

# **HHMSPB NSS College for Women, Neeramankara,**

## **Thiruvananthapuram**

### **IT Policy**

#### **Academic Year 2023 - 24**

IT policies of HHMSPB NSS College for Women are formulated to increase the academic and professional productivity using Information Technology. The policy is applicable to all the faculty, students, volunteers, collaborators, and all other stakeholders of the institution.

- The computing resources of HHMSPB NSS College for Women are intended to support the educational, instructional, research, and administrative activities on the campus. It strives to secure, strengthen and enhance the use of information technology for various legal and ethical purposes.
- Netiquette, or the code of conduct for healthy online practices, is considered a vital part of the college IT policy and it provides guidelines on acceptable and unacceptable use of IT resources. Rules of netiquette include
  - Refrain from using provocative language and hate speech
  - Respect the rules of privacy and do not reveal personal information in public forums
  - Be clear and succinct in communications online
- Institutional IT policy guarantees security and accessibility of systems and services to all the members of the college community and it safeguards and protects college IT infrastructure and institutional data from other malpractices and misconduct.
- It does not recommend the use that promotes the personal businesses or financial interests of the beneficiaries. Political and religious campaigning or any other external affairs of the individual are strictly prohibited under the policy.
- The users shall not send, view, or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or College policy.
- The institution will promote activities and conduct courses to enhance the IT knowledge base of the students

- Faculty members will make use of IT resources to enhance the teaching-learning processes as far as possible, and make maximum use of online platforms such as Google Classroom and MOOC

**Principal**

Copy to:

- IQAC
- Heads of Departments
- Superintendent Office