D.C.T.'s Dhempe College of Arts & Science
Miramar Panaji Goa 403001

IT Policy & Guidelines
(Released: August, 2021 Version 3.0)

- IT services comprise access to Internet and email (@dhempecollege.edu.in), and intra-college network (Spectra). Internet access (LAN and WiFi) shall be available to teachers, with limited access to students.
- It shall be the policy of the College to procure desktops, laptops, servers, etc. with professional legal licences for the operating system, MS Office suite, Anti-virus, firewall, etc. as the case may be. Similarly, all departments shall procure only licensed versions of software as may be required. Use of any pirated software by the College office and/or departments is explicitly prohibited.
- Students and staff are prohibited from installation/use of any pirated software on any computer/laptop belonging to the college and shall be held fully responsible for any such pirated software installed/used by them. Students/staff members using unauthorized and pirated software shall be liable for payment of fine/penalty as may be decided by the Principal/Management.
- All desktops/laptops installed at labs of the Department of Computer Science shall be equipped with Linux open source operating system and Ubuntu office suite. Installation of any licensed operating system/software in the labs of the Department of Computer Science shall require prior permission of the Principal.
- In case any student is found using the IT facilities in an illegitimate manner and abusing the facilities, he/she will be disconnected from all IT services of the College.
- All Employees and staff using G-Suite facilities(Gmail,G-Meet,G-Drive,YouTube..etc.) shall mandatorily use them for academic and official purposes only. Any subscriptions to third party websites other than meant for academic purpose will be considered as violation of IT policy rules.
- WhatsApp groups, if any, formed for academic/classwork purposes shall be strictly used for academic purposes only. Students shall refrain from posting or forwarding any other messages or media files on such groups.
- If any comment or post by a student on social media platforms is found to be derogatory, vulgar, offensive and in violation of code of conduct, such student shall be liable for disciplinary action.
- Heads of Departments and teachers who have been allotted desktops/laptops by the College shall also be prohibited from installation/use of any pirated software and shall be held fully responsible for any such pirated software installed/used by them.
- Any financial liability that may arise on account of unauthorized use/download of unlicensed/illegal/pirated operating system and/or software shall be recoverable from the student/staff/faculty concerned.
- In case of wilful damage to any computer system/peripherals or any other equipment or IT resources by any student, the amount for the same will be recovered from the security deposit submitted by the student.
- All the faculty, students, staff, departments, authorised visitors/visiting faculty and others who may be granted permission to use the College's Information Technology infrastructure , must comply with the Guidelines/Policy. Any violations of IT policy laid down by the management of any college may result in disciplinary action against the offender by the college authorities/vigilance committee. If the matter involves illegal action, law enforcement agencies may become involved.
- Non-compliance to this policy will be a direct violation of the college's IT policy. Failure to comply may result in discontinuance of service to the individual and also liable for action set by Vigilance Committee/Unfair means committee/Legal Cell committee.

Prof. Vrinda Borker
(Principal)