



Dnyan Prabodhini Mandal's
SHREE MALLIKARJUN
 &
 Shri. Chetan Manju Desai College
 Delem, Canacona-Goa 403702



India Today Ranking
 115 (Arts) 150 (Commerce)

E-mail: shreemallikarjuncollege@gmail.com

Website: shreemallikarjuncollege.ac.in

Date: 15/04/2020

INFORMATION SYSTEMS SECURITY POLICY

POLICY STATEMENT

Any Information is a critical asset of Shree Mallikarjun College. Accurate, timely, relevant, and properly protected information is essential to the success of the College's academic and administrative activities.

The College is committed to ensuring all accesses to, uses of, and processing of College information is performed in a secure manner.

Technological Information Systems play a major role in supporting the day-to-day activities of the College. These Information Systems include but are not limited to all Infrastructure, networks, hardware, and software, which are used to manipulate, process, transport or store Information owned by the College.

The Policy provides a framework in which security threats to College Information Systems can be identified and managed on a risk basis and establishes terms of reference which are to ensure uniform implementation of Information security controls throughout the College.

The College recognizes that failure to implement adequate Information security controls could potentially lead to:

- Financial loss
- Irretrievable loss of Important College Data
- Damage to the reputation of the College
- Legal consequences

Therefore, measures must be in place, which will minimize the risk to the College from unauthorized modification, destruction or disclosure of data, whether accidental or deliberate.

This can only be achieved if all staff and students observe the highest standards of ethical,





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personal and professional conduct. Effective security is achieved by working with a proper discipline, in compliance with legislation and College policies, and by adherence to approved College Codes of Practice.

The Information Systems Security Policy and supporting policies apply to all staff and students of the College and all other users authorized by the College.

The Information Systems Security Policy and supporting policies relate to use of:

- ❖ All College networks connected to the College Backbone
- ❖ All College-owned/leased/rented and on-loan facilities.
- ❖ To all private systems, owned/leased/rented/on-loan, when connected to the College network directly, or indirectly.
- ❖ To all College-owned/licensed data/programs, on College and on private systems.

The objectives of the Information Systems Security Policy and supporting policies are to:

- ❖ Ensure that information is created used and maintained in a secure environment.
- ❖ Ensure that all of the College's computing facilities, programs, data, network and equipment are adequately protected against loss, misuse or abuse.
- ❖ Ensure that all users are aware of and fully comply with the Policy Statement and the relevant supporting policies and procedures.
- ❖ Ensure that all users are aware of and fully comply with the relevant Information Technology (Amendment) Act, 2008 legislation.
- ❖ Create awareness that appropriate security measures must be implemented as part of the effective operation and support of Information Security.
- ❖ Ensure that all users understand their own responsibilities for protecting the confidentiality and integrity of the data they handle.

IT MANAGEMENT ROLES AND RESPONSIBILITIES

The Committee to Oversee Cyber Policy (COCP)

The COCP is responsible for approving the IT Security Policy, distributing the policy to all heads of department and for supporting the IT security officer in enforcement of the





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policies where necessary.

Committee members include:

- Principal
- Vice-Principal
- Head Clerk
- Department of IT
- System Administrator
- Lab Assistant of IT

THE IT SECURITY OFFICER

The IT Security Officer is responsible for:

- a. Reviewing and updating the Security policy and supporting policies and procedures. The promotion of the policy throughout College.
- b. Periodical assessments of security controls as outlined in the Security Policy and procedures.
- c. Investigating Security Incidents as they arise.
- d. Maintaining Records of Security Incidents. These records will be stored for statistical purposes.
- e. Reporting to the Principal, Heads of department and other appropriate persons on the status of security controls within the College.

INFORMATION SYSTEMS USERS

It is the responsibility of each individual Information Systems user to ensure his/her understanding of and compliance with this Policy and the associated Codes of Practice.

