

# SSM INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by AICTE, New Delhi • Affiliated to Anna University, Chennai)

• Accredited by NAAC (2019-24) & NBA(2022-25))

**Dr.D.Senthil Kumaran, B.E., M.E., Ph.D**  
**Principal**

SSMIET/234/Oct/2022

Date: 03.10.2022

## IT AND SOCIAL MEDIA POLICY

### IT Policy

The Institute expects its teaching and non-teaching members to use Institute equipment's and resources with utmost care and responsibility without compromising on productivity. All teaching and non-teaching members are expected to use their rationality to ensure that the Institute equipment and resources are being utilized judiciously. Teaching and non-teaching members are responsible to ensure that Institute facilities such as telephone, fax, internet, mail, laptops, data card etc., are not used for personal purposes. This Policy is to ensure that due care is exercised in protecting computing systems and related policy. This policy also governs the use of Institute information and information systems and seeks to achieve an appropriate balance between information sharing and information protection.

1. Detailed guidelines for the usage of computer, internet/intranet browser(s)
  - ❖ The system/internet/intranet are Institute resources and given to teaching and non-teaching members as business tools to use them for research, professional development and work-related communications.
  - ❖ Supervisors/Reporting managers should work with teaching and non-teaching members to determine the appropriateness of using the system/internet/intranet for professional work.
    - ✓ Teaching and non-teaching members are individually liable for any and all damages incurred as a result of violating Institute's security policy, copyright, and licensing agreements.
    - ✓ Violation of these policies and/or state and federal laws can lead to disciplinary action, up to and including dismissal and possible criminal prosecution.
  - ❖ Use of Institute computers, networks, and internet access is a privilege granted by Institute authorities and may be revoked at any time for inappropriate conduct including, but not limited to:
    - ✓ Sending chain letters;
    - ✓ Engaging in private or personal business activities;
    - ✓ Misrepresenting oneself or the Institute;
    - ✓ Engaging in unlawful or malicious activities;
    - ✓ Using abusive, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
    - ✓ Sending, receiving, or accessing pornographic materials;
    - ✓ Becoming involved in partisan politics;
    - ✓ Causing congestion, disruption, disablement, alteration or impairment of Institute networks or systems;
    - ✓ Infringing in any way on the copyrights or trademark rights of others;
    - ✓ Using recreational games;
    - ✓ Defeating or attempting to defeat security restrictions on Institute systems and applications; and/

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- ✓ Downloading of movies, songs and other media for personal purposes.
- ❖ Using Institute automation systems to create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material is strictly prohibited.
- ❖ No teaching and non-teaching members may use the Institute's Internet/Intranet facilities to deliberately propagate any virus, trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the Institute's networks or systems or those of any other individual or entity.

## 2. CREATION OF OFFICIAL ID FOR ERP

***Creation of ID:*** On receiving the request, the email account is created and an automated email is sent to the Department Head containing the new hire's email address, password scheme and any other pertinent information. The email id created will be designation wise and not by the name of teaching and non-teaching members.

## 3. OWNERSHIP AND ACCESS OF ELECTRONIC MAIL & DOCUMENTS

- The Institute owns the rights to all data and files in any computer, network, or other information system used in the Institute. This includes the right to monitor and right to inspect all computer and e-mail usage.
- Teaching and non-teaching members must be aware that the electronic mail messages sent and received using Institute equipment are not private and are subject to viewing, downloading, inspection, release, and archiving by Institute officials at all times.
- No teaching and non-teaching members may access another teaching and non-teaching member computer files, or electronic mail messages without prior authorization from either the Teaching and non-teaching members or an appropriate Institute official.

## 4. ELECTRONIC MAIL TAMPERING

- ❖ Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on other's electronic mail message.

## 5. RULES FOR ELECTRONIC COMMUNICATIONS

***Responsibility:*** Each Teaching and non-teaching members is responsible for the content of all text, audio or images that they place on or send over the Institute's e-mail, Intranet or Internetsystems.

***Professionalism:*** Teaching and non-teaching members must ensure that their messages are courteous and professional and that the tone and words they use would not cause embarrassment to themselves or the Institute if the message were made public.

## 6. DATA/EMAIL HANDLING

Although the Institute may provide teaching and non-teaching members with computer, network and phone access, all data stored is, and remains, the property of the Institute. This includes, but is not limited to, electronic devices, electronic mail, voicemail, instant messages and all files and documents composed, sent, received are remain Institute property. Hence, all messages/documents need to be required for future reference and needs to be stored properly.

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## 7. DOWNLOADING SOFTWARE

As a policy, teaching and non-teaching members should never download/transmit any software/applications which could lead to civil or criminal actions against the teaching and non-teaching members and the Institute. In case if any teaching and non-teaching members needs new software/applications, a request duly approved by HOD/Director, needs to be sent to the system admin for support. System admin will evaluate the request and take necessary steps accordingly.

## 8. NEW SOFTWARE PURCHASE

- ❖ Any new software *request* from the department (with approval of Departmental Head) is submitted to the Principal with specification.
- ❖ On receiving the duly approved request, Principal will analyze requirement and will find the best suitable solution after getting the approval from the Institute authorities.
- ❖ After *approval* from Institute authorities, raise the Purchase Order to Vendor, delivery of Purchase Order and after receiving the item will entered in the stock register of the department.
- ❖ *Installation & training* on the software will be given to the teaching and non-teaching in charge members.

## 9. LOSS / DAMAGE OF INSTITUTE ASSET

In the event of a loss / damage of a Institute Asset, the user, possessing the asset must report the incident to Institute IT team (along with their Reporting Manager) within 24 hours. The concerned departments, after considering the facts of the matter in question, will assess as to whether the loss / damage is attributed to the negligence / carelessness of the user in question. The principle of natural justice shall be applied and an equal opportunity of being heard shall be given to the user. If the user is found to be guilty of negligence / carelessness, resulting in the loss / damage of the Institute assets, suitable disciplinary and financial action will be initiated against them.

It is the responsibility of the user to get the documentation done as may be required to file the insurance claim in respect of the lost / damaged Institute asset (like the Copy of FIR) within the stipulated time limit i.e. 48 hours.

## 10. IT RELATED PURCHASE POLICY

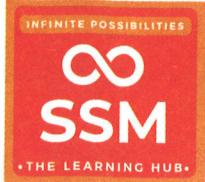
The aim of this document is to outline the policy and procedures related to the procurement of IT related material, at Institute.

### Purchase Process

- ❖ Department Heads will put a request to the Principal to get the approval. After getting the approval from the Principal and the institute authorities, the system admin will get competitive quotations from the reputed vendors and prepare a comparative statements. Based on the specification and cost, the purchase of IT equipment's and software shall be initiated.

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## 11. DATA SECURITY

- ❖ Teaching and non-teaching members are supposed to take approval for all connections to the internet or other private network from System admin. All computers used in the premises are tracked by System admin.
- ❖ Any electronic equipment must be disposed only after ensuring that it may not be accessible by third party.
- ❖ Systems must be made available for security update so that latest applications are being updated time to time.

## 12. DATABASE BACKUP

We expect all teaching and non-teaching members in SSMIET Dindigul to create & maintain appropriate backup of their respective systems.

- ❖ **Backup**- The saving of files onto External mass storage media for the purpose of preventing loss of data in the event of equipment failure or destruction.
- ❖ System admin will ensure timely backup of the server such as daily, weekly at respective locations.
- ❖ **Archive**- The saving of old or unused files onto External mass storage media for the purpose of releasing on-line storage room
- ❖ **Restore** - The process of bringing stored data back from the external media and putting it on an online storage system.

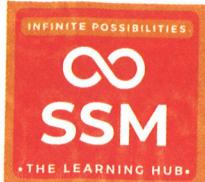
## 13. SECURITY GUIDELINES

### a. Internet Connection Usage: -

- ❖ This specifies how users are allowed to connect to the approved Network and get System admin's approval on all connections to the internet or other private network.
- ❖ Requires all connections such as connections by modems or wireless media to a private network or the internet to be approved by the System admin and what is typically required for approval such as the operation of a firewall to protect the connection.
- ❖ Also defines how the network will be protected to prevent users from going to malicious web sites.

### b. Asset Control:-

- This process is meant for the tracking of asset movement from one location to another location. It will define who signs off on the movement of the property.
- In case the system is moved from one location to other, database needs to be updated immediately so that location of all equipment's is known. This will help network administrators to protect the network since they will know which user and computer is at what station in the case of a virus infecting the network.
- This also ensures that the data on the computer being moved between secure facilities may be sensitive and must be encrypted during the move.



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c. Mobile Computer Usage (laptop, tab, phone):-

- **Precaution to be taken:** The authorized teaching and non-teaching members will accept responsibility for taking reasonable safety precautions with the mobile computer and agree to adhere to Institute's IT guidelines at all times. The computer user will not be allowed to have administrative rights unless granted special exception by the network administrator.
- **Configuration:** All mobile devices owned by the organization or allowed on the organization network must be identified by their MAC address to the System admin before being connected. (Possibly require static IP address).
- The device must meet the computer connection standards and familiar with Institute IT Guide lines.
- **Access rights** to the organizational network cannot be transferred to another person even if that person is using an allowed computing device, unless it is approved by the concerned authority.
- **Firewall:** Ensure authorized Antivirus/Firewall program with the latest possible updates from time to time. The program shall be configured for real time protection, to retrieve updates daily, and to perform an anti-virus or malware scan at least once per week.
- Additional malware protection software shall be active on the computer in accordance with the anti-virus and malware policy.

d. Computer Usage Training: -

Training will be given to all users on the network to make them aware of basic computer threats to protect both their data and the network.

e. System Update: -

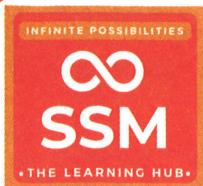
The systems and applications are checked for security updates by System admin at respective locations and it is the responsibility of IT team to regularly update each system in their respective location. All teaching and non-teaching members must co-operate/coordinate with IT Team for ensuring timely update of their system.

f. User Rights: -

Some of the teaching and non-teaching members based on the job requirements subject to approval from concerned authority are allowed accessing and controlling of sensitive and internet access to specific sites/programs.

g. Application Installation/Implementation: -

System admin is responsible for installation/implementation of any computer licensed applications on the network to protect both the data used in the application and the rest of the computer network.



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## Social Media Policy

The Social Media policy applies to all kinds of electronic communications, including but is not limited to multi-media, social networking websites, blogs and wikis for both professional and personal use. Consistent with other Institute policies, internet postings may not disclose any information that is confidential or proprietary to SSMIET, Dindigul or to any third party that has disclosed information to the Institute. Internet postings must respect copyright, privacy, fair use, financial disclosure and other applicable laws.

Teaching and non-teaching members may not claim nor imply that they are speaking on behalf of the Institute on personal social media accounts. Social media accounts on behalf of the Institute require approval of Institute authorities prior to initiation. SSMIET, Dindigul reserves the right to request certain subjects to be avoided, certain posts to be withdrawn and inappropriate comments to be removed on SSMIET, Dindigul social media accounts.

Examples of prohibited activity include, but are not limited to:

- Inappropriate posts that may include discriminatory remarks, harassment, or threats of violence
- Posts that could contribute to a hostile work environment on the basis of race, sex, national origin, religion, sexual preference, gender identity or any other status protected by law.
- Posts that could be viewed as malicious, obscene, threatening, or intimidating.
- Offensive posts meant to intentionally harm someone's reputation.

**PRINCIPAL**

**Dr.D.SENTHIL KUMARAN, M.E., Ph.D., (MUS)**

**Principal**

**SSM Institute of Engineering and Technology**

**Kuttathupatti Village, Sindalagun**

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