

## IT policy

### Policy Statement

MIC College IT policy aims to maintain, secure and ensure legal and appropriate use of IT Infrastructure established by the institute.

IT Information assets addressed in this policy include data, computers, network devices, internet usage, intellectual property, information systems and documents as well as communicated information.

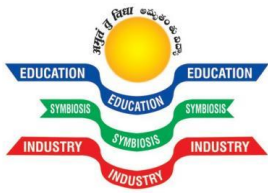
The College also provides high speed campus intranet with multimode fiber optic backbone network which is supplemented with internet support for rolling out various services such as college website, Autonomous portal, campus management software, library information system, Feedback system, MOOCs, CCTVs, biometric devices, Learning Management System (LMS), online assessments and access to online learning resources.

#### A. ADMINISTRATION

- A separate department is formulated to look after all the IT aspects of the college and is named as ITSS [IT Support Services].
- A Professor In-charge shall be appointed by Principal to look after the functioning of the IT Support services.
- There shall be IT Committee comprising senior professors from IT & CSE Departments to monitor the activities of the ITSS, including the hardware division.
- The ITSS shall manage the entire campus network 24x7 by offering hardware and software services on call.
- The IT networks must be protected by firewall or any other suitable mechanism for better security and fairness in usage.
- The College must install CCTV across the campus covering all areas of the college and also in the Boys' and girls' hostels for providing better security.

#### B. ICT FACILITY

- Each department should have Smart Classrooms, LCD projectors, and Laptops for computer-aided teaching. Digital display systems are made available in each block.

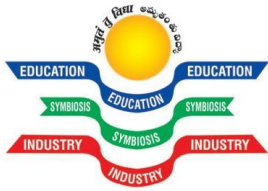


### C. INTERNET USAGE

- On request, Internet is to be made available at various locations of the campus along with computer laboratories.
- The institute shall provide superior connectivity and adequate bandwidth across the campus that includes Administrative building, Dept. offices and student hostels through Ethernet & Wi-fi.
- Internet to two hostels (Boys & Girls) is to be provided after the working hours i.e., from 4.15 PM to 11.00 PM & 6.00 to 8.00 AM every day.
- Internet usage policy must ensure high availability of bandwidth through a proper bandwidth allocation plan for its optimum utilization.
- The library should be allocated adequate bandwidth all through its operational time.
- An authentication mechanism must be deployed to monitor unproductive and illegal usage of the internet facility.

### D. USER POLICY

- There shall be restricted usage of internet, limiting it to Gmail, You Tube, Wiki and other educational websites within the campus.
- Any usage of applications like Torrents/Proxy/Tunnels are not allowed. If found, serious action will be taken.
- It may be clearly conveyed to all stakeholders that such IT facilities are provided only for academic, official purposes only and not for personal or commercial use.
- All users must abide by the laws and regulations of the IT act of the Government of India and any violation must be firmly dealt with by the authorities.
- Users shall be held responsible for any undesirable content sharing, abuse or storage while using the campus network. They are responsible for the content stored in the designated workspace allocated to them (example: file storage area, webpages, stored/archived emails, on Computer Centre or Department machines).
- Users are responsible for all the network traffic generated by their computer. Physically tampering with network connections/equipment(s), connecting additional (personal) network devices like Routers and Switches, or making exclusive use of network resources is **STRICTLY NOT ALLOWED** in hostels and academic buildings.

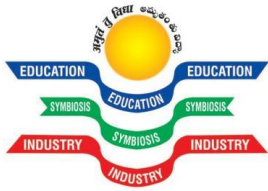


- Users are not allowed to set up his/her own Wi-Fi network which is connected to the campus backbone using routers or software like Connectivity/Hotspot etc.
- Users are not permitted to install proxy / torrent download / games download / direct download etc.
- Users are not allowed to engage in any activity with intent of degrading the performance of the network.
- Use of network for creating, sending, storing, uploading, accessing, using, soliciting, publishing, or linking offensive, obscene, profane, or indecent images or material is STRICTLY NOT ALLOWED.
- Users are not allowed to download pirated software or any suspect malware from the internet and spread the same among other users.
- Users are not allowed to do security related misuse which includes attempting to bypass firewalls and access rules in place, breaking security of the systems, trying to capture passwords of other users, Damaging / Gaining access to the data of other users etc.
- Users are not allowed to cause physical damage to computers or networking facility or to any IT property of MIC College.

## EMAIL ETIQUETTE

### EMAIL POLICY STATEMENT

- Encourage positive, productive communications while protecting MIC from legal liability, reputation damage, and security breaches.
- Emails are for academic and institutional use only and are completely MIC property.
- Any email that is sent, received, created, or stored on our systems may be viewed and even admissible in a legal case.
- More than 90% cyber-attacks start with phishing.
- Email etiquette (Reply All, Forwarding, Signature lines etc.).
- Limit the intrusion and spam.



## A. ALLOCATION OF A NEW EMAIL ID ON DOMAIN: mictech.ac.in & mictech.edu.in

These are following roles for which the email account may be created: Students, Faculty, Administration officials.

The policy for each case is described below. The policy for managing the mailing lists is also described.

## B. STUDENTS

All Students are provided with MIC domain mail ID. Login through Gmail by giving the details:

- The email address allocated will be of the format: <ROLL\_NUMBER>@mictech.ac.in.
- The username as student roll number as per admission records maintained by the academic section.

Username as: <rollno>@mictech.ac.in

Password: technology@ (default password)

Example: 17H71A0540@mictech.ac.in

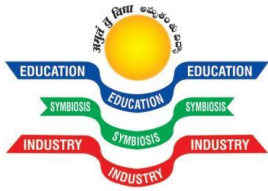
- Initially, students must login with the provided user name and the default password to change the password for further usage. It helps in maintaining privacy and confidentiality of the student data.
- The email account will be active even after the student graduates or leaves the college. This policy applies to all students (B.Tech, M.Tech and MBA & MCA).

## C. ALLOCATION PROCEDURE

The academic office will submit a list of student roll numbers, names, department name of the student and other relevant information to the administrator for creation of new students' email accounts. They should do it as soon as the students register. No route other than via the academic section will be entertained for creation/alteration of a student's email account.

## D. EMPLOYEES

All the employees of the institute will provide with institute domain mail id is for the usage subject to availability and adherence to the following requirements:



1. Only alphanumeric characters will be allowed including “.” (dot) or “\_” (underscore).
2. Obscene or hurtful words will NOT be accepted as part of the email address.
3. Words that may NOT represent an individual will NOT be accepted as part of the email address.

Default email address allotted will be in the format:  
FirstName.LastName@iare.ac.in

Examples:

<Kilari Umesh kumar> kumeshkumar@mictech.ac.in

<Tenuri Sailesh> [tsailesh@mictech.ac.in](mailto:tsailesh@mictech.ac.in)

#### E. ADMINISTRATION OFFICIALS

- All administrative officials (e.g., Principal, HODs, Administrative officer and so on) will be allocated a role-attached email address.
- This email address is allocated solely for the purpose to cater the needs of the official communication from/to the respective official.
- When the tenure of the official ends, the account access is handed over to the newly appointed official.
- It is required and expected that all the data in this account will be retained across the appointments.

The email address format will be:

[Role prefix]-[Dept. prefix]@mictech.ac.in.

- The role prefix can be: hod, dean and so on. The department prefix can be: cse, eee, mec, bed, and so on for academic departments.
- For non-academic departments, it will be like: office (for administrative student affairs), accounts, admissions (for New Admissions), and so on. The prefixes can be kept to the shortest possible length without causing any ambiguity about what they point to.
- The display name on the email account will be set only to full designation. The name of the person currently holding the office/position will not be added (to avoid getting it stuck in the users' address lists).

Examples:

<principal> principal@mictech.ac.in

<Hod - CSE> hodcse@mictech.ac.in

***The institute seeks to continuously review and improve the IT Policy as adopted above and will commit to its implementation.***