



## **Information Technology Policy**

### **Madhab Choudhury College, Barpeta**

#### **Purpose**

The main purpose of this policy is to fulfill the college's information and communication technologies (ICT) intended uses of enabling and supporting teaching, learning, research, and administration by requiring that the technologies be used legally, ethically, securely, responsibly, and respectfully.

#### **2. Scope**

This policy applies to all employees, contractors, vendors, and students who interact with the IT infrastructure at the college. It covers:

- Network infrastructure (LAN, WAN, Wi-Fi)
- Servers, storage, and cloud services
- Software applications and systems
- End-user devices (computers, tablets, smartphones)
- Data management and security practices

#### **IT Infrastructure Components**

The IT infrastructure comprises the following key components:

- **Hardware:** Servers, computers, printers, network devices, storage devices, and other hardware used to provide IT services.
- **Software:** Operating systems, productivity software, learning management systems (LMS), and any other applications required by students and faculty.

- **Network:** Wired and wireless network connectivity, firewalls, switches, routers, and other components supporting communication within and outside the institution.
- **Data Management:** Databases, data storage, backups, and cloud services that hold institutional data (including student records, research data, etc.).

### **Guidelines**

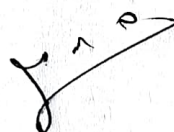
- Students, Teaching and Non - Teaching Staff, and Research Fellowship Members of Madhab Choudhury College availing computing, networking, and IT facilities are expected to abide by the following rules,
- Students, Teaching and Non - Teaching Staff, Research Fellowship Members are authorized to use the computing, networking, and other IT facilities for academic purposes,
- The college prohibits its users from enabling unauthorized access to forbidden IT resource on the college network.
- New equipments or services will be provided after proper verification and analysis of need of the same.
- College may engage third party agencies for repairing equipments after following proper procedures.
- College keeps right to discontinue any IT facility already available in departments or office if seems to be no longer needed in future.
- The college prohibits its users from sending, viewing or downloading fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or college policy.
- Users must not violate various copyright law(s), and licensing policies as associated with copyrighted materials and software.
- No user should attempt to damage or change any data and resources inappropriately, whether by accident or deliberately.
- No user should attempt to affect the availability of IT resource, whether accidentally or deliberately.
- As a part of certain investigation procedures, the college may be required to provide its IT information, resource and/ or records, in parts or full, to third parties. Further, the college may also seek services from third-party service providers.



- Users must take proper care of equipment, and report any malfunction to the staff on duty. Users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.
- Violations of policy will be treated as academic misconduct, misdemeanor, or indiscipline as appropriate. Depending upon the nature of the violation, the college authorities may take an action.
- The policy may change as and when needed and new policies will take effect immediately after a brief announcement.

### **Conclusion**

- Effective IT infrastructure management is crucial to ensuring the smooth operation of academic and administrative functions at Madhab Choudhury College, Barpeta. By adhering to the guidelines set out in this policy, the institution will maintain a secure, reliable, and efficient technology environment that supports its mission and goals.



Principal,  
Madhab Choudhury College  
Barpeta