



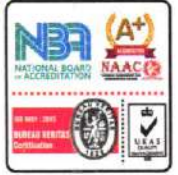
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# SAI RAM INSTITUTE OF TECHNOLOGY

An Autonomous Institution | Affiliated to Anna University & Approved by AICTE, New Delhi

Accredited by NBA and NAAC "A+" | An ISO 9001:2015 Certified and MHRD NIRF ranked institution

Sai Leo Nagar, West Tambaram, Chennai - 600 044. [www.sairamit.edu.in](http://www.sairamit.edu.in)



Founder Chairman : MJF. Ln. Leo Muthu

## Policy for Mentor-Mentee

Issue: 02; Revised on 2021

Responsible Executive : Management Representative, Head of the Institution  
Responsible Office : Internal Quality Assurance Cell, Academic Departments,  
Dean – Students Affairs

Sri Sai ram Institute of Technology has a well-defined Mentor Mentee policy that caters the required support for academics and personal needs of the students. Mentoring is considered as one of the prime responsibilities of each teaching faculty

This policy is developed in line with the vision of the institution to develop the total personality of the student excelling technically, morally and ethically.

The purpose of this policy is to provide guidelines and procedures for the mentor mentee program within the organisation. This program helps students to develop their skills, knowledge, attitude and career path while promoting a good learning environment.

All faculty members with appointment type” regular” in the institution should be mentors for a group of students.

The mentors shall conduct introductory meetings with their mentees to know their personal information and get them accustomed in the new environment.

The mentors are expected to schedule regular meetings with their mentees for a successful mentorship program.

The mentors shall help mentees to set goals and create a plan for achieving them, provide feedback and constructive criticism to achieve them.

The mentees should be committed to the program and actively seek guidance from the mentor and be available for regular meetings and discussions.

The mentees should be open to feedback and constructive criticism, keep the mentor informed about their progress and challenges.



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Mentors regularly interact with their mentees' parents to update their performance and maintain open communication throughout the mentorship program.

Each student shall be allocated a mentor from the department of Humanities and Science/Engineering at the time of admission.

A mentor shall be allocated a maximum of 22 mentees and a minimum of five mentees to provide support and guidance in their academic and personal development.

A new mentor shall be allocated to the student from his/her second year of study till the final year from the discipline of his/her study.

The mentors shall provide additional academic support to their mentees in case of slow learners and psychological and emotional support for challenges faced by the students.

The mentors shall help the mentees by preparing them for internships, placements and for their professional competence.

Mentors shall maintain strict confidentiality of the counselling report and the data sheet of the mentees.

All information shared between the mentors and mentees will be treated as confidential and will not be shared to anyone without the mutual consent of both.

Mentors shall conduct counselling meetings with their mentees after every continuous assessment test and whenever there is a need.

Mentors shall maintain all the information regarding academic, extracurricular and co curricular in the Management Information System, EDUMATE.

Mentees can request for change of mentors and mentors can request for change of mentees to the Head of the Department.

The policy will be reviewed annually to ensure its effectiveness and compliance with relevant regulations

Any amendment to the policy will be communicated to all faculty members.

Policy Created on	Academic Year 2008 - 2009
Revision amended on	Academic Year 2020 - 2021

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Founder Chairman : MJF. Ln. Leo Muthu

## Policy for Water Conservation Policy

Issue: 02; Revised on 2023



Responsible Executive : Head of the Institution

Responsible Office : Internal Quality Assurance Cell, Estate Office and  
SDG Cell

### Policy Statement:

This college has very good water management plan to support all water needs including both ladies and gent's hostel. The water management is well supported with rain water harvesting and sump. The ground water is circulated to all overhead tanks using bore wells. The college also has a sewage treatment plant to do water recycling and use it for watering plants and to support green energy.

The rainwater is harvested to charge the rain water into the soil for ground water recharging. The storage of rainwater on surface is a traditional techniques and structures used were underground tanks, ponds, check dams, weirs etc. Due to certain difficulties on going ahead with traditional techniques the campus has installed 16 to 18 numbers of ground water recharging pits to recharge storm water/rainwater to maximum extent.

The bore wells are constructed in water abundant points inside and outside college. The ground water was pumped to sump using bore well. There are totally 8 sumps inside the college to support water necessities to cover all blocks of the college including hostel. The sump and bore well are periodically monitored and maintained by plumbers and civil maintenance people to take immediate actions. The sump water is loaded to overhead tanks.

From the sump water is collected in overhead tank constructed at the top of each block. All blocks have overhead tanks to support water necessities. The water from overhead tank is separately treated by RO plant for drinking purpose. The drinking water is supplied in all blocks. A well-arranged pipe network connecting sumps and overhead tank to the water distributing point is established to support all water needs of the college.

Policy Created on	August 2019
Revision amended on	Governing Council Meeting Held during 2023



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Founder Chairman : MJF. Ln. Leo Muthu



## POLICY FOR ECO-FRIENDLY TRANSPORTATION

### Policy for Energy Conservation

Issue: 02; Revised on 2023



Responsible Executive : Head of the Institution

Responsible Office : Internal Quality Assurance Cell, Estate Office and  
SDG Cell

### Policy Statement:

This college deems it essential in implementing Eco-Friendly Transportation concepts in the campus. This college believes in education combined with environmentally friendly practices to promote sustainable development. Though implementing green initiatives are challenging and require determination and a long-term commitment, this college is taking the initiative in the right direction. The following practices are undertaken by the college.

- Students residing within a two kilometre radius can use bicycles to reach the college.
- Students and faculty are encouraged to use bicycles inside the campus for promoting fuel saving attitude among the future generation and reducing the air pollution level.
- Staff members and students are expected to park vehicles away from buildings and in designated parking areas only.
- Use of mass transport and car pool as an eco-friendly way is expected from all staff members of the College.
- Use of battery operated vehicles to move around the campus for faculty and guests as other means of transport are restricted inside the campus.

Policy Created on	August 2019
Revision amended on	Governing Council Meeting Held during 2023



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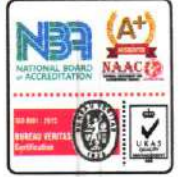
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Founder Chairman : MJF. Ln. Leo Muthu



## Policy for Energy Conservation

Issue: 02; Revised on 2023



Responsible Executive : Head of the Institution  
Responsible Office : Internal Quality Assurance Cell, Estate Office and  
SDG Cell

### Preamble:

To promote environmental consciousness and holistic development of students, this College, has adopted Energy Conservation Policy for an "Environment of educational excellence." Environment-friendliness and energy harvesting are of prime interest today which is the key factors in achieving Sustainable Development Goals (SDGs) for our college. The institution aims to realistically and comprehensively reduce energy consumption, assure acceptable indoor air quality and improve energy efficiency on campus through methods that are consistent with a safe, secure, and Eco-conscious campus community. As outlined in this policy, energy conservation will be accomplished by developing a proactive and progressive approach to providing energy efficient, responsible, and cost-effective operations on campus. In our campus, we have incorporated establishment of alternate energy sources in the form of establishment of 100 KW rooftop Solar Power plant.

### Objectives:

The following objectives will lead to the implementation of Energy policy

1. Improvement in energy efficiency to reduce energy consumption and cost.
2. Minimize the energy consumption by use of energy efficient equipment and maximize use of day light and natural ventilation.



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**Action Plan:**

1. Form a committee to monitor and check wastage of energy in the campus.
2. Conduct Green Audit once in a year.
3. Maintain the Energy needs of the campus with back-up power supply system for supplying uninterrupted energy demands.
4. Establishment of energy efficient utilization measures in the supply, demand systems as part of energy management of the campus.
5. Monitor the electricity bills for the efficient utilization of solar power plant installed in the campus.
6. Create awareness among the students and staff in energy conservation and management by the Eco-club of the college.
7. Encourage students and staff to be energy efficient by encouraging vehicle pooling and use of bicycles.
8. Organising expert lectures in the area of energy conservation.
9. Solar panels were installed on the roof top of the college building to minimize the use of non-renewable source of energy.
10. Directions are given to students are given for the proper utilization of the electronic devices in the institution. Ensures all the institutional electronics are turned off when not in use.
11. Reduce e-waste to maximum with proper maintenance, before moving on to Replace & Recycle stage.
12. Electric vehicles are available to transport people and materials across campus.

Policy Created on	August 2019
Revision amended on	Governing Council Meeting Held during 2023

  
**Principal**  
**PRINCIPAL**  
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Founder Chairman : MJF. Ln. Leo Muthu

## Policy for Liquid Waste

Issue: 01; Created on 2021



Responsible Executive	:	Head of the Institution
Responsible Office	:	Internal Quality Assurance Cell, Estate Office and SDG Cell

### POLICY OBJECTIVES:

The long-lasting goals to be implemented and attained through the community of the Institution are:

- To educate the staff and students about the water they use about its availability like the source and quantity.
- To make them recognize the quality of water required and used for various purposes like, drinking, bathing, washing, laboratory experiments, industrial production, agriculture, and farming.
- To make them understand the process of fetching water to the point of use from various sources and the equipment and energy consumption.
- To make them understand the process and technology through which the water quality requirement is achieved in both the domestic utility and industrial sectors.
- To let them understand the waste generation during water purification and safe means for disposal and recovery of any economical components from the waste besides the cost for disposal of the waste and its impact on the environment.
- To let them know about the quantity of water available, utilised and wasted through pipes and equipment and wastewater let out after use.
- To encourage them in knowing the composition of the wastewater and exploring the best treatment technology to recover energy and any other useful materials besides segregating toxic and harmful components from the waste generated.



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#### **POLICY IMPLEMENTATION IN SSIT:**

- Checking quality of water abstracted from the ground and the water supplied by the water supply board for suitability of drinking and domestic use as per the recommendations of the IS:10500 Indian Standards.
- Disinfection of the water, intended for domestic use other than drinking, to prevent pathogenic microbial organisms using novel harmless means and methods such as Chlorination, Ozonisation and UV.
- Treatment of the water intended for drinking to reduce the Total Dissolved solids, and excessive mineral components (beyond the limits recommended in IS:10500) with Reverse Osmosis plant (RO) and remineralisation of the RO permeate with lime as required. Safe disposal of the rejected water from the RO plant through dilution and using it for gardening.
- Collection of wastewaters generated from Kitchen, Canteens, Hostel and lavatories through properly designed conveying closed pipeline systems to the Wastewater treatment facility, preventing spillage, avoiding pollution of the surroundings and also preventing development of mosquitoes and other pests.
- Treatment of the wastewater generated in the dedicated treatment plant suitable designed to handle the quantity and quality of the wastewater generated and to meet the desired treated water quality considering the method of disposal.

Policy Created on	August 2021
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Founder Chairman : MJF. Ln. Leo Muthu

## Policy for Recruitment

Issue: 02; Revised on 2021

Responsible Executive : Management Representative, Head of the Institution  
Responsible Office : Trust office, Academic Departments

### Policy Statement:

Recruiting the right faculty to an educational institution and retaining the staff is critical to its success.

As a fundamental stage for recruitment all the head of the departments will submit the requirement of their department for the next year based on the available faculty and increase in workload.

The Head of the departments will decide the job requirements for each position including education, experience and the necessary skills.

The Head of the Institution will authorise the posts before the commencement of the recruitment process.

The job openings will be posted on the newspapers, social media channels and the current employees will share the job postings with their networks. Applicants will be asked to register in <https://careers.sairamgroup.in/>

Short listing the applicants for interview will be done by a panel of maximum two experts to avoid any chance of bias.

The selection panel for the interview will be constituted with internal members and mandatorily an external member specialised in that area.

Shortlisted candidates for interview will be intimated the date, time and mode of interview.

The personal interview will be conducted for the shortlisted candidates to check their teaching ability and domain specific knowledge.

The selected candidate will have certificate verification and performance in previous roles.

Based on the recommendations made by the selection committee the applicant will be given an offer negotiating for salary and other benefits.

Once the successful candidate has accepted the offer of appointment the date of joining the duty will be intimated to them.

Monitor the newly joined candidate performances and provide feedback to ensure their success.

Policy Created on	Academic Year 2008 - 2009
Revision amended on	Academic Year 2020 - 2021

  
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Founder Chairman : MJF. Ln. Leo Muthu



## Policy for Remedial Support

Issue: 02; Revised on 2020



Responsible Executive : Head of the Institution  
 Responsible Office : Internal Quality Assurance Cell, Academic Departments,  
 Dean- Academics

### Policy Statement:

Sri Sai Ram Institute of Technology provides additional assistance to students who are struggling academically, in order to help them catch up to their peers and support them to succeed academically.

The purpose of this policy is to ensure that all students have the access to the resources they need to reach their full potential regardless of any challenges they face, particularly for students from disadvantaged backgrounds who may face additional barriers to reach their academic success.

The students who need remedial support shall be identified based on poor attendance, performance in continuous assessment tests, medium of instruction in the qualifying examination, quota of admission of the student, performance in continuous assessment tests and the student engagement and participation in the class.

The remedial assistance to students shall be in the form of academic coaching, special training sessions, mentoring, counselling sessions and special tutoring.

The additional resources to support students struggling academically shall be textbooks, online resources, special training session study materials and study groups.

Mentors of students who need remedial support shall communicate to their parents about their academic performance and encourage parental involvement.

Teachers should continue to monitor the progress of students and track their performance for the effectiveness of the support provided.

All departments shall maintain the documents, teacher assigned, time table, students' attendance, number of hours engaged and signature of the teacher assigned.

At the end of each academic year the effectiveness of the remedial support will be reviewed to determine the students Progress and the continued need for remedial support.

Policy Created on	Academic Year 2008 - 2009
Revision amended on	Academic Year 2020 - 2021

  
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Founder Chairman : MJF. Ln. Leo Muthu



## Policy for Shri Leo Muthu Merit Scholarship (LMS)

Issue: 02; Revised on 2021



Responsible Executive : Management Representative, Head of the Institution

Responsible Office : Trust office, Internal Quality Assurance Cell

### Policy Statement:

Sri Sai Ram Institute of Technology awards merit scholarships to the meritorious applicants, exemplary performance of students during the course of their study based on the grades, extracurricular and co curricular achievements, economically backward students and any deserving student based on the application.

The purpose of this policy is to provide financial assistance to meritorious students' and economically needy students without any financial burden and empower them to achieve the quality education that enhances the professional and overall developments of the students.

The applicant must have completed higher secondary or an equivalent qualification with good academic grading to avail LMS (Shri Leo Muthu Merit Scholarship)

LMS will be provided to students joining UG/PG courses in Sri Sai Ram Institute of Technology based on the academic performance in their qualifying examination

PCM: Physics, Chemistry, Mathematics

Marks in 12th std	Scholarship amount
Centum in all subjects	Rs.100000
Centum in any two subjects	Rs.50000
PCM(290 & Above)	Rs.50000



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PCM(285-289)	Rs.25000
PCM(275-284)	Rs.10000

Sports scholarships aim to encourage and support students who have a passion for sports and who have demonstrated exceptional talent in sports. To qualify for sports scholarship students should demonstrate excellence in a particular sport and have a good track record of significant achievements, such as winning national or state level championships and also passing all courses and maintaining minimum CGPA requirements. A fee waiver of 40% to 50% will be offered to students applying under sports category.

Economically weaker students must demonstrate a genuine financial need for the scholarship and must belong to a low income family group. Underprivileged children recommended by ANANDHAM, AGARAM & MAATRAM foundations will be waived with full tuition fees and other fees

Scholarship will be provided to students whose parents are medically unfit and single parent.

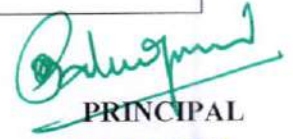
Scholarships will be provided for siblings based on their academic performance.

Scholarship will also be considered on critical circumstances depending upon case to case.

Application Process: Deserving students can submit the application form in the following url:<http://scholarship.leomuthu.com/ScholarshipRegistration.aspx>

The candidates must fill the application form and attach all necessary documents required for scholarship before the deadline.

Policy Created on	April 2008
Revision amended on	Governing Council Meeting Held during 2021

  
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Founder Chairman : MJF. Ln. Leo Muthu



## IT POLICIES OF SRI SAI RAM INSTITUTE OF TECHNOLOGY

### I General IT Ethics / Ethos Policy

#### Purpose

Sri Sai Ram Institute of Technology is an educational institution, which encourages continuous learning, experimentation, and the development of the adult learner. The College is dedicated to respect privacy and freedom of individuals and expects each individual to act in a responsible, legal, ethical and efficient manner when using information technology systems and resources of the college. These systems are designed to encourage high-quality educational, professional and career development and self-discovery & research activities.

The purpose of this policy is to define responsible and ethical use of information technology resources available at Sri Sai Ram Institute of Technology that guides faculty, student, and staff.

#### Statement of Policy

Sri Sai Ram Institute of Technology provides access to information technology resources for faculty, staff, students, and certain other users to support the mission of the college. Every authorized user of information technology resources at college is responsible for utilizing these resources in an efficient, ethical, and legal manner and in ways consistent with overall college policy.

#### Scope

The following principles serve to guide the responsible use of information technology for all the users of college.

1. Respect the rights of others by complying with all college policies regarding sexual, racial and other forms of harassment, and by preserving the privacy of other individuals. For example, it is prohibited to send harassing messages via email or social networking or transmit or reveal personal or private information individuals.
2. Use computing facilities, accounts and data only when you have appropriate authorization and use them for approved purposes. For example, you should not use Information Technology resources of "Sri Sai Ram Institute of Technology" to run a business or to access another individual's computer account.
3. Respect all pertinent licenses, contractual agreements and copyrights. Use only legal versions of copyrighted software in compliance with vendor license requirements. For example, you should not post another individuals copyrighted material on your web page or install software with a single user license on multiple computers.



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4. Preserve the integrity of computing systems, electronic data, and communication networks. For example, one should not modify settings on a desktop computer to make it unusable for others or excessively utilize network resources, like music videos, which might overload college network bandwidth.
5. Respect and adhere to all appropriate local, state and government laws. For example, it is prohibited to use IT resources of the college to attack computers on another network by launching viruses, worms, or other forms of attack.

## **Privacy**

While the College values and respects the privacy of its staff, faculty, students, and other users, the intrinsic nature of electronic records limits the extent to which the College can guarantee a user's privacy. Despite security protocols, communications over the Internet—and across the local campus network of the college—can be vulnerable to interception and alteration. Consequently, the College cannot assure that absolute privacy can be maintained for data that resides on the College network or on storage media.

Out of respect for personal privacy, the College does not routinely examine the contents of data or files in user accounts. However, on occasion, circumstances may require an examination of a user's files to maintain system security, to administer or maintain system integrity, to access necessary College information or in response to legal mandate. In such cases, authorized personnel may examine a user's data without notice. Authorized personnel are those specifically entrusted and approved by the College Principal.

## **Personal Use**

Personal use is defined as the non-academic, non-administrative use of IT systems of the college. Such use is solely discretionary; it neither serves an essential employment function nor is it related to academic discourse. Data that result from personal use are "personal data".

Personal use of IT resources of the college is secondary for performing essential College functions using such resources. If personal use of College IT resources interferes with or causes disruptions to the essential functions of the College performed by IT, then authorized personnel may curtail such use.

## **Passwords and User IDs**

System accounts, passwords, and user IDs plays an important role in protecting the files and privacy of all users. Because users are responsible for all uses made of their accounts, users must take exceptional care to prevent unauthorized use of their accounts. This includes changing passwords regularly and disabling "automatic" log-ins.

In most cases, it is inappropriate—and perhaps dangerous—to allow another person to use another user's network credentials or email account. In some cases, a user's data are vulnerable to alteration or deletion. In others, the validity of a user's credentials could be compromised. Alternatively, if criminal activity can be traced to a user's account, the person to whom the account is assigned may be held accountable. The College, therefore, reserves the right to restrict or prohibit password sharing.

## **Data Storage and Back-ups**

The College maintains a centralized repository of data stored in user accounts on the College network. This includes all the data that a user creates and saves on the College's network storage devices. It also includes saved email messages, attachments, files, and folders.

The College reserves the right to restrict the amount of network storage available for users. This includes the prerogative to impose quotas on the number and/or size of stored files.

Data files are routinely backed up on a daily, weekly, monthly, and/or yearly basis. These back-ups facilitate the restoration of College data that have been lost, altered, or damaged. The College will not routinely retrieve backed-up personal data. Users, therefore, are encouraged to maintain independent back-ups of their important personal data, including email messages. Sri Sai Ram Institute of Technology disclaims any responsibility for maintaining or providing access to backups of a user's personal data.

In case of data backed up by the IT department, retrieval or restoration of the same will be the discretion of the Principal.

## **Security**

The College implements appropriate "industry-standard" practices concerning the security of the IT resources of the college. These methods are designed to protect against unauthorized access, intrusion, or damage to the availability, access, or integrity of the IT systems of the college. However, primarily due to the nature of security threats and the remote possibility of a breach of security, the College warrants neither a user's privacy nor the integrity of data stored on the College network (since the College has already adhered to all the industry norms of standards of security)

## **Copyright, Trademark, and Domain Names**

Users must comply with all copyright, trademark, and other intellectual property laws. In general, permission is necessary for a user to reproduce materials, such as video, music, images, or text. To "reproduce" in this context includes downloading and saving a digital copy to a hard drive or other storage media. Photocopying copyrighted materials without authorization is also prohibited.

In addition, users must generally obtain permission from the copyright owner to prepare derivative works, including modifying existing works. Copyright law also prohibits the distribution, display, or performance of works created by another without a proper release.

Additionally, the College owns certain Internet domain names. These include [sairamit.edu.in](http://sairamit.edu.in), [sairamgroup.in](http://sairamgroup.in) and other such domain names. Registration of domain names incorporating or referencing College trademarks is prohibited without the approval of the college Principal.

## **Compliance and Enforcement**

All users of IT resources of the college must abide by these policies. Users not wishing to agree to and comply with this policy will be denied use of or access to IT resources of Sri Sai Ram Institute of Technology.

College community users who intentionally violate these policies are subject to disciplinary action by the College, in line with the duly established processes of the College. On the discretion of the Principal the alleged violations of this IT policy may be referred to the College disciplinary body. In addition, the Principal may conduct an investigation regarding the alleged infraction. Violators may also be liable for civil damages and/or criminal prosecution, if applicable.

Guest users of publicly available IT resources of the college are also subject to the terms of this policy. While explicit acceptance of this policy is not required for guests to access these limited IT resources, guests are accountable for their actions while using College IT resources. Guests who violate this policy will be asked to cease use and may be barred from further access.

Members of the "Sri Sai Ram Institute of Technology" community who believe they have witnessed or been a victim of a violation of this policy should notify or file a complaint with the appropriate authority at the College office. Students should report suspected violations to the Class Counselor. Faculty members should report suspected violations to the Principal. Staff members should report suspected violations to their department head that may further report the problem to the Discipline Committee. Reports of suspected unauthorized use or misuse of "Sri Sai Ram Institute of Technology" information technology resources would be investigated pursuant to standard College procedures.



## **II Data Security Policy**

### **Purpose**

This policy defines the guidelines for the security and confidentiality of data maintained by Sri Sai Ram Institute of Technology, both in paper and electronic form. This policy also informs each person who is entrusted to access student, employee and/or institutional data of their responsibilities with regard to confidentiality and safeguarding the data of Sri Sai Ram Institute of Technology.

### **Statement of Policy**

All custodians and guardians of administrative data are expected to manage, access, and utilize the data in a manner that maintains and protects the security and confidentiality of that information. All notice to the Government of India, State & local regulations must be considered and adhered to when using or sharing personal or confidential information. Any notice of a breach of confidential information whether in paper or electronic form **MUST** be reported to the Principal.

Under no circumstances shall credit card numbers be stored or sent from College servers or desktops.

### **Scope**

College employees, or others who are associated with the college, who request, use, possess, or have access to college administrative data must agree to adhere to the protocols outlined in the general IT policy.

Changing data of oneself or others except as required to fulfill one's assigned College duties or as authorized by a supervisor. (This does not apply to self-service applications that are designed to permit you to change your own data).

- ❖ Disclosing information about individuals without prior authorization by the college administration.
- ❖ Engaging in what might be termed "administrative voyeurism" (reviewing information not required by job duties) unless authorized to conduct such analyses. Examples include tracking the pattern of salary raises, viewing a colleague's personal information, looking up someone else's grades or viewing another colleague's work product when not authorized to do so.
- ❖ Circumventing the level of data access given to others by providing access that is broader than that available to them, unless authorized. For example, providing an extract file of employee salaries to someone who does not have security access to salary data is prohibited by this policy.
- ❖ Allowing unauthorized access to College's administrative systems or data by sharing an individual's username and password.
- ❖ Engaging in any other action that violates the letter and spirit of this policy, either purposefully or accidentally.

### **III Electronic Communication Policy**

#### **Purpose**

Sri Sai Ram Institute of Technology has invested in its technology infrastructure to enhance teaching and learning and to enable efficient business practices. Student, faculty, and staff members have access to email, LMS and other apps as a communication tool for current news, events, personalized messages and teaching and learning activities. The College is committed to the use of College wide electronic communication to enhance interpersonal communications, improve information exchange, and to reduce the use of paper and printed materials.

The purpose of this policy is to identify electronic communication as an official means of communication within Sri Sai Ram Institute of Technology and to define the responsibilities of college students, faculty and staff related to electronic communication.

#### **Statement of Policy**

Sri Sai Ram Institute of Technology provides access to email /LMS for all faculty/ students and staff. Email is an official method of communication at College. Students, faculty and staff are held strictly responsible for the consequences of not reading College related communications sent to their official e-mail address.

#### **Scope**

##### **Assigning of institutional email ID**

Faculties and staff are assigned an email username and password upon acceptance to a program or upon hire. Core faculty, Coordinators and staff are assigned an additional username and password upon hire by the College, after being added to the Human Resource System. Core faculty will have both personal and Cells/committees email accounts. The official college email address is:

Faculty/Staff - [username@sairamit.edu.in](mailto:username@sairamit.edu.in)

##### **Educational uses of electronic communications**

Faculty members may require the use of email or other forms of electronic communication for course content delivery, class discussion, or synchronous chat. It is recommended that faculty specify these requirements in their course syllabus. Faculty may expect or require that students access LMS and college website to read notices sent to the official website, MIS and LMS.

##### **Responsible use of email**

Email, MIS and LMS are the tool provided by the College to complement traditional methods of communications and to improve education and administrative efficiency. All email users have a responsibility to use this resource in an efficient, effective, ethical and lawful manner. Use of the college's e-mail system is confirmation that the user agrees to be bound by this policy. Violations of the policy may result in restriction of access to the College's email system and/or other appropriate disciplinary action.

The following should be observed when using any College email system:

- ❖ Conducting business for profit using College email and or other resources is prohibited. Incidental non-business personal use of e-mail is acceptable, but an expectation of privacy cannot be guaranteed due to the official nature of the email system;
- ❖ Using any email to send information that is classified as private or can be shown to contain personally identifiable information is prohibited. While the College will make every attempt to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through a College email system.

The following types of emails are explicitly prohibited:

- ❖ Emails that exchange proprietary information or other highly privileged, confidential or sensitive information.
- ❖ Emails that are considered advertisements, solicitations, chain letters, political communications and other unofficial, unsolicited email.
- ❖ Emails including sexual content, pornography, lewd or other highly inappropriate behavior when considering the official nature and purpose of the College email system.
- ❖ Emails that are in violation of any laws, including copyright laws, or Institutional policies.
- ❖ Emails that knowingly transmit a message containing a computer virus.
- ❖ Emails that intentionally misrepresent the identity of the sender of e-mail.
- ❖ Emails that use or attempt to use the accounts of others without their permission.

## **IV Personal Digital Assistant Policy**

### **Purpose**

The purpose of this policy is to define standards, procedures, and restrictions for the use and support of Personal Digital Assistant devices (PDAs) that are common in the workplace and may be used by employees of Sri Sai Ram Institute of Technology. This policy applies to, but is not limited to, all devices that fit the following device classifications:

Handhelds running the Apple OS, Android OS, Blackberry OS, Palm OS, Microsoft Windows CE, PocketPC, Windows Mobile, Symbian, or Mobile Linux operating systems and others.

Mobile devices that are wireless or wired (i.e. connectible using the College wired or wireless network or by a wireless provider network such as Verizon, ATT or Sprint.

Smartphones that include PDA functionality.

Any third-party hardware, software, processes, or services used to provide connectivity to the above.

The policy applies to any PDA hardware and related software that could be used to access college resources, even if the equipment is not sanctioned, owned, or supplied by the college. The overriding goal of this policy is twofold.

The first goal is to protect the technology-based resources of the College (such as College data, computer systems, networks, databases, etc.) from unauthorized use and/or malicious attacks that could result in loss of information, damage to critical applications, loss of revenue or damage to our public image.

The second goal of this policy is to make clear the limits that the College places on user support for PDA devices.

## **V Wireless Network Policy**

### **Purpose**

Sri Sai Ram Institute of Technology provides wireless networking services in campus to enable the convenience of Internet connectivity. This service allows members of the College community to access the campus wide network from wireless devices or portable computers where coverage is available.

The purpose of this policy and related procedures is to define responsibilities for the management and use of the wireless network and to manage other uses of the wireless spectrum and to ensure security across "Sri Sai Ram Institute of Technology" network.

### **Scope**

The IT Department will regulate and manage all wireless access points used by wireless technology to ensure fair and efficient allocation and to minimize collision, interference, unauthorized intrusion and failure of the wireless network.

## **DEFINITIONS**

### **Access Point (AP)**

A hardware device that acts as a communication hub for users of a wireless device to connect to a wired network. APs are important for providing heightened wireless security and for extending the physical range of service to which a wireless user has access.

### **Wireless device**

The end user system or device that accesses the wireless network for data communications purposes. This is normally a portable computer (Laptop) or personal digital assistant (PDA) containing an appropriate wireless network interface card (NIC).

## **PROCEDURES**

### **Security**

Users should assume that data transmitted over the wireless network is NOT secure.

### **Access Points**

Only access points provided and installed by the IT Department or approved for installation by IT are permitted on the College network. IT reserves the right to disconnect and remove any access point not installed and configured by IT personnel or specifically covered by prior

written agreement and/or arrangement with IT. In cases where the device is being used for specific academic or research applications IT will work with faculty to determine how the wireless devices may be used while maintaining required security and without causing interference. Any person found responsible for the installation of unauthorized access points may be submitted to the appropriate college authority for disciplinary action. All access points shall be installed and configured in such a way as to comply with all security features of the wireless network, including restrictions to provide connections only to those users who are authorized to access "Sri Sai Ram Institute of Technology" network.

#### **Other Wireless Devices**

Unapproved wireless devices, such as portable phones and other devices with two-way radios may interfere with the operation of the College wireless network. If the IT department receives a report of interference and determines that a non-approved wireless device is causing interference with the College functioning, it reserves the right to ask the owner of the device to discontinue its use.

#### **ALL THE ABOVE POLICY APPLIES TO:**

This policy applies to all students, faculty, and staff of Sri Sai Ram Institute of Technology and to all other IT users of the "Sri Sai Ram Institute of Technology". These users are responsible for reading, understanding, and complying with this policy.



**PRINCIPAL**

**Dr.K.PALANI KUMAR**

**PRINCIPAL**

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