ಹೈದ್ರಾಬಾದ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎಸ್. ಎಸ್. ಮರಗೋಳ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕ ಬಿ ಗ್ರೇಡ ಮಾನ್ಯತೆ

Hyderabad Karnataka Education Society's
**S. S. Margol College of Arts,
Science & Commerce**
SHAHABAD - 585 228 - Dist. Kalaburagi
(Affiliated to Gulbarga University, Kalaburagi)
NAAC ACCREDITED – B GRADE COLLEGE

1. ACADEMIC POLICY:

Policy Statement

The H.K.E Society's S.S.Margol College of Arts, Science, and Commerce in Shahabad, Karnataka, strives for academic excellence by offering high-quality instruction through excellent teaching-learning activities, research pursuits, and the continuous assessment of the academic activities, in order to enable individual students to develop as self-disciplined by instilling a sense of self-help and sacrifice that makes them responsible citizens of this demeanor.

Objectives

The academic policy specifies the processes for the various levels of accountability in teaching and learning and reveals the standards the college uses for quality instruction.

The goal of the policy is to make the rules clear for all teaching and learning-related activities across the campus.

The department or institute is in charge of making sure the learning environment is of a high standard. This comprises

Accountability in education

Enhancing the standard of education includes, among other things,
i. Launching new courses at Gulbarga University in line with societal and professional demands.
ii. Creation of course materials that meet minimum requirements
iii. Delivering course materials while utilising the right technology
iv. Evaluation to support quality.
v. Ongoing development via quality control.
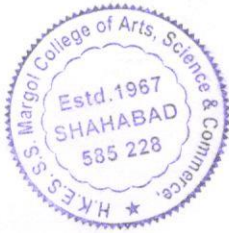
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Roles and Responsibilities

Roles	Academic Responsibilities
Management	1. To ensure that the Institution is knowledgeable and in touch with a range of viewpoints, share opinions from the larger community with it..
Principal	1. Creating and putting into practice policies and practices for quality assurance.
Academic Body/ IQAC	1. Do the academic audits in each college department at the predetermined frequency.
Head of the Department	1. Calendar and semester plans for the academic year are created. 2. Arranging internal exams and publishing results. 3. Updating the data in the automation process in coordination with the departments
Internal Exam Coordinator	1. Doing all internal exams 2. Results gathering following evaluations 3. Results evaluation and verification. 4. Release of the final results.

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Head of the Department	1. Check to make sure the courses encourage the growth of the department and the graduates.
	2. Ensure that any issues brought up by students are addressed properly.
	3. Launch initiatives to carry out the department's objective and vision.
	4. Faculty subject allocation for each semester, taking into account numerous unimportant responsibilities
	5. Approval of the lecture schedule and the faculty's prepared lecture notes, as well as tracking the delivery of the course.
	6. Holding regular staff meetings to evaluate how the teaching-learning process and other departmental tasks are doing.
	7. Preparing for faculty feedback from students and launching corrective actions
	8. A review of how the teaching-learning process is going and the implementation of corrective actions
	9. Checking the results of the continuous evaluation marks.

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Lecturer	
	1. Ensuring the academic integrity of the offered course.
	2. Promoting the sharing of information on efficient teaching and learning techniques.
	3. promoting an atmosphere where the learner comes first.
	4. Development of QPs and administration of internal quizzes, tutorials, and homework.
	5. Fair evaluation of the assigned course and accurate computation of the sessional marks. Evaluation of course outcome (CO) achievement leads to programme outcome (PO) and programme specific outcome (PSO) achievement, which is
	6. (PSOs).
	7. Holding the required corrective classes.
	8. Creating or updating the instructional materials.
	9. Charged with completing the curriculum.
	10. Providing students with the opportunity to develop Graduate Attributes (GAs) relevant to their field of study.
	11. Request student input to help you improve the way you teach.

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Action Plan
Step by step process of the academic activities is listed.

1. Subject Assignment – Before the semester begins, the subjects are assigned to the faculty members based on a survey of their preferences.
2. Publication of the Academic Calendar – All academic, co-curricular, and extracurricular activities are listed in the academic calendar that is published.
3. The lecture schedule and course information sheet are created by the faculty and approved by the department head.
4. The IQAC Coordinator reviews the COs' attainment from past batches and develops strategies to raise attainment.
5. Content delivery and course material preparation. Use of suitable ICT tools for content distribution to boost teaching and learning efficacy and make it more student-centric The college's IQAC regularly hosts a variety of workshops to help faculty members deliver lessons more effectively.
6. Where applicable, the project coordinator and the seminar coordinator make sure that all activities associated with the project and seminar are completed within the allotted time.
7. Follow the plan when doing assignments, tutorials, and classwork. Regular publication of attendance information
8. How the internal examination was conducted and how it was evaluated. The module coordinator checks the test questions and answer keys to make sure the standard is upheld and that the necessary material is covered.
9. Publication of the evaluation results.
10. The conduct of the once-per-semester mentor-mentee meeting is reported to the principal by the head of the department, who also submits the minutes.
11. Mapping of the grades from the assignments, tutorials, and internal tests to determine whether the programme outcomes and course outcomes were met.
12. The professional societies and department associations organising various skill-development courses.

