preventing misuse.
- This includes silencing phones during classes, refraining from recording or photographing people without consent, not engaging in cyberbullying, and abstaining from cheating on assignments or exams.

Principal

Dr. Russell D’Souza

<u>IT Committee members:</u>

1. Principal – Dr. Russell D’Souza

2. Dr. Cliton Fernandes

3. Xavier D’mello

4. Sachitanand Haldonkar

5. Melissa Pacheco

6. Milind Anandan