All individuals are responsible for the security of College Information Systems assigned to them. This includes but is not limited to infrastructure, networks, hardware and





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software. Users must ensure that any access to these assets, which they grant to others, is for College use only, is not excessive and is maintained in an appropriate manner

PURCHASING, COMMISSIONING, DEVELOPING AN INFORMATION SYSTEM

All individuals who purchase, commission or develop an Information System for the College are obliged to ensure that this system conforms to necessary security standards as defined in this Information Security Policy and supporting policies.

Individuals intending to collect, store or distribute data via an Information System must ensure that they conform to College defined policies and all relevant legislation.

REPORTING OF SECURITY INCIDENTS

All suspected information security incidents must be reported as quickly as possible through the appropriate channels. All College staff and students have a duty to report information security violations and problems to the IT Security Officer on a timely basis so that prompt remedial action may be taken. Records describing all reported information security problems and violations will be created.

Incidents can be reported via:

1. Email (smcmit93@shreemallikarjuncollege.ac.in)
2. Appointment with System Administrator (Any time)
3. Complain Box in Computer Lab

COMPLIANCE WITH LEGISLATION

The College has an obligation to abide by legislation of India The relevant acts, which apply in Indian law to Information Systems Security, include:

1. Information Technology (Amendment) Act, 2008.
2. The Information Technology Act, 2000.





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BREACHES OF SECURITY

MONITORING

The Information Technology department will monitor network activity, reports from the OIT and take action/make recommendations consistent with maintaining the security of College information systems.

INCIDENT REPORTING

Any individual suspecting that there has been, or is likely to be, a breach of information systems security should inform the IT Security Officer or the OIT help desk immediately who will advise the College on what action should be taken.

ENFORCEMENT

The Principal or committee has the authority to invoke the appropriate College disciplinary procedures to protect the College against breaches of security.

In the event of a suspected or actual breach of security, the committee or the IT Security Officer may, after consultation with the Principal make inaccessible/remove any unsafe user accounts, data and/or programs on the system from the network.

ACTION AT INSTITUTIONAL LEVEL

In the event of a suspected or actual breach of security, The IT Security Officer will report to Principal

1. Unsafe user's college accounts would be disabled
2. Committee verifies report and recommends action plan to principal Action would be notified to respective Mentor/Parent/student Immediate suspension from college
3. Fine would be charged 5 times the replacement cost of the stolen/damaged asset amount
4. Committee will go with Legal implication if necessary





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LEGAL IMPLICATIONS

Any breach of security of an Information System could lead to loss of security of personal information. This would be an infringement of Information Technology (Amendment) Act, 2008 and could lead to civil or criminal proceedings. It is vital, therefore, that users of the Colleges

Information Systems must comply, not only with this policy, but also with the College's Data Protection policy.

DISCIPLINARY PROCEDURES

Failure of an individual student or member of staff to comply with this policy may lead to the instigation of the relevant disciplinary procedures and, in certain circumstances, legal action may be taken.

DATA COLLECTION, USE AND DISSEMINATION

Institutional data that is collected, used, and/or distributed must adhere to strict guidelines of confidentiality. The Department should release data only in an intentional, purposive, and controlled manner that permits an appropriate level of disclosure, ensures the timely receipt of data by interested parties, enables accurate and meaningful interpretation of use, and protects the confidentiality of faculty and students, and of the College overall.

PROCEDURES:

The collection, sharing, or dissemination of assessment data by members of the college will adhere to the following guidelines:

- (a) Departments that routinely collect data, such as statistical summaries for enrolment or other institutional purposes, will provide oversight for the sharing and dissemination of those data.
- (b) Survey data collected by individual divisions and departments will be coordinated by the campus-wide assessment committee, as part of the larger comprehensive campus-wide assessment process, to avoid duplication and redundancy. The





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collection and dissemination of such data will be consistent with campus-wide assessment priorities set by the Cabinet.