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Academic Monitoring and Student Support

To provide effective oversight of the academic activities and to help the students, numerous committees have been established.

1. IQAC Committee - The committee is in charge of monitoring the conduct of all courses, adherence to the course schedule and time schedule in the academic calendar, completion of the syllabus, standards of the internal tests, evaluation process, difficulties faced by the students, and recommendation of any necessary corrective actions.

2. Student mentoring programme: A mentor is assigned to each class. Mentor will receive an IQAC nomination. One member of staff will serve as a mentor advisor for every 15 to 20 pupils. The records pertaining to the academic and extracurricular activities of the students in a group are kept by the mentor. They serve as the main point of contact for both students and parents for all types of academic help, explanations, and approvals. They have a duty to counsel the students. When necessary, the mentor coordinator sets up sessions with parents and kids to discuss issues pertaining to the students' progress. Additionally, they analyse the results and, if necessary, make arrangements for corrective actions. Also, they are in charge of combining the activity scores, attendance, and internal grades within their advisory group.

3. For student support, other other committees have been developed, including the Student Welfare Committee, the Grievance Redress Committee, and the Disciplinary Action Committee.

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Academic Auditing

The Internal Quality Assurance Cell conducts academic auditing in each department of the college at predetermined periods (IQAC). The IQAC is responsible for overseeing all academic activities, including internal assessments and tests. The academic audit must be completed by a subcommittee of the same named the Internal Audit Cell (IAC) at predetermined intervals as advised by the University. To conduct the audit, the IAC has a coordinator and representatives from all departments. Further covered by the audit are the co-curricular and extracurricular activities offered to students, mentoring programmes, performance metrics for various accreditations like NAAC and NBA, as well as monthly reporting to UGC. As required by the UGC, IQAC will also keep the pertinent data on its website current.

Learning Management System (LMS):

The LMS was created to encourage, develop, and strengthen new pedagogical and educational initiatives at the college. With organized workshops, the LMS promotes the creation of material in the form of video lectures and courses. It enables professors to collaborate on innovative teaching techniques and strong teaching practices. To promote ongoing learning and development for teachers and staff, the LMS regularly organizes a variety of faculty development initiatives.

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2. ADMISSION POLICY

1.0 PURPOSE

1.1 This procedure's goal is to set precise rules for admission to the various programmes offered by H.K.E'S S.S.Margol College of Arts, Science, and Commerce.

2.0 SCOPE

2.1 The admission requirements for each course offered by the College are outlined in terms of the mentioned prerequisites or their equivalents and are designed to make it easier to determine whether a candidate can handle the course's requirements. When accreditation of past learning is allowed as a pathway for entry, it is the applicant's responsibility to assert their claim to relevant knowledge and abilities and to provide the necessary proof to support that claim. When there is proof that an applicant has satisfied specific progression requirements of the course as established by the affiliating university and approving government body, admission to an appropriate point in the course may be authorized.

3.0 RESPONSIBILITY

3.1 Management, Principal.

4.0 PROCEDURE FOR U.G. ADMISSION

4.1 General Admissions to the college's UG programmes were made in accordance with university and governmental regulations. College also rigorously abides by the reservation regulation.

4.1.1 This college is affiliated to Gulbarga University Kalaburagi and approved by Government of Karnataka.

4.1.2 Number of seats

Branch	B.A.	B.Com.	B.Sc.
Seats	240	90	90

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4.2 Fee Structure: Based on government-approved standards, the management will determine the charge structure.

3. Code of Conduct Policy

1. Policy Statement

The S.S.Margol College of Arts, Science, and Commerce works hard to uphold its core values and foster in its students a culture of being truthful and open in both their personal and professional lives, respectful of other people's beliefs and opinions, practicing their professions with integrity and honor, and making their contributions to society with responsibility and commitment.

2. Objectives

This document's goal is to equip S.S. Margol College of Arts, Science, and Commerce, Shahabad students with a code of conduct and ethical guidelines. To enable S.S.Margol College of Arts, Science, and Commerce to accomplish its own clearly stated objectives, standards, and performance targets in a supportive atmosphere, all students are required to be aware of this code and comply by it.

3. Responsibility

Management, Principal, the faculty related Committees

4. Code of Conduct

For a student to succeed, discipline in both personal and professional affairs is crucial. Good interpersonal relationships and self-esteem are enhanced by maintaining order on campus. On campus, a strict code of conduct in line with the high standards of Centers of Excellence in Higher Education must be upheld. The following conduct rules must be followed by everyone in order to keep the campus in good order.
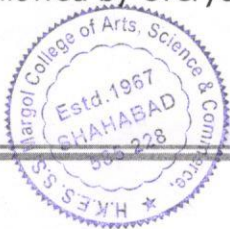
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4.1. Rules and guidelines

a) Courteous behavior, a crucial component of professional competence, is expected of all students. Any type of wrongdoing, including dishonesty, obscenity in speech or deed, will result in disciplinary action.

b) When on campus, students are required to wear the designated uniform.

c) When on campus, students must wear their ID cards.

d) During class hours, students shouldn't hang out in the hallways or on the campus. They should use their leisure time to participate in extracurricular activities or to use the library or computer facilities.

e) Repeatedly ignoring college work, skipping internal exams, failing to turn in assignments, skipping courses frequently, etc., will be brought up with parents and, if not remedied, could result in removal from the programme.

f) Students should bring any concerns and personal issues to the Principal's attention or the College authorities on an individual basis; they should not, however, resort to group complaints or petitions to anybody inside or outside the College.

g) Without the authorization of the Principal or Management, students are not allowed to organize or attend any meetings in the College or on its property or to raise funds for any cause.

h) Political activity of any kind, carried out under any flag, is not allowed on campus.

i) Compensation will be required for willful harm done to equipment and property. It is not permitted to deface the building or campus in any way, including by sticking signs and posters to the walls.

j) It is forbidden for students to arrange visits on their own initiative without permission and to have teachers join them. Any violation of this regulation will result in severe disciplinary action.

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5. Breach of Code of Conduct

The Principal or a pertinent Committee must conduct a preliminary investigation into any violations of the regulations governing student conduct. The preliminary investigation could lead to the following actions being taken:

a) Reject a grievance.
b) Apply any sanctions allowed by the College's policies.
c) Send the complaint and a written report to the Principal/College Council for further consideration.
d) Give a warning that won't go on the student's record.
e) Give the student a formal written warning that any future wrongdoing will be treated with consideration of the reprimand, which will be recorded against the student's record in the register.
f) Contact the police or other relevant authorities.

6. Appeal

a) The student may challenge the nominee's or the Committee's judgment.
b) A student may submit a written appeal to the Principal challenging the Committee's judgment.
c) The Principal's choice in this matter will be final.

7. Prevention of Ragging

7.1. Prohibition by law.

According to the Karnataka Educational Act of 1983 and the Honorable Supreme Court of India, ragging is a crime.

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7.2. Anti-ragging Committee and Anti-ragging Squad

Anti-ragging Committee and Anti-ragging Squad have been established in accordance with DCE regulations to combat the ragging threat. In order to stop ragging from happening, the squad patrols the campus' common areas frequently and keeps watch. The team will also be in charge of looking into any instances of ragging.

7.3. Rules and guidelines

Students shall not indulge in any of the following activities, which are treated as ragging:

a) Any preventative action that interferes with a student's typical academic activity.
b) A senior student or group of senior students abusing a junior student's service.
c) Any form of financial coercion, including fundraising for charities that places an unwelcome financial strain on a junior student.
d) Any instance of physical abuse, including variations such as nagging, playing, practical jokes, sexual assault, assaults on gay people, stripping, and coercing vulgar and lewd behavior.
e) Any verbal, written, electronic, or other abusive act.
f) Any phrase or deed that violates a person's sense of dignity.
g) Entering a class that isn't their allotted one without authorization.
h) Forcing a student to skip class without their permission in order to take part in a strike, protest, dharma, etc.

7.4. Reporting Cases of Ragging

Ragging-related complaints or information may come from third parties, be it verbally or in writing. The accused has the duty of demonstrating his or her innocence. The Principal, HoDs, Class Advisor, or any other member of the Anti-Ragging Committee can receive complaints. All concerns and information will be treated in complete confidence. A student who has been charged with a crime and is thus suspended from the college will only be reinstated after getting a clearance certificate from the relevant police officer.

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8. Sexual Harassment

Students should be aware that sexual misconduct or harassment can include a variety of actions, such as but not limited to sexual assault, unwanted touching, or persistent offensive remarks, emails, or images of a sexual nature that are demeaning or insulting. Each case will depend on the specifics of the situation.

9. Professional Ethics and Academic integrity

The Institute places a high value on professional ethics and is dedicated to developing a dynamic learning environment based on the principles of social commitment as an institution with a goal to mould professionals as epitomes of noble values. Honesty, accountability, and awareness of ethical standards for the conduct of academic work are all parts of academic integrity. The Institute is of the opinion that all academic work should give due credit to the ideas and contributions of others. Students are expected to uphold the moral principles.

9.1. Rules and guidelines:

a) The student properly credits and acknowledges using the thoughts, findings, information, or words of