



POLICY DOCUMENT



**St. Joseph's College
(Autonomous), Irinjalakuda**

Policy Documents

St. Joseph's College (Autonomous), Irinjalakuda

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Revision drafted by : Management, Staff and Students
St. Joseph's College (Autonomous), Irinjalakuda

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Pre-evaluation : Internal Quality Assurance Cell (IQAC)

Feedback/Suggestions : Education Board
College Council
Staff Council

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Governing Body meeting on 27-03-2021

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PREFACE

Involved in an educational scenario that demands success to be spelled through the academic realms as well as the holistic development of the individuality of a student, every institution faces showers of challenges that blurs its vision towards its destined mission. St. Joseph's College (Autonomous), Irinjalakuda aspires to walk down the pages of history for attempting to be a colossal figure that renders holistic quality education for women from all strata of the society. Estimating the obstacles enroute to this aim, an established framework based on the relevant guidelines and regulations from the University of Calicut and the Government of Kerala shall lay as its foundational stone for building upon this vision of our founders.

This policy document is formulated under the joint collaboration of all the decision-making committees of the institution working for the upliftment and progress of the academy and combined under the guideship of the IQAC. The major aims behind generating such combined policy document were:

- To serve as a reference guide for comprehending the institutional framework and mechanism.
- To minimise friction and maximise productivity
- To provide route maps for the stakeholders for actively and freely engaging with the institutional activities.
- To bring orderliness and uniformity in action for attainment of short term and long-term goals.

The policy document is a result of several brainstorming sessions and discussions that revolved around the welfare of the institution and its stakeholders. The college believes that in order to attain a unique quality mark, the institution requires feasible ground rules that are to be developed under the best intentions, acceptable and applicable to all impartially. Therefore, great care has been directed towards ensuring that every aspect of the institutional functioning is being addressed in this policy document. Facilities are made available to make amendments after thorough studies whenever and wherever necessary as per the requirements of time.

It is important to accept that the developed policy document is subject to constant revisions as it may contain occurrences of overlap or areas unnoticed by the authorities. The institution shall oblige in sensitising the concerned stakeholders with immediate effect of the alterations brought in any of the policy documents.




PRINCIPAL
ST. JOSEPH'S COLLEGE
(AUTONOMOUS)
IRINJALAKUDA - 680 121
THIRUVARUR DIST., KERALA

11.SJCPD11**IT POLICY****Need for IT Policy**

- Essentially the College IT strategy exists to keep up, secure, and guarantee lawful and suitable utilization of Information innovation framework set up by the College on the campus.
- This strategy sets up College-wide techniques and obligations regarding securing the Confidentiality, Integrity, and Availability (CIA) of the data resources that are gotten to, made, oversaw, as well as constrained 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.
- Purpose of IT policy is to set direction and provide information about acceptable actions and prohibited actions or policy violations.

Applies to

- Students: UG, PG and Research scholars
- Faculty (Permanent/ Temporary/ Contractual)
- Administrative Staff (Non-Technical / Technical)
- Higher Authorities and Officers
- Guests

Resources

- Network Devices wired/ wireless
- Internet Access
- Official Websites, web applications
- Official Email services
- Data Storage
- Mobile/ Desktop / server computing facility
- Documentation facility (Printers/Scanners)
- Multimedia Content

Security Policy

All the users of IT resources available in the college must not knowingly place the security of information or systems at risk.

Users must:

- Set a strong password
- Keep your passwords and pin codes secure and never share them with any individual.
- Contact the IT Service Desk immediately in the event of an IT security incident, see Appendix A for procedure.
- Take precaution prior to opening any attachment or clicking on links within electronic messages.
- Never use personal e-mail accounts to conduct College business.
- Comply with the College's Local Administrators Policy and never install untrusted software or applications on IT infrastructure or resources.
- Ensure that personally owned devices that may come in contact with IT resources are protected with antivirus software, a personal firewall, and regularly install security updates and patches to operating systems, applications, and web browsers.

Student Use of IT Resources Policy

The college is pleased to offer students access to the computer network. The purpose of this policy is to provide students with guidance on acceptable and unacceptable use of the College's Information Technology (IT) resources. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world via the Internet. This access is provided for students to conduct research and communicate with others. Access is a privilege - not a right; and access entails responsibility.