- (c) The Office will review and authorize all requests for new surveys, which may require additional authorization by the campus-wide assessment committee.
- (d) The collection of student work for assessment purposes must follow these collection criteria:
 - (i) Students will be informed of the College's guidelines for the collection and submission of student work, and
 - (ii) submission is voluntary.
- (e) External data requests from professional associations other than those to which college subscribes will be considered by individual divisions on a case-by-case basis in accordance with the following criteria:
 - i. the data given are necessary for the desired task; overly general requests, or "fishing expeditions" will not be honored;
 - ii. the data should be used only for the task specified in the request;
 - iii. the identity of the individuals participating will be protected according to Human Subjects Guidelines and Procedures;
 - iv. names of institutions will not be connected to their data, nor will they be singled out publicly;
 - v. those who provide the data, or are subjects of it, will be given an opportunity to review results before they are published or communicated to others to check for accuracy, appropriateness and timeliness of release; and
 - vi. A memorandum of understanding will specify the agreed-upon criteria.
- (f) External data collection, such as survey data collected by independent organizations via e-mail, will adhere to the above-referenced guidelines (d)(i-vi) and will include in a memorandum of understanding item (vii) which will state that student e-mail addresses will only be used for the specified task.





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- (g) External data requests from independent staff members will be considered on a case-by-case basis, reviewed by the Assessment Committee for approval, and must be consistent with campus-wide assessment priorities.
- (h) Student assessment data and/or results collected by individual divisions and departments will be used for academic planning and continuous improvement. While sharing is encouraged, cross-department dissemination is left to the discretion of the originating department.
- (i) Student assessment data and/or results collected as part of the campus-wide assessment process will be disseminated to the campus community as consistent with assessment priorities and in consultation with the Principal, or divisional Vice Principal.
- (j) The public (external) dissemination of student assessment data collected by individual academic departments or divisions must be approved by the Principal in consultation with the originating divisional Vice-Principal.
- (k) Decisions about the routine dissemination of institutional and enrolment data, such as the Rulebook and Report, rests with the Principal.
- (l) Out-of-the ordinary requests by the media for institutional or student information will be approved by the Director of Public Affairs and the Principal in consultation with the divisions or departments affected.

MAILING ADDRESS

Every incoming mail should be in the correct format. The correct mailing format to receive mail is the following:

Sub:

Body

.....

Regards,

(Name)





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(College Name)

(Designation)

(Mobile Number)

All incoming mail must use the above format.

MAIL FORWARDING

Any mail to be forwarded is to be done on prior permission from the Principal.

CELL PHONE USE

Employees requiring cell phones to perform their work will not receive a stipend to compensate for business use of a personal cell phone.

The College will no longer own cell phones or devices for the use of individual employees, with limited exceptions.

AUTHORIZATION AND USER QUALIFICATIONS:

Employees may qualify for a cellular phone and related data service only, as approved by their Principal, has determined it to be required for the performance for their job and the following criteria are met:

- The job requires the employee to be mobile with direct contact to associates; or
- The job consistently requires timely and business critical two-way communications for which there is no reasonable alternative technology.

The following criteria may serve as a guideline to identify an employee's need for a cell phone or device and therefore eligibility for the stipend:

- Safety requirements indicate having a cell phone or device is an integral part of meeting the requirements of the job description
- More than 50% of work is conducted off-campus
- Required to be contacted on a regular basis outside normal work hours





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- Required to be on-call (24/7)
- Job requirements include critical College-wide communication for decision making

Only one stipend for a single cellular phone will be approved for each qualified employee. This monthly cost will be charged against the operating budget of the employee's respective department.

Under this program, employees will not be required to document and submit monthly detailed usage logs for their cell phones or devices. However, as part of the annual review usage logs may be requested by the department as needed.

STIPEND:

PLAN ALLOWANCE

Employees will be responsible for choosing their own voice and/or data plan as well as their carrier. The College does not accept any liability for claims, charges or disputes between the service provider and the employee. Recipients of this stipend must continue to maintain the cell phone or device while in receipt of the stipend.

Employees will also be responsible for choosing their own equipment. As described below, there is no additional allowance for devices. Because the employee is personally responsible for the equipment, any replacement for loss or damage will be at the expense of the employee. Use of the phone or device in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the stipend.

The College will pay only the approved stipend amount even if actual monthly costs may occasionally exceed the stipend.

