RCOEM/GAD/2020/IT_Pol_ver-1   Date: 03/07/2020

Shri Ramdeobaba College of Engineering and Management (RCOEM) attempts to provide a modern, fully networked computing and IT environment for academic and administrative use to all the faculty, students and staff.

Users of RCOEM 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, protect the privacy and work of students and faculty, and preserve our right to access the external networks to which the system is connected. In case of non compliance, appropriate action will be taken by the authorities.

1. Faculty, staff, and students with authorized accounts provided by the institute internet portal can use the computing and IT facilities for academic purposes, official institute related work, and for personal purposes so long as such use
   - Does not violate any law, institute policy or IT act of the Government of India.
   - Does not interfere with the performance of institute duties or work of an academic nature.

2. Users are expected to respect the privacy of other users and they should not allow any other person to use their password. It is the users responsibility to protect their account from unauthorized use by changing passwords periodically and using strong passwords. Sharing of passwords for any purpose whatsoever is strictly prohibited.

3. Any attempt to circumvent system security, guess others' passwords, or in any way gain unauthorized access to local or network resources is forbidden. Users should not use another person's internet portal, attempt to forge an account identity, or use a false account or e-mail address.

4. Transferring copyrighted materials to or from the institute systems without express consent of the owner is prohibited. In addition, use of the internet for commercial gain or profit is not allowed from within the campus. If done so, it will be sole responsibility of the user and appropriate action against the user may be initiated.

5. Downloading and installation of any software has to be done with the explicit consent of the Prof. Incharge CNC. Installation of unlicensed software on RCOEM facilities is strictly prohibited.

6. Students, faculty and staff are advised to check for any unlicensed or pirated software in their personal laptops before connecting it to the institute network and in case if any such software is present then they are not authorised to connect it.

7. Faculty and staff are not allowed to carry any IT property of institute like printers, projectors etc... (Other than assigned and issued laptops) outside the institute, unless and until it is for the institute purpose that too by obtaining prior permission of the authorities.

8. Setting up of any facility requiring password transmission over clear text is prohibited.

9. It is forbidden to use electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including

impeding their computing systems, software, or data. Chain letters are not allowed. Neither is any form of commercial advertising, or soliciting allowed. Spamming is strictly disallowed. Subscribing to mailing lists outside the Institute is an individual's responsibility.

10. It is forbidden to send academically unimportant messages to any group. Broadcast of messages to everyone in the system is allowed only for academic purposes and emergencies. Violations of this, will result in immediate freezing of user's account for an extended period as determined by the principal.

11. Recreational downloads and peer to peer connections for recreational purposes are banned.

12. Shared email accounts for any purpose whatsoever are not allowed. Any special accounts, if need to be set up for conferences and other valid reasons must be approved by principal. The responsibility of this shared email account must be taken by one faculty of the respective department.

13. Internet account creation, bandwidth distribution and monitoring is done by the office of Prof. In-charge CNC. Requests for the increase in bandwidth, up-gradation of internet account rights for any specific activity and for a specific duration must be made with the prior approval of the Principal.

14. It is the responsibility of individual faculty, staff and lab in-charge of labs to install and update the licenced antivirus provided by the institute on all computers and laptops of the respective department. Head of the department to send compliance report after every new installation to the Principal.

15. Users are expected to connect only to the official RCOEM network for wireless access. Setting up of unsecured Wi-Fi systems on the institute network is prohibited.

16. Carrying personal access points, routers or any other networking device and connecting to the network is strictly prohibited. In case if it is required for demonstration to students or labs than prior approval from Prof. In charge CNC or network manager must be sought.

17. Laying of new LAN cable, removing old cables, any modifications in the network infrastructure must be carried out after approval from office of Prof. In charge CNC.

18. Users are expected to take proper care of equipment, and are expected to report any malfunction to the office of Prof. In charge CNC. Users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems. Any Damage/theft must be reported immediately to the Principal/ Prof. In charge CNC.

19. Department must check the availability of computing hardware available with the central store before going for department level purchase for academic/specific event.

20. Usage of telephony facility will be strictly for the institute related work only.

21. Office of Prof. In-charge CNC may block content over the Internet which may pose a security threat to the network. Request to unblock any such webpages for academic/any other institute related work for a specific event or for specific duration should be made with the prior approval of the Principal.

22. Playing of Games in Institute laboratories or using Institute facilities is strictly prohibited. Playing games over Internet is also prohibited.

23. Violations of policy will be treated as academic misconduct. Depending upon the nature of the violation, the Principal may take an action by issuing a warning through disabling the account. In extreme cases, the account may be completely deleted and/or the user's access to IT facilities at RCOEM may be prohibited, and/ or sent to the Institute disciplinary committee.

24. The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately.

Email Policy

This Electronic Mail policy applies to all authorized users who are issued a formal (rknec.edu) email account.

The purpose of this policy is to establish the institute's policy and procedures regarding the use of email facilities. Authorized users of institute email facilities are responsible for using and maintaining their email account in accordance with the procedures and guidelines set forth in this Policy.

Electronic mail, like postal mail, is an official means for communicating institute's business. All students, faculty, and staff are expected to read, and shall be presumed to have received and read, all email messages sent to their official email account. Employees of the institute including Administration, Faculty and staff must use only rknec.edu email for official email correspondence in the performance of their duties.

Email for rknec.edu is handled by Google under their Google Apps for Education/G Suite product. As such, Google's Terms of Service also apply.

Policies and regulations that apply to other forms of communications and the use of Technology Resources also apply to email facilities.
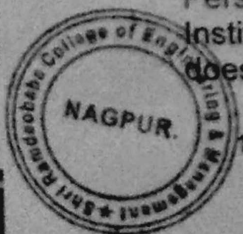
Acceptable Use:

1. rknec.edu email is an institute's resource intended to be used for institute-related business: instruction, instructional support, advising, research, service, administration, and institute-related correspondence in support of the institute's mission.

2. Access to email is an essential tool that imposes on users certain accompanying responsibilities. The same standards of conduct that are expected of students and employees regarding the use of other institute facilities, services, and resources apply to the use of email.

3. Official email to registered existing students should be sent only to institute student email addresses. Emails sent to new students (prior to receiving their rknec.edu account) or non-active students may be sent to their personal email

Personal Use:

Institute email may be used for incidental personal purposes provided that such use does not:

1. Directly or indirectly interfere with the institute operation of computing facilities or email service

2. Interfere with the email user's employment or other obligations to the institute

3. Violate this Policy, the institute's Acceptable Use policy or any other applicable policy or law, including but not limited to use for personal gain, conflict of interest, harassment, defamation, copyright violation or illegal activities

4. Entitle individuals for expectation of privacy with regard to email messages of a personal nature sent or received from institute email accounts

5. Absolve a user from the responsibilities associated with official communications sent to their institute email address in case the user have chosen to have their institute email redirected to another email. The institute will not be responsible for handling of email by outside vendors.

Unacceptable Use:

In addition, the following specific actions and uses of (rknec.edu) email facilities will be treated as improper:

1. Any use of email that interferes with institute activities and functions or does not respect the image and reputation of the institute

2. Concealment or misrepresentation of names or affiliations in email messages

3. Alteration of source or destination address of email

4. Use of email for commercial or private business purposes that have not been approved by the administration

5. Use of email to send mass or chain messages in violation of the institute's Mass Email Policy

6. Use of email for organized political activity or political solicitation

7. Use of email in violation of the institute's Acceptable Use Policy

8. Use of email to harass or threaten other individuals in violation of the institute's Non-Discrimination and Non-Harassment Policy or Policy Prohibiting Sexual Misconduct, Relationship Violence, and Stalking

9. Sending unsolicited email messages, junk mail, spam, or advertising material to individuals who did not specifically request such material

10. Forging or the unauthorized use of email header information

11. Discriminating on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, disability or other classifications protected by law

12. Sending, viewing, or downloading offensive content of any kind, including pornographic material or messages of a sexist, obscene, harassing, threatening, or racist nature

13. Sending, viewing, or downloading messages of a religious or political nature for the purpose of proselytizing and/or soliciting funds or donations

14. Creating or forwarding chain letters, Ponzi, or other pyramid schemes or any type.

15. Gambling or any other activities that are illegal, violate any other institute policy, or are contrary to the institute's interest.

Authorized Users are responsible for the content of their email messages and should understand that others can use the content as evidence against them. Authorized
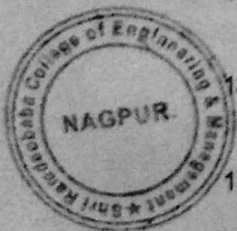
users of the institute's email facilities whose actions violate this policy or any other institute policy or regulation may be subject to revocation or limitation of email privileges as well as other disciplinary actions or may be referred to appropriate external authorities.

Confidentiality and Privacy:

The institute respects the privacy of its email users. It does not routinely inspect, monitor, or disclose email. Nonetheless, subject to the requirements for authorization, notification, and other conditions specified in this Policy, the institute may deny access to its email services and may inspect, monitor, or disclose email in accordance with the institute's Acceptable Use Policy.

All data files and e-mail communications created and/or maintained on the institute's email system are neither private nor confidential. Students, employees and other Users have no right or expectation of privacy in any data files, e-mail communications.

Principal of RCOEM or the authorized representative of the Principal, has the unrestricted right to access, monitor, retrieve and/or duplicate all data files written or stored on the institute's email at any time and for any reason, including all e-mail communications sent or received and any websites visited by a student, employee or other User.

All data files and e-mail communications created and/or maintained on institute's email are an institute record and shall be the property of the institute. In addition, as an institute's record, any data files or e-mail communications are subject to disclosure to law enforcement or government officials or to other third parties through requests under the legal process.

If there is a reason to believe that an institute email account has been used in violation of policies and/or of the law, contents of the email may be inspected and/or disclosed without the prior consent of the employee, student or other User.

Email, whether or not created or stored on institute resources, may constitute an institute record subject to disclosure or other laws, or as a result of litigation. However, the institute does not automatically comply with all requests for disclosure, but evaluates all such requests against the precise provisions of laws concerning disclosure and privacy, or other applicable law. Destruction of such records is governed by the institute's Policy.

Mass Email:

Specific campus-wide distribution lists will be created, populated and maintained automatically based solely on fields/attributes in the Management Information System (MIS). Requests for new, automated lists must be approved by the Principal/ authorized representative of Principal.

Emails to distribution lists are not permitted by addresses outside the institute. All email distribution lists will only accept email from a "@rknec.edu" email address.
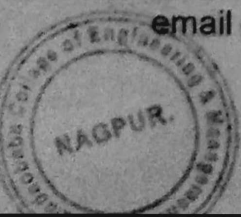
All students, faculty, nonteaching email distribution lists are further restricted and may only be utilized by:

- Principal
- Deans
- Specific individuals as delegated by Principal

All e-mails targeted to one or all of the groups noted above must be sent from an official e-mail account. E-mail should not be sent to the official distribution lists from personal e-mail account.

Faculties are restricted to use mass email communication within their department only. Sending mass emails outside of the department is permitted only with the prior approval of Principal.

In order to maintain the utility of institute's mass e-mail system and to reinforce network security best practices, the following criteria have been established for mass e-mail distribution:

1. Messages must directly relate to carrying out the business of the institute

2. Messages must share information related to time sensitive issues that affect a significant number of campus community members, and/or

3. Messages must inform a pre-defined target group of an announcement or event related to their specific role within the institute, or Messages must relate to significant campus disruptions or occurrences.

Announcements that do not meet the above criteria of urgency and/or deliver critical institute information will not be distributed via mass e-mail. Additionally, inappropriate uses of mass e-mail include:

1. Messages that are not aligned with the mission of the institute

2. Messages that are personal in nature

3. Messages that are commercial in nature, with the exception of those messages that are in support of institute business and

4. Messages that solicit participation in, support of, or advocacy for events, activities, or campaigns that are not aligned with and/or sanctioned by institute.

Email Account Management:

All students and employees are assigned an email address (username@rknec.edu), which is the official address to which the institute sends email communications, as well as the address that is listed in the email directory and other appropriate institute publications.

Email accounts for students are created automatically the day after a student has confirmed admission at the institute.

Email accounts for employees are created automatically the day after Registrar enters their information in the institute's employee database, or seven (7) days prior their official start date, whichever is later.

The email address is based on the person's legal name as reflected in the Management Information System (MIS). The format is last name followed by initials of first name and middle name. If there is no middle name, the only initial of the first name.

Requests for an email alias based on name preference, middle name, nicknames, etc., cannot be accommodated.

Student email accounts will remain in effect as long as the student remains enrolled in the institute. Students who graduate will have their email accounts deleted after one year of their passing out from the institute. Student email account will be deleted immediately upon the account holder being suspended and/or dismissed and/or leaving the institute prior to graduating.

Employees who resign or otherwise terminated from the employment will have their email accounts suspended on their last day of employment. Such employees should be aware that their email accounts may be accessed by their supervisors in order to continue to conduct institute operations after they leave. Supervisors seeking such access should send a written request to the Principal to obtain access to the account. Once approved, the supervisor will then have 30 calendar days to either forward or copy the work-related email out of the account. After 30 days the account will be deleted.

Employees who retire from the institute and wishes to use email ID assigned by the institute should request Principal for the continuation of the same. Once approved by Principal email Id will be active for next one year only. To continue it further re-approval after every year is needed.

Social Media Policy

This policy aims to apply a code of conduct for all social media usage by the employees and students of RCOEM. It envisions users who would strictly abide by the following code of conduct-

1. Do not post or upload views which maybe defamatory, indecent, abusive or derogatory to the name of the Institute, its employees or the management.

2. Do not upload or post information that would lead to intellectual copyright violations

3. Be personally responsible for the content posted on social media sites. The Institute does not bear any responsibility for the same.

4. Do not use the name RCOEM on any social media site without prior permission.

5. Do not post any views on behalf of the institute unless authorised to do so.

6. Do not write about, comment on or answer questions regarding any legal matter regarding RCOEM.

7. Use of social media sites during office hours should complement the work assigned and not interfere with official duties.
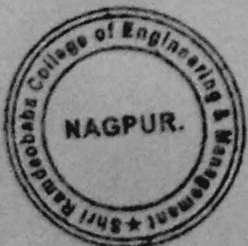
8. Do not express anything on social media platforms which may damage the reputation of RCOEM or its employees.

9. Do not forward or publish any official information, circulars or documents outside the institute and to the unregistered persons without prior permission.

10. Do not post or upload any link to chain mail or junk mail on social media platforms.

11. If any departmental social media groups are floated by the departments for the purpose of information exchange then the head must ensure that only current faculty remains in that group. Anybody who has left the institute must be removed immediately.

(Dr. Rajesh Pande)
Principal
Principal
Shri Ramdeobaba College
of Engineering & Management, Nagpur