Internet access provided by St. Joseph's College, including the use of the wireless network, is intended for job/education related activities, whether using college-owned equipment or a personal device. Use of the Internet is

encouraged for research, education, and communications for college related activities.

Abuse or misuse of the Internet access provided by the college in violation of law or college procedures will result in disciplinary action, including expulsion.

General Do's

1. Do use the internet only for academic related matters.
2. Check the information you access is accurate, complete and current.
3. Contact the Chief information officer in case of any Internet related problems and also inform in case of any unusual occurrence
4. Permission must be obtained from the regular classroom teacher before printing from the Internet.
5. Sign off from captive portal when you are not using Internet or leaving the system.

General Don'ts

1. Never install untrusted software or applications on IT infrastructure or resources.
2. Do not make any unauthorized entry into any computer or network.
3. Do not leave saved work on college provided computers. Students can use their google drive for future references.
4. Do not use Internet services to download movies/previews/Games.
5. Do not download any image/video/file which contain pornographic, racist, violence or any illegal activity.
6. Do not attach/transmit files through email which contains illegal/unauthorized materials.
7. Do not use Internet services to transmit confidential, political, threatening, obscene or harassing materials.
8. Do not represent yourself as another person. Do not share your password.
9. Do not create any monetary cost to the College.

Students Responsibilities

- Each student is responsible for the content of all text, audio, or images that they place or send over the College's technical resources.
- Students may access only files or programs, whether computerized or not, that they have permission to enter.
- Violations of any guidelines in this policy may result in disciplinary action up to and including expulsion.
- In addition, the College may advise appropriate legal officials of any illegal violations and cooperate in investigations conducted by legal officials.

Revoking of the individual's rights to use the computer, either on a temporary or permanent basis could result in the following:

- Probation
- Suspension
- Expulsion or financial assessment for computer services
- Legal actions.

Employee Use of IT Resources Policy**Need of IT policy**

The purpose of this policy is to define the appropriate uses of the internet by the faculty and staffs of St. Joseph's College (Autonomous), Irinjalakuda, Thrissur. This policy applies to all internet users (Faculty, Technical staff, administrative staffs and Contract/Temporary staffs) who access the internet facility provided by the college through Wired or Wi-Fi networking. The internet users are expected to be familiar with and to comply with this policy. Any access and use of these resources and services that interfere with these goals are prohibited.

Internet Access Request and Approval

Internet access will be provided to users for their academic needs only and they restricted to access the contents under the academic category only. As part of the Internet access request process, the employee is required to read the Internet usage and Security Policy. The user must sign the declaration in the application that they understand and agrees to comply with the policies. Users not complying with these policies could be subject to disciplinary action.

- Faculty and staff members have to submit their duly signed request to the college authority for getting the access.
- Applications will be examined and approved by the authority and a username and password will be given to the user. All the activities using this user id is logged at the college and the user is solemnly responsible for the activities associated with their user id.
- Internet access will be discontinued upon completion of contract, transfer of faculty/staff, or any disciplinary action arising from violation of this policy. The privileges granted to users are continuously monitored and may be revoked at any time if it is no longer needed by the user.

General Do's

1. Do use the internet only for academic related matters.
2. Must keep browsing limited to trusted, reputable websites.
3. Check the information you access is accurate, complete and current.
4. Contact the Chief information officer in case of any Internet related problems and also inform in case of any unusual occurrence
5. Sign off from captive portal when you are not using Internet or leaving the system.

General Don'ts

1. Never install untrusted software or applications on IT infrastructure or resources.
2. Do not create any monetary cost to the College.
3. Do not leave saved work on college provided computers. Faculty /Staff can use their google drive for future references.

4. Do not make any unauthorized entry into any computer or network.
5. Do not use Internet services to download movies/previews/Games.
6. Do not download any image/video/file which contain pornographic, racist, violence or any illegal activity.
7. Do not attach/transmit files through email which contains illegal/unauthorized materials.
8. Do not threaten the security or availability of IT resources.
9. Do not use Internet services to transmit confidential, political, threatening, obscene or harassing materials.
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