SUPPORT FOR CELL PHONES OR DEVICES

When possible, cell phones and devices will be secured with a pin number or password, and will automatically lock after inactivity. In addition, cell phones and devices should have the ability to be remotely 'wiped' or otherwise remotely disabled in the event of theft or loss. Protected data may not be stored on portable devices.





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Support for cell phones and devices will be provided by the carrier. ITS may provide consultation on the type of equipment to purchase, especially as it relates to devices that enable e-mail and calendar support. Employees who are approved for a data service device should consult with ITS to determine the best type of device for the functions needed.

POLICY EXCEPTIONS

The College will continue to provide cell phones and devices to certain employees who require specific equipment or similar technology to perform college functions and never expect to use these phones for personal use. Exceptions must be approved by the Director of Information Technology, the Principal or the Vice Principal for Administration and Finance.

The College reserves the right to transfer any employee to the stipend program if excessive personal calls are made or if required documentation is not submitted in a timely manner. If a personal call inadvertently occurs, restitution must be made to the College.

ANNUAL REVIEW:

A cell phone stipend renewal form will be distributed to department heads each fiscal year to verify the need for the stipend. These forms will require approval by the appropriate Department Head to continue the stipend. The Director of Finance and Director of Information Technology Services will also review the current stipend records.

Reimbursement of Cell Phone Costs Not Covered by the Stipend Program:

If an employee does not participate in the stipend program and their personal cell phone is used for College business, an expense report can be completed for reimbursement of those calls. The College however, will not provide for reimbursement if the phone calls were made under a standard calling plan for which the employee did not incur any additional costs related to the qualified business use.





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Proper documentation shall be required which will permit these expenses to be identified and tracked.

USE OF INFORMATION TECHNOLOGY SERVICES

College information technology resources are provided to enable faculty, staff and students to advance the mission of the College in their academic and administrative activities. Information technology resources are to be accessed and utilized in an ethical manner that does not compromise the integrity of the system. All users of information technology are to adhere to high moral, legal and professional standards, and to act in the best interests of the College.

In addition, all users of information technology resources are responsible for protecting the proprietary rights of the College and maintaining the accuracy, integrity and confidentiality of the information to which they have access. Resources are not to be abused or employed in such a way as to interfere with, or cause harm or damage to, another person, institution or company within or outside the College community. While the College encourages the exploration of educational and scholarly interests through the use of its information technology resources, respect for the rights and privacy of others must be observed. Community members and their guests may not access the files or communications of others without authorization. Those who are authorized to access confidential files must respect the privacy rights of others and use data only for legitimate academic or administrative purposes.

The College is committed to providing accessibility to information technology resources for all members of the community. The College acknowledges its responsibility to all faculty, staff and students to provide a safe environment for work and study.

All users of information technology are to comply with the following policies, procedures and security controls. The Information Security Officer is charged with the responsibility of implementing, monitoring and revising the provisions of this Policy.

Definition:

- Information technology resources are the computer equipment and facilities that





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comprise the College network and all electronic information and communication contained on the network.

- A network is the electronic infrastructure that allows a user's computer to be connected to other information technology resources.
- Users are all members of the College community, including but not limited to students, faculty and staff who have an account on the College network.
- A network identifier is a unique pre-formatted code assigned to the user that is the property of the College.
- A network password is an eight-character alphanumeric code created by the user to access the College network.
- A network file is any personal, academic or administrative record stored electronically on the College network.

ACCESS

Most of the information technology resources of the College are accessible to members of the College community. Some resources are also accessible to the public. Access to certain resources may require authorization by an academic or administrative department head who will also provide adequate orientation and training for the appropriate use of such resources. Users are not to attempt to access, search or copy information without the proper authorization.

A user's network identifier and password provide access to information technology resources. In some cases, this includes authorized access to restricted information. A user's network password is not to be shared with anyone, and its confidentiality is to be strictly maintained. Users will be held accountable for all actions performed under their network identifier, including those performed by other individuals as a result of user negligence in protecting their network password. If a user's password is compromised, the user must change the password immediately. Students, faculty, and staff are required to change their passwords every 365 days.





