4.3.1. Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

The computing resources at Athalye –Sapre- Pitre College (Autonomous) Devrukh is intended to support the educational, instructional, research, and administrative activities of the college and the use of these resources is a privilege that is extended to members of the ASPC community. The IT policy of the college is formulated to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established on the campus and provide guidelines on acceptable and unacceptable use of IT resources of the college.

This policy establishes strategies and responsibilities for protecting the confidentiality, integrity, and availability of the information assets that are accessed, created, managed, and/or controlled by the College. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information. In addition, this policy supports effective organizational security and protects users and IT resources from, but not limited to cyber criminals, bullying, misuse of accounts and assets as well as the spread of malicious software's.

Internet Use Policy

These guidelines are intended to help you make the best use of the Internet resources at your disposal.

• The Athalye Sapre Pitre College (Autonomous) Devrukh provides Internet access to Students and staff to assist them in carrying out their studies and duties for the academic and research purposes.

• It is envisaged that it will be used to lookup details about various Courses, Academic and related Subjects, to access course materials, scientific knowledge, research information and other social information. It should not be used for personal reasons.

• You may only access the Internet by using our content scanning software, firewall and router.

• You may only access the Internet after you have been authorised to do so by your principal/director and Campus IT authority in writing. When using the campus Internet access facility, you should comply with the following guidelines:

Do's

- ✓ Do keep your use of the Internet to a minimum
- ✓ Do check that any information you access on the Internet is accurate, complete and current.
- ✓ Do check the validity of the information found.
- ✓ Do respect the legal protections to data and software provided by copyright and licenses.
- ✓ Do inform the Principal, Athalye Sapre Pitre College (Autonomous) Devrukh immediately of any unusual occurrence.

Don't

- ✓ Do not download text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
- ✓ Do not download content from Internet sites unless it is your course or academic related.
- ✓ Do not download software from the Internet and install it upon the College/Institute's computer equipment.
- ✓ Do not use the College/Institute's computers to make unauthorized entry into any other computer or network.
- ✓ Do not disrupt or interfere with other computers or network users, services, or equipment.
- ✓ Intentional disruption of the operation of computer systems and networks is a crime under the Computer Misuse Act.
- ✓ Do not represent yourself as another person.
- ✓ Do not use Internet access to transmit confidential, political, obscene, threatening, or harassing materials.

Green Policy

- ✓ The institution understands the importance of Environment Management.
- ✓ It intends to keep the campus green through regular maintenance and upkeep
- ✓ The Green Management is aimed at achieving the following:
    - o Pollution - free campus
    - o green campus through- tout the year
    - o Increase in the aesthetic value of the landscape
    - o Plastic- free and garbage / waste- free campus
    - o Preservation of the medical variety of plans
- ✓ The College wants to create awareness among the stakeholders about eco and biodiversity
- ✓ The institution desires to explore alternative sources of energy (eg. Solar power) to conserve natural resources
- ✓ The institution wishes to take efforts towards rain water harvesting, percolation and irrigation

Infrastructure Maintenance Policy and Procedure

- ✓ Department in need of repair and maintenance work has to register the complaint in the office giving the details of the maintenance required.
- ✓ Technician visits the site and completes the maintenance as required.
- ✓ Head of the department signs the Job Completion Report.
- ✓ Bill is generated and processed through the concerned authorities and forwarded through Principal for final payment.
- ✓ All monthly maintenance bills are brought to the notice of the President.
- ✓ The College has Annual Maintenance Contracts for computer related repairs and maintenance, power backup systems, fire extinguishers and pest control for library

Principal