



**RAJAGIRI VISWAJYOTHI**  
COLLEGE OF ARTS AND APPLIED SCIENCES  
VENGOOR , PERUMBAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



## CRITERION 4

# INFRASTRUCTURE AND LEARNING RESOURCES

## 4.3 IT INFRASTRUCTURE

2019-2024

Submitted to



### 4.3.1 IT POLICY

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# **POLICY MANUAL**

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## PREFACE

Welcome to the Rajagiri Viswajyothi College of Arts and Applied Sciences, (RVCAS) Policy Manual

This manual is more than just a collection of rules and guidelines; it is a reflection of the values, principles, and vision that define RVCAS College. As we continue to grow and evolve as an academic institution, this document serves as a cornerstone of our commitment to excellence, equity, and community.

At RVCAS, we believe that every member of our college—students, faculty, staff, and administration—plays a vital role in shaping the vibrant, inclusive, and dynamic environment that we are proud to call our own. This policy manual is designed to provide clarity, consistency, and direction, ensuring that we all work together towards common goals and uphold the standards that distinguish RVCAS.

The policies outlined in this manual have been carefully crafted to support the academic and operational integrity of our institution. They are intended to guide our decisions and actions, promote a culture of respect and accountability, and ensure that everyone at RVCAS has the opportunity to thrive. Whether students and staff are navigating academic procedures, understanding their rights and responsibilities, or seeking guidance on college operations, this manual is here to assist them.

It is important to recognize that this manual is a living document. As we continue to adapt to new challenges and opportunities, the policies within will be reviewed and updated to remain relevant and effective. We encourage all members of our community to engage with this manual, to familiarize themselves with its contents, and to contribute to its ongoing improvement.

Together, we will continue to build an institution that not only meets but exceeds the aspirations of all who are part of the RVCAS family.



## 8) INFORMATION TECHNOLOGY POLICY AND ACCEPTABLE USE POLICY (AUP)

### PREFACE

Rajagiri Viswajyothi College of Arts and Applied Sciences recognizes the importance of providing reliable and secure IT resources to support academic and administrative functions. This policy outlines the appropriate use of IT resources by students, faculty, staff, and other authorized users.

### IT Policy

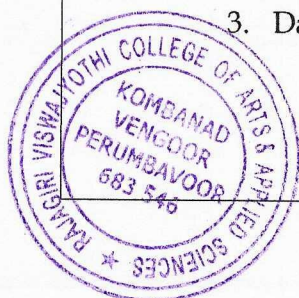
#### 1. Computer Labs:

- Computer labs are provided solely for academic activities and research.
- Users must not engage in any activity that disrupts IT infrastructure or hinders others work.
- Installing or modifying software and system configurations without authorization is strictly prohibited.
- Users must log off from computer systems upon completing their sessions.
- Campus Wi-Fi:
- Campus Wi-Fi is intended for academic use and research purposes.
- Users should refrain from activities that interfere with Wi-Fi infrastructure or disrupt others network access.
- Certain websites or applications may be restricted based on academic purposes of the college.

#### 2. IT Security:

- Users are responsible for maintaining the security and confidentiality of their accounts and passwords.
- Account information and passwords should not be shared with others.
- Any unauthorized access to IT resources must be promptly reported to IT support.

#### 3. Data Management:



- Users are accountable for proper storage and management of college data.
  - Sensitive or confidential information should not be stored on personal devices.
  - Adherence to data privacy and protection laws and regulations is mandatory.
4. Software Licensing:
- Users must adhere to all software licensing agreements.
  - Duplication or distribution of software without proper authorization is prohibited.
5. Personal Devices:
- Personal devices are allowed on campus but must comply with relevant policies and guidelines.
  - Personal devices should not be used for storing or processing college data without explicit authorization.
  - All IT security policies must be followed when using personal devices on campus.

### **Acceptable Use Policy (AUP)**

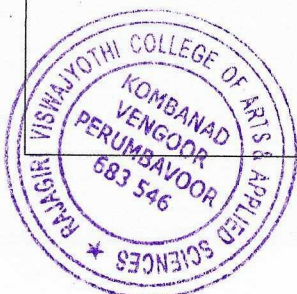
The Acceptable Use Policy (AUP) governs the appropriate use of IT resources provided by Rajagiri Viswajyothi College of Arts and Applied Sciences. All users, including students, faculty, staff, and guests, are required to adhere to this policy to ensure a secure and productive computing environment.

#### **Use of IT Resources:**

- IT resources provided by the college are to be used solely for academic, research, administrative, and educational purposes directly related to the college's mission.
- Users must not engage in any activity that disrupts the functioning of IT infrastructure or interferes with the work of others.

#### **Access and Security:**

- Users are responsible for maintaining the security and confidentiality of their accounts and passwords.
- Sharing of account credentials is prohibited.
- Users must log off from their accounts after each session.



- Users must not attempt to bypass or circumvent any IT security measures or gain unauthorized access to IT resources.

#### Internet Usage:

- Users are responsible for their internet usage and must comply with all applicable laws and regulations.
- Access to certain websites or applications may be restricted based on academic and security requirements.
- Users should not engage in activities that are offensive, harmful, or illegal.

#### Email Usage:

- College-provided email accounts are to be used exclusively for academic and college-related communication.
- Users must not send or receive unsolicited or inappropriate emails.
- Users should not transmit or store illegal or copyrighted materials via college email accounts.

#### Social Media:

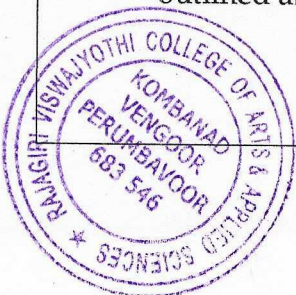
- Users should use social media platforms responsibly and in a manner that upholds the reputation of the college.
- Users must not use social media to harass, bully, or post inappropriate or offensive content.

#### Consequences of Violations:

- Violation of the AUP may result in disciplinary actions, including but not limited to warnings, suspension of IT privileges, probation, expulsion from the college (for students), or termination of employment (for staff).
- The college reserves the right to monitor and audit IT resources to ensure compliance with this policy. Appropriate action will be taken in response to any violation.

#### Enforcement:

Rajagiri Viswajyothi College of Arts and Applied Sciences is committed to enforcing this IT Policy and AUP to maintain a secure and efficient computing environment. Users found in violation of this policy will be subject to disciplinary measures as outlined above.

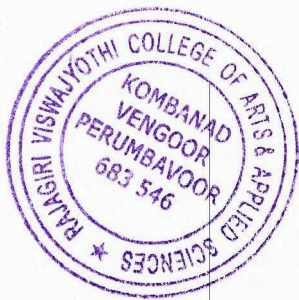





**Acknowledgment:**

All users accessing and utilizing the IT resources provided by Rajagiri Viswajyothi College of Arts and Applied Sciences, including computer systems, networks, email, and internet services, acknowledge that they have read, understood, and agree to comply with the college's IT Policy and Acceptable Use Policy (AUP). These policies outline guidelines for responsible and ethical use of IT resources to ensure the security, integrity, and effective operation of college systems.

Users are expected to familiarize themselves with these policies and conduct themselves accordingly to maintain a productive academic and administrative environment within the college.



  
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