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No one is to use the information technology resources through another individual's network identifier, either with or without permission. Active sessions are not to be left unattended.

Providing false or misleading information in order to gain access to information technology resources is prohibited.

CONFIDENTIALITY

Academic, financial and personnel records of the College are considered confidential whether or not they exist in computerized form. Every effort will be made to limit access to those records only to authorized individuals. The College may be compelled to release confidential records to comply with legal obligations.

All users with access to confidential data are to safeguard the accuracy, integrity and confidentiality of that data by taking all necessary precautions and following established office procedures to ensure that no unauthorized disclosure of confidential data occurs.

PRIVACY

The College conducts monitoring of information technology resources in order to protect the confidentiality, integrity, and availability of these resources, as well as to comply with laws, industry regulations, and licensing requirements. The College will not conduct targeted monitoring of an individual's electronic data, software and communications as a routine matter; however, the College reserves the right to monitor, access and to disclose the contents of an individual's electronic data, software and communications when a legitimate need exists. The reasons for such monitoring, access and disclosure include, but are not limited to, investigations of serious violations of College policies or unlawful activities.

Users should note that all network files are regularly copied to backups and stored for indefinite periods in off-site locations. In such instances, user deletion of an electronic file, such as an e-mail message, may not delete a network copy of that file.

It is a violation of College policy for authorized users to access confidential files of others without a legitimate academic or administrative purpose.





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COPYRIGHT

Copyright is a form of protection the law provides to the authors of “original works of authorship” for their intellectual works that are “fixed in any tangible medium of expression,” both published and unpublished. It is illegal to violate any of the rights provided by the law to the owner of a copyright. The College respects the ownership of intellectual material governed by copyright laws. All members of the College community are to comply with the copyright laws and the provisions of the licensing agreements that apply to software, printed and electronic materials, graphics, photographs, multimedia, and all other information technology resources licensed and/or purchased by the College or accessible over network resources provided by the College. Individual author, publisher, patent holder and manufacturer agreements are to be reviewed for specific stipulations.

WEB USE

A significant portion of the College’s information technology resources is its Web site. Faculty, staff and students authorized to publish on the Web must comply with the Web Policy.

SYSTEM INTEGRITY AND PROTECTION

The integrity and protection of the College’s information technology resources are integral to an efficient and high-performance network. Any activity that compromises the integrity or protection of the system is prohibited. Such activities include but are not limited to:

- Creation, importation or exportation of destructive code, such as a virus
- Degradation of system performance, including the creation of unnecessary processes or excessive printing
- Unauthorized use of mass e-mail
- Propagation of chain e-mail
- Failure to provide adequate physical security for information technology resources





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Prohibited Uses of Information Technology Resources

Faculty, staff and students are encouraged to make full use of the College's information technology resources. Such use, however, is not without limitations. Any activity that violates College policy or any local, state or federal law is prohibited. The following uses are also proscribed:

- Soliciting sales, advertising or managing a private business
- Impersonating other individuals or concealing one's identity in electronic communication
- Viewing offensive or objectionable material at publicly accessible stations
- Posting offensive or objectionable material on the College Web sites

Communications from members of the College community are to reflect mutual respect and civility. Obscene or intolerant language, as well as offensive images, clearly violate these standards and are considered inappropriate for electronic and all other forms of discourse among members of the College community. The determination of what is obscene, offensive or intolerant is within the sole discretion of the College. Users should note that College information technology resources may be accessed by minors.

REPORTING SUSPECTED VIOLATIONS

Suspected violations of this policy are to be reported to the incharge. Depending on the nature of the violation, the incharge may refer the matter to the Principal. The College will consider the intent, effect, and seriousness of the incident in levying sanctions for violations of this policy. Any person who engages in any prohibited activity as described above may be subject to disciplinary action, including the loss of computer privileges and/or dismissal from the College, and to criminal prosecution under the applicable state and/or federal laws.

