



SANSKRITHI SCHOOL OF ENGINEERING

Behind SSSS Hospital, Beedupalli knowledge park, Prasanthigram, Puttaparthi - 515134
Affiliated by JNTUA & Approved by All India Council for Technical Education (AICTE), www.sseptp.org

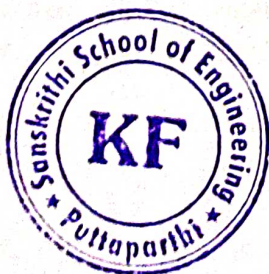
INFORMATION TECHNOLOGY INFRASTRUCTURE USAGE POLICY


Introduction

Students, Teaching and Non - Teaching Staff, Management and visiting Members of Sanskrithi School of Engineering availing computing, networking, and IT facilities are expected to abide by the following rules, which are intended to preserve the utility and flexibility of the system and protect the privacy and work of students and faculty.

General Rules

1. Students, Teaching and Non - Teaching Staff, Management and visiting Guests are authorized to use the computing, networking, and other IT facilities for academic purposes, official university business, and for personal purposes as long as such use does not violate any law or any JNTUA university policy.
2. The Sanskrithi school of Engineering prohibits its users from gaining or enabling unauthorized access to forbidden IT resource on the College network. Any such attempt will not only be the violation of College Policy but may also violate national and international cyber laws, provisions under The Information Technology Act of India and infringe the principals of National Cyber Security Policy, and subject the user to both civil and criminal liability.
3. The Sanskrithi school of Engineering prohibits its users from sending, viewing or downloading fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or College policy. Therefore, user's inhibitive discretion is solicited where category of certain content could be doubtful e.g. when such content is received through e-Mail etc. As a generalized policy, any contribution towards the destruction or distortion of congenial academic or work environment is prohibited.
4. No user should attempt to affect the availability of IT resource, whether accidentally or deliberately.
5. No food or drink is permitted in the laboratories. Also making noise either through games/music/movies or talking and/ or singing loudly (the list is not exhaustive) is prohibited.
6. Violations of policy will be treated as academic misconduct, misdemeanour, or indiscipline as appropriate. Depending upon the nature of the violation, the Sanskrithi school of Engineering authorities may take an action.
7. Users are expected to take proper care of equipment, and are expected to report any malfunction to the staff on duty or to the in-charge of the facility. Users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.




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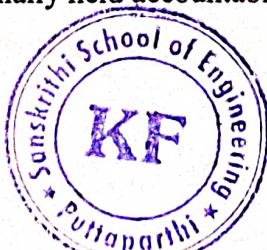


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Email Account Use Policy

1. In an effort to increase the efficient distribution of critical information to all faculties, staff and students, and the College administrators, it is recommended to utilize the College's e-mail services, for formal College communication and for academic & other official purposes. E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal College communications are official notices from the College to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general JNTUA University messages, official announcements, etc.
2. To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging with their User ID and password. For obtaining the College's email account, user may contact System Admin for getting email account and default password.
3. Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:
4. The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
5. Using the facility for illegal/commercial purposes is a direct violation of the College's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk email messages. And generation of threatening, harassing, abusive, obscene or fraudulent messages/images.
6. While sending large attachments to others, user should make sure that the recipient has email facility that allows him to receive such large attachments.
7. User should keep the mail box used space within about 80% usage threshold, as 'mail box full' or 'mailbox all most full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.
8. User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user's computer; as such messages may contain viruses that have potential to damage the valuable information on your computer.
9. Users should configure messaging software on the computer that they use on permanent basis, so that periodically they can download the mails in the mailbox on to their computer thereby releasing the disk space on the server. It is user's responsibility to keep a backup of the incoming and outgoing mails of their account.
10. User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.




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11. User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.

Social Media Policy

Policy

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include What's App, LinkedIn, Face book, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others.

Procedures

The following principles apply to professional use of social media on Sanskrithi school of Engineering as well as personal use of social media when referencing Sanskrithi school of Engineering.

1. Employees need to know and adhere when using social media in reference to Sanskrithi school of Engineering.
2. Employees should be aware of the effect their actions may have on their images, as well as Sanskrithi school of Engineering Image. The information that employees post or publish may be public information for a long time.
3. Employees should be aware that The Sanskrithi school of Engineering may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Sanskrithi school of Engineering, its employees, or customers.
4. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment or which may hurt religious & Sentiments of any one or any Community.
5. Employees are not to publish post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department
6. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the authorized Sanskrithi school of Engineering spokespersons.
7. If employees encounter a situation while using social media that threaten to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of Human Resources Department.
8. Employees should get appropriate permission before they refer to, or post images of current or former employees, members, vendors or suppliers. Additionally, employees



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should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

9. Social media use shouldn't interfere with employee's responsibilities at Sanskrithi school of Engineering. The College's computer systems are to be used for business purposes only. When using college's computer systems, use of social media for business purposes is allowed only to those staff whose work profile requires use of social media (ex: Face book, Twitter, College blogs and LinkedIn, What's app, Instagram, any other) , but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
10. It is highly recommended that employees keep Sanskrithi school of Engineering related social media accounts separate from personal accounts, if Possible.
11. Employees should not use any type of offensive /abusive language or make any comment/post any photo which is not in line with their image as a faculty/Teacher (As they belong to a very respected community).

Responsibilities of Sanskrithi System Admin Department

Maintenance of Computer Hardware & Peripherals

System Admin is responsible for maintenance of the College owned computer systems and peripherals that are either under warranty or annual maintenance contract, and whose responsibility has officially been entrusted to this Cell.

Scope of Service

System Admin will be responsible only for solving the hardware related problems or OS or any other application software that were legally purchased by the university and was loaded by the company.

Guidelines for Desktop Users

These guidelines are meant for all members of the Sanskrithi Network User Community and users of the Sanskrithi network.

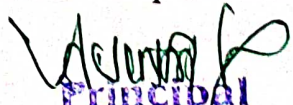
All Windows desktops should have an administrator account that is not used as the regular login account. The login for the administrator account should be changed from the default.

All users should consider use of a personal firewall that generally comes along the anti-virus software, if the OS does not have an in-built firewall.

Turn off monitors when u not using.

Avoid Unwanted Turning, moving and shifting of Desktop without the permission of System admin.




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Video Surveillance Policy

Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation.

Video Surveillance Control Room

Images captured by the system will be monitored and recorded in the Security Control Room, "the control room", twenty-four hours a day throughout the whole year. Monitors are not visible from outside the control room.

No unauthorised access to the Control Room will be permitted at any time. Access will be strictly limited to the System admin, authorised members of senior management, Principal.

Staff, students and visitors may be granted access to the Control Room on a case-by-case basis and only then on written authorisation from the Principal and System Admin.




PRINCIPAL

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