

Annai Hajira Women's College

Melapalayam, Tirumelveli-05

(A Unit of As-Sathiq Educational Society)

(Affiliated to Manonmaniam Sundaranar University)

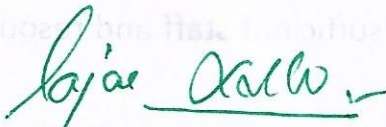
IT POLICY

Annai Hajira Women's College develops a comprehensive technology plan, takes into consideration the current and future technology requirements of the institution. Adherence to policies and guidelines make the users to follow the established policies and guidelines of the institution regarding IT resource usage.

- Budgeting and Resource Allocation of the institution includes the purchase of necessary hardware, software, and other technology resources. The institution also allocates sufficient staff and resources for technology support and maintenance.
- The institution ensures that technology equipment and software are procured from reliable vendors.
- Ongoing professional development programs are also offered to keep the faculty updated with emerging technologies.
- The implementation of firewalls, encryption technologies, and routine data backups ensures data security and privacy.
- Regular maintenance and updates are performed to ensure optimal performance of technology systems.
- Suggestions from users are taken into consideration to make improvements and enhancements.
- The IT policy includes restrictions on accessing certain websites, downloading unauthorized software, or engaging in excessive personal use of IT resources during work hours.
- Users should exercise caution and responsibility while using the internet through IT resources. This includes avoiding accessing or distributing inappropriate, offensive, or discriminatory content.

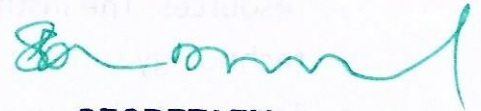
- Users must also be mindful of the potential risks associated with phishing attempts, malware, and spam emails.
- The Users should utilize email, messaging, or any other communication tools provided by the institution in a professional manner.
- Users should regularly update and maintain strong, unique passwords for their accounts to prevent unauthorized access. Passwords should not be shared or stored in an insecure manner.

By adopting these strategies, the institution ensures that technology is deployed and maintained in a way that supports its mission, goals, and overall operations. Overall, acceptable use of IT resources involves using technology responsibly, ethically, and in a manner that aligns with the institution's mission and guidelines.



PRINCIPAL

**ANNAI HAJIRA WOMEN'S COLLEGE
MELAPALAYAM - 627 005.**



SECRETARY

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