SHREE MALLIKARJUN SENSITIVE DATA





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Shree Mallikarjun Sensitive data are any paper and/or electronic data that are not classified as Shree Mallikarjun Protected data which College would not generally distribute to the public. The department originating the data is responsible for establishing classification in coordination with the Security Officer (College General Counsel).

Examples of the types of data include, but are not limited to:

- Academic advising records
- Student education records
- Admission files and college transcripts and other scholastic records
- Student account data and loan information
- Financial assistance application files, student federal work-study information, scholarships and loan information
- Directory Information for those Students requesting FERPA data privacy protection as indicated in the Student system.
 - o Name (first and last name and/or first initial and last name)
 - o Address(es) and telephone number
 - o College e-mail address
 - o Photograph
 - o Major and minor field(s) of study, including the college, division, department, institute or program in which the student is enrolled
 - o Dates of attendance
 - o Grade level (junior, senior or graduate level)
 - o Enrolment status (undergraduate or graduate, full-time or part-time)
 - o Date of graduation
 - o Degree(s) received
 - o Honors or awards received
 - o Intercollegiate Athletics: Injury reports, scholarship contacts, performance records, height and weight information
 - o Participation in officially recognized activities or sports
 - o College e-mail address





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- o Budgets
- o Salary information
- o Alumni Information

SHREE MALLIKARJUN PUBLIC DATA

Shree Mallikarjun Public data are any paper and/or electronic data that College is comfortable distributing to the general public. For department-specific data, this classification comes from the Department. If more than one department creates data jointly, the involved departments should jointly classify the data. If they are unable to come to a consensus, the data must be classified as Shree Mallikarjun Sensitive Data. For College-wide data, this classification can only come from the Office of the President, the Office, Academic Affairs.

Examples of the types of data included are:

- Department faculty lists
- Department web and mailing addresses
- Press releases
- The Shree Mallikarjun web site content

Any College data that does not contain personally identifiable information concerning any individual and that is not Shree Mallikarjun Protected data or Shree Mallikarjun Sensitive data, is classified as Shree Mallikarjun Public data.

LAPTOP USE

Shree Mallikarjun “Protected” Data on Laptops/Desktops

No College “Protected” data are to be stored on the local hard drives of laptops/desktop unless required for the proper execution of College business. Rather, Protected data should be stored on the College’s network file services, restricted by passwords (e.g. the “P:” or “M:” drive). If local storage is required, the laptop/desktop must have functioning data encryption software installed by a trained ITS technician.

Shree Mallikarjun “Sensitive” Data on Laptops/Desktops

Storing College “Sensitive” data on local hard drives of laptops/desktop is strongly





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discouraged. If required for the proper execution of College business, data encryption software must be installed by a trained ITS technician.

Shree Mallikarjun “Public” Data on Laptops/Desktop

College “Public” data stored on the local hard drives need not be encrypted. It is still recommended that all College data be stored on College network servers (e.g. the “P:” or “M:” drive) to ensure proper backup and recovery is possible in the event that the laptop/desktop is lost or stolen.

If a Laptop/Desktop is Lost or Stolen

If a laptop/Desktop used to conduct College business, whether or not that laptop/desktop is the property of the College, is lost or stolen, the Information Technology Services Committee is to be notified immediately. The Director will coordinate further actions as required by law and/or policy.

POLICY ADHERENCE:

Failure to follow this policy can result in disciplinary action as provided in the Handbook, as appropriate.

Procedure for Lodging Cyber Crime Complaints

1] Contact:

- i. GOA POLICE, Canacona
- ii. Police Control Room, Canacona : 0832 264 3357
- iii. Police Exchange, Canacona: 0832 264 3357

2] Send Email to Following Email IDs:

- i. Director General of Police, Goa dgpgoa@goapolice.gov.in
- ii. Inspector General of Police Goa igpgoa@goapolice.gov.in
- iii. Superintendent of Police North Goa spn-pol.goa@nic.in
- iv. Superintendent of Police South Goa sps-pol.goa@nic.in
- v. General e-mail goapol@bsnl.in

