



**GOVT. COLLEGE OF ARTS, SCIENCE & COMMERCE**  
**KHANDOLA, MARCELA – GOA 403 107. (INDIA)**  
(Affiliated to Goa University) (Estd. 1989) Ph. / Fax: 0832-2287718  
email:-gcasck@rediffmail.com Website: [www.khandolacollege.edu.in](http://www.khandolacollege.edu.in)  
Accredited by NAAC with ' A ' Grade ( 28/03/2017 to 27/03/2022 )

## INFORMATION TECHNOLOGY POLICY

Information Technology (IT) services at the in the year 1992 with the establishment of the Computer Science department of the college. With the changing times the needs for digital services grew rapidly. The IT services include campus networking, internet facilities, email services, software & hardware solutions, etc. It also includes managing the college website (<https://www.khandolacollege.edu.in>), campus e- surveillance, biometric records and the College digital signage. The College runs with 100 Mbps Internet leased line from BSNL, WI-FI facility is provided to the entire college campus.

### Objectives:

- To ensure the integrity, reliability, availability and superior performance of IT Systems.
- To ensure that the use of IT Systems is consistent with the principles and values that governs use of other College facilities and services.
- All users shall be aware of and fully comply with this Policy and the relevant supporting policies, procedures the Information Technology Act, 2000 as amended from time to time.
- To ensure that IT systems are used for their intended purposes.
- To establish processes for addressing policy violations and sanctions for violator.

### Procedures for Policy Compliance:

- The individual department is responsible for Installation of hardware/software, setting up and configuration, and maintenance of laptops/computers.
- Unauthorized and pirated software installation/use is strictly prohibited. Any staff member/student using pirated/unauthorized software is liable for payment of fine/penalty.
- IT services comprise access to Internet and email (@ khandolacollege.edu.in). Internet access (LAN and WiFi) shall be available to teachers, administrative staff and limited access to the students with the permission from the HOD.
- Any financial liability that may arise on account of unauthorized use/download of unlicensed/ illegal/pirated operating system and/ or software shall be recoverable from the student/staff /faculty concerned.
- If any student is found using IT facilities in an illegitimate manner, causes damage any computer system or any other IT resources, then amount for the same will be recovered from the security deposit submitted by the student.



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- All the students and staff, who may be granted permission to use the College's Information Technology infrastructure, must comply with the Guidelines/Policy. Any violation of IT policy laid down by the college may result in disciplinary action against the offender by the college authorities/vigilance committee. If the matter involves illegal action, law enforcement agencies may become involved.
- Non-compliance to this policy will be a direct violation of the college's IT security policy. Failure to comply may result in discontinuance of service to the individual who is responsible for violation of IT policy and action set by Vigilance Committee/Unfair means committee/Legal Cell committee.
- College has constituted Computer Literacy Committee/ Cyber cell to spread awareness of potential ways and disguises of cyber threats. In case of any cybercrime in the college, committee will handle the issue with the grievance committee.

#### **ENFORCEMENT PROCEDURES:**

**Complaints of Alleged Violations:** An individual who believes that he or she has been harmed by an alleged violation of this Policy shall file a complaint in accordance with established GCASCK Grievance Procedures (including, where relevant, those procedures for filing complaints of sexual harassment or of racial or ethnic harassment) for students, faculty, and staff. The individual is also encouraged to report the alleged violation to the System Authority overseeing the facility most directly involved, or to the Principal's Office, which shall investigate the allegation and (if appropriate) refer the matter to GCASCK disciplinary and/or law enforcement authorities.

**Reporting Observed Violations:** If an individual has observed or otherwise is aware of a violation of this Policy, but has not been harmed by the alleged violation, he or she shall report any evidence to the Systems Authority overseeing the facility most directly involved, or to the Principal's Office, which shall investigate the allegation and (if appropriate) refer the matter to GCASCK disciplinary and/or law enforcement authorities.

**Disciplinary Procedures:** Alleged violations of this Policy shall be pursued in accordance with the appropriate disciplinary procedures for faculty, staff, and students as per GCASCK regulations. The System Administrator/Authorized person may participate in the disciplinary proceedings as deemed appropriate by the relevant disciplinary authority. Moreover, at the direction of the appropriate disciplinary authority, the System Administrator or IT committee or Authorized person is authorized to investigate alleged violations.

**Penalties:** Individuals found to have violated this Policy shall be subject to penalties





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provided for in other GCASCK policies dealing with the underlying conduct. Violators shall also face IT-specific penalties, including temporary or permanent reduction or elimination of some or all IT privileges. The relevant disciplinary authority shall determine the appropriate penalties in consultation with the IT committee.

**Legal Liability for Unlawful Use:** In addition to GCASCK discipline, Users shall be subject to criminal prosecution, civil liability, or both for unlawful use of any IT System, in accordance with the Information Technology (Amendment) Act, 2008.

**Appeals:** Users found in violation of this Policy shall appeal or request re-consideration of any imposed disciplinary action in accordance with the appeals provisions of the relevant disciplinary procedures. Incidents that are reported shall attract penalties or punitive action by appropriate authorities constituted by GCASCK.

  
Principal

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