SREE NARAYANA NURSING COLLEGE

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Recognized by Indian Nursing Council vide letter No. 02/Sep/2006 INC dated : 29.09.2006 and
A.P. Nurses & Midwives Council, letter No. APNMC/CON/5212/2006, dated: 4/11/2006
Affiliated to Dr. Y.S.R. University of Health Sciences, A.P. Vijayawada.

IT POLICY

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Principal
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IT POLICY

Objective

The IT Policy at Sree Narayana Nursing College aims to establish guidelines for the effective and responsible use of information technology resources. This policy ensures the security, integrity, and availability of information systems while promoting a conducive learning and working environment.

Scope

This policy applies to all faculty, staff, students, and any other individuals who access the college's IT resources.

Policy Guidelines

1. **Acceptable Use of IT Resources**:
    o   Users must utilize IT resources for educational, administrative, and research purposes related to the college.
    o   Personal use of college IT resources should be limited and must not interfere with academic or administrative activities.

2. **Security and Privacy**:
    o   Users must protect their login credentials and should not share passwords or access accounts with others.
    o   All users must report any suspected security breaches or incidents to the IT department immediately.

3. **Software and Hardware Management**:
    o   Only licensed software may be installed on college devices. Unauthorized software installation is prohibited.

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- Regular maintenance and updates of software and hardware will be conducted by the IT department to ensure optimal performance and security.

4. **Data Management**:
   - Sensitive and confidential data must be stored securely, and access should be limited to authorized personnel only.
   - Regular backups of critical data will be performed to prevent data loss.

5. **Internet and Email Usage**:
   - Internet access is provided for academic and research purposes. Users should avoid accessing inappropriate or illegal content.
   - Official college email accounts should be used for all college-related communications.

6. **Social Media and Online Presence**:
   - Users should maintain professionalism when representing the college on social media and other online platforms.
   - Posting of confidential or sensitive information about the college or its members is strictly prohibited.

7. **Monitoring and Compliance**:
   - The college reserves the right to monitor IT resource usage to ensure compliance with this policy.
   - Violations of the IT policy may result in disciplinary action, including revocation of access privileges.

8. **Training and Awareness**:
   - The college will provide training and resources to ensure users are aware of IT policies and best practices for security and responsible use.

B. Kalpana
VERIFIED BY

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