



Gnanamani College of Technology

(AUTONOMOUS)

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GCTPD#04

E-GOVERNANCE AND IT POLICY

E-GOVERNANCE POLICY

The purpose of implementing e-governance is to enhance institutional governance. Good governance is characterized by participation, transparency, and accountability. Recent advances in communication technologies and the internet provide opportunities to transform the relationship between institutional administrations in innovative ways, thereby contributing to the achievement of governance goals.

The use of Information Technology (IT) increases the involvement of employees at all levels by facilitating online discussion groups and enhancing the efficiency of internal processes. The primary advantages for the Institute include providing better service delivery, making governance more efficient and effective, lowering transaction costs, and making services more accessible.

E-Governance Objectives

- To implement e-governance across various functional areas of the institution.
- To achieve higher operational efficiency
- To promote transparency and accountability in all processes
- To move toward a paperless administration
- To facilitate seamless online internal and external communication between various institutional entities
- To provide easy and centralized access to information
- To enhance the global visibility of the institution

Policy Framework

- To establish a simpler and more efficient system of governance, the institution has decided to adopt and implement e-governance across the maximum possible range of activities
- While the institution has already successfully implemented e-governance in specific areas—such as the library, admissions, and student attendance—we are now committed to expanding these digital initiatives
- With the goal of comprehensive digital transformation, we have drafted this policy framework to guide the implementation of e-governance in all remaining administrative and academic areas

INFORMATION TECHNOLOGY (IT) POLICY

Gnanamani College of Technology's Information Technology (IT) Policy sets forth the central guidelines governing the responsible use of all the College's information technology resources. This includes IT facilities allocated centrally or by individual departments. Every member of the Institution is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources ("users") are responsible for using and protecting information resources properly and respecting the rights of others. The IT Policy applies to all staff, students, and others using IT resources—whether personally owned or owned by the College—that access, transmit, or store institutional information.

Objectives

Each user must ensure that College Information Resources are used to promote the mission of the Institution regarding teaching, learning, research, and administration.

The major objectives are:

- To ensure the integrity, reliability, availability, and superior performance of the College IT systems
- To protect the official e-identity (allocated by the College) of every individual

- To ensure that all users are responsible for adhering to the procedures governing the implementation of this policy and any incidental rules

Policy Areas

IT Usage and Prohibitions

- **Effective Usage:** Users shall make effective use of campus collaboration systems, the internet, wireless resources, official websites, Management Information Systems (MIS), ERP solutions, Learning Management Systems (LMS), remote login facilities, and e-library resources.
- **Prohibited Use:** Users shall not send, view, or download fraudulent, harassing, obscene, or threatening material that violates applicable laws or University policy. Specifically, contributing to a hostile academic or work environment is strictly prohibited.
- **Social Media:** Users must abide by College rules regarding the use of social networking sites, mailing lists, newsrooms, chat rooms, and blogs

Security and Integrity

- **Personal Use:** College IT resources should not be used for activities that violate the basic functionality and mission of the College, except in a purely incidental manner
- **Secure Access:** Users must refrain from unauthorized access to information to ensure the security of the network and computers
- **System Administration:** Competent system administrators may access information resources for legitimate institutional purposes
- **Firewall Management:** A Unified Threat Management (UTM) firewall shall be used to maintain a secured flow of internet and intranet traffic
- **Antivirus and Updates:** Regular updates to antivirus software and security patches must be performed to protect computing resources

IT Asset Management

- **Asset Management:** The College shall establish business processes for managing hardware and software assets

- **Copying and Distribution:** The College shall ensure that there is no violation of copyright or licensing agreements regarding proprietary software
- **Risk Management:** The College emphasizes managing risks associated with IT resource usage through standard procedures for identification, minimization, and monitoring
- **Open Source Assets:** The College shall endeavor to promote the effective use of open-source software

Operating Aspects

- **Governance:** The Institution shall endeavor to ensure the fair implementation of this policy to meet its stated objectives
- **Compliance:** Respective Heads of Institutions are responsible for ensuring compliance with all policies relating to the use and ownership of information resources
- **Individual Responsibility:** Users are solely responsible for all activities performed on Institute servers using their assigned "Username/Password" pairs and IP (Internet Protocol) addresses

Violation of Policy

Any violation of the objectives or guidelines mentioned in this IT Policy shall be considered misconduct or gross misconduct under the College Rules and may result in disciplinary action.

Implementation

The College will establish and update specific rules from time to time to ensure the effective implementation of this policy.

Review and Monitoring

This policy document shall be reviewed and updated periodically to keep pace with advancements in the IT industry and changing institutional needs.

PRINCIPAL