



# THE COCHIN COLLEGE

Koovapadam, Kochi-2

Affiliated To Mahatma Gandhi University

Re-accredited by NAAC With B+ Grade



Fourth Cycle  
NAAC Accreditation 2024

## Criterion 4 Infrastructure and Learning Resources

### 4.3 - IT Infrastructure

Metric No. 4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

### IT Policy

Submitted to



National Assessment and Accreditation Council



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KOCHI - 682 002

(Affiliated to Mahatma Gandhi University and Accredited by NAAC)

Website: [www.thecochincollege.edu.in](http://www.thecochincollege.edu.in)

email: [email@thecochincollege.edu.in](mailto:email@thecochincollege.edu.in)

## IT Policy

### Preamble

The Cochin College is dedicated to fostering an inclusive and equitable environment that empowers all students, faculty, and staff, including those from deprived backgrounds. This IT Policy ensures that the College's Information Technology resources are used responsibly, ethically, and effectively, while also addressing the unique needs of our diverse student body. The policy aims to provide access to IT resources, ensure security and privacy, and promote regular updates and innovation to support the academic and administrative functions of the College.

### General Principles

#### Ethical and Inclusive Use of Resources

All users of The Cochin College's IT resources must adhere to ethical standards and practices. The College is committed to ensuring that IT resources are accessible to all students, regardless of their socioeconomic background, and are used in a manner that supports educational equity.

#### Security and Privacy

The College prioritizes the security and privacy of its IT resources and user data. All users are responsible for safeguarding their access credentials and using IT resources in a way that protects the privacy and security of themselves and others.

#### Regular Updates and Maintenance

The College will maintain and update its IT resources regularly, ensuring that all users have access to the latest tools and technologies, which are essential for academic success and operational efficiency.

### IT Policy for Students

#### Access and Inclusivity

The College is committed to providing all students, particularly those from deprived backgrounds, with access to necessary IT resources. This includes offering support in the form of subsidized or free access to software, hardware, and





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internet connectivity where possible.

## Academic Integrity and Support

Students must use IT resources to uphold academic integrity. The College will provide additional support and resources to help students from deprived backgrounds in using these technologies effectively, including training and access to digital literacy programs.

## Accessibility of Resources

The College will ensure that IT resources are accessible to students with disabilities and those facing financial challenges, including providing access to assistive technologies and affordable computing solutions.

## IT Policy for Teachers

### Resource Utilization and Inclusivity

Faculty members are encouraged to utilize IT resources to create an inclusive learning environment that addresses the diverse needs of students. The College will support faculty in developing teaching methods that leverage technology to bridge gaps in access and opportunity.

### Research Data Management

Faculty members are responsible for ensuring that their research data is managed securely and ethically. The College will provide the necessary tools and training to help faculty comply with these requirements, especially in projects involving sensitive or vulnerable populations.

### Professional Development and Equity

The College will support ongoing professional development in the use of IT resources, with a focus on inclusive teaching practices and the use of technology to support students from deprived backgrounds.





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## IT Policy for Staff, Management, and Developers

### Operational Efficiency and Equity

Staff members are expected to use IT resources to enhance the College's operational efficiency while ensuring that these resources are accessible to all members of the community, especially those from disadvantaged backgrounds.

### Data Handling and Confidentiality

All staff must handle data with the utmost care, ensuring that personal and sensitive information is protected. The College will provide clear guidelines and training to ensure that staff understand their responsibilities in this area.

### Innovation with Inclusivity

IT developers and management are encouraged to innovate and improve the College's IT infrastructure, with a focus on creating solutions that are inclusive and accessible to all students, including those from deprived backgrounds.

## Network Service Policy

### Network Access for All

The College's network must be accessible to all authorized users, with particular attention given to ensuring that students from deprived backgrounds have reliable access. The College may provide assistance, such as access to free or subsidized internet services, to support this goal.

### Network Security and Equity

The College will implement robust security measures to protect its network, ensuring that all users can access IT resources safely. These measures will include education on cybersecurity for all users, with special sessions for those less familiar with digital security practices.

### Equitable Internet Usage

Internet access will be prioritized for academic and administrative purposes. The College will monitor usage to ensure that resources are used equitably, providing additional support to students who may have limited access at home.





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## Email Policy

### Email Access for All

Every member of The Cochin College will be provided with an official email account under the College's domain. This email is to be used for all official communications, with support available for those unfamiliar with email usage.

### Email Security and Privacy

Users must secure their email accounts using strong passwords and other security measures. The College will offer training on email security to ensure that all users, particularly those from less privileged backgrounds, understand how to protect their information.

### Professional and Respectful Communication

All email communications should reflect the College's values of respect and professionalism. The College will provide guidelines and training on appropriate email use, with a focus on maintaining an inclusive and respectful environment.

## Hardware and Software Policy

### Prioritization of Academic Needs with Equity

The College will prioritize the acquisition and distribution of hardware and software to support academic needs, with a focus on ensuring that students from deprived backgrounds have equal access to these resources.

### Licensing and Compliance with Inclusivity

All software used at The Cochin College must be properly licensed. The College will work to provide affordable or free access to necessary software for students in need.

### Hardware Maintenance and Accessibility

The College's IT department will ensure that all hardware is maintained and updated regularly, with programs in place to provide refurbished equipment to students who may not be able to afford new technology.





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## Data Policy

### Data Security and Confidentiality for All

The College will ensure that all data is handled securely, with specific measures in place to protect the privacy of students from vulnerable backgrounds. Data security training will be provided to all users.

### Equitable Data Retention and Disposal

Data will be retained and disposed of in accordance with the College's retention policies, ensuring that all data is treated with the same level of care, regardless of its origin.

### Legal Compliance and Ethical Standards

The College will comply with all relevant data protection laws, ensuring that data related to students from deprived backgrounds is handled with particular sensitivity.

## Policy for External Users

### Access for Former Students and Alumni

Former students, including those from deprived backgrounds, will have access to certain IT resources, such as email forwarding and alumni networks, to support their ongoing development and connection with the College.

### Visitors and Third-Party Access

Visitors and third-party contractors must comply with the College's IT policies, with access granted under strict guidelines to ensure security and ethical use of resources.

### Community Engagement with Inclusivity

The College will support community engagement initiatives that use IT resources, ensuring that these resources are accessible and beneficial to all, including external partners from disadvantaged backgrounds.





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## Compliance and Enforcement

### Policy Adherence

All users must adhere to this IT Policy. The College will take disciplinary action against any user who violates the policy, with a focus on education and support for those unfamiliar with IT practices.

### Policy Review and Inclusivity

This policy will be reviewed regularly, with input from students, faculty, and staff, particularly those from deprived backgrounds, to ensure that it continues to meet the needs of the entire College community.

## Conclusion

The Cochin College is committed to maintaining an IT environment that is secure, efficient, ethical, and inclusive.

This policy ensures that all users, regardless of their background, can access and benefit from the College's IT resources in support of their educational and professional goals.

