



Auxilium College (AUTONOMOUS)

(Accredited by NAAC with A* Grade with a CGPA of 3.55 out of 4 in the 3rd Cycle)

Gandhi Nagar, Vellore - 632 006,
Tamil Nadu, South India.

Phone :
Off : 91 416 22 41 774
: 91 416 22 49 670
Fax : 91 416 22 47 281
E-mail :
admin@auxiliumcollege.edu.in
Web Site :
www.auxiliumcollege.edu.in

IT POLICY

Introduction

The IT Policy is intended to optimize the constructive utility of computing, networking and IT facilities of the College. The IT Policy of Auxilium College authorizes Students, Research Scholars, Members of the Faculty, Members of the Management, Non-Teaching Staff and Guests to use the computing, networking and other IT facilities of the College strictly for academic purposes. Violations of the IT Policy will be treated as academic misconduct, misdemeanour and inappropriate behaviour. Depending upon the nature of the violation, the authorities of the institution may/ shall take action.

Practical Principles

1. The College prohibits users from gaining unauthorized access to IT resources forbidden by Indian and International Cyber Laws, National Cyber Security Policy and any such action will subject the user to civil and criminal liability.
2. The College prohibits its users from viewing, sending/forwarding, or downloading fraudulent, obscene, pornographic, threatening, hate messages, fake/unsubstantiated news or material that are a violation of applicable law or the College Policy.
3. The College prohibits the users from violation of Intellectual Property Rights (IPR) - relevant to copyright, patent, trademark, geographic indication of origin, industrial design, trade secrets, database protection laws and publicity rights laws.
4. The College endorses the use of Open Source Operating Systems (OS) and Processing Software (PS).
5. The College insists on the user to abide by the norms of social internet forums such as social networking websites, chat rooms, blogs, etc. While using social internet forums, the user should conform to data privacy and, thereby, refrain from gaining unauthorized access to information or disclosing the same to unauthorized users.
6. The College prohibits the user from causing inappropriate damage or change to any data concerning the College either intentionally or inadvertently.
7. Any unsolicited interference, incursion, disruption to or attempt to affect the availability of IT resources by a user is prohibited.
8. The user is expected to take proper care of equipment and expected to report any malfunction to the personnel in charge, and the user should not attempt to repair, reconfigure, modify or attach an external device to the systems.
9. No food or drink is permitted in the laboratories.
10. Causing noise in the laboratories either through games/music/movies or talking and/ or singing loudly is prohibited.

Dr. Jyoti Sankar

PRINCIPAL
AUXILIUM COLLEGE (Autonomous)
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Vellore District, Tamil Nadu.

Dr. Abhi K.T.

SECRETARY
AUXILIUM COLLEGE (Autonomous)
Gandhi Nagar, Vellore - 632 006.
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Use of College Email Facility

1. All the faculty, staff and students shall use the College email service for all formal communication, academic and official purposes. Therefore the email assigned to all the faculty, staff and students must be kept functional, through the course of study/service.
2. The user shall refrain from using the official id for any personal communication whatsoever.
3. The user is strictly prohibited from using the College email facility for illegal/unauthorized commercial purposes, which shall entail withdrawal of the facility. Illegal use includes but is not limited to unlicensed and illegal copying or distribution of software, sending of unsolicited/unauthorised bulk email messages, the generation of threatening, harassing, abusive, obscene or fraudulent messages/images.
4. It is the user's responsibility to keep a backup of the incoming and outgoing mails of their account.
5. The user shall refrain from sharing her email account/password with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.
6. The user shall refrain from hacking, as it is an infringement on the privacy of other users.
7. While using the computers that are shared by other users, any email account that was accidentally left open by another user should be promptly closed without prying into its contents, by the user who has occupied that computer for her use.
8. Impersonating email accounts of others will be taken as a serious offence.
9. The College mail-id will be deactivated when the course of study/service is completed.

Dr. Jaya Sankar

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Dr. Alvin K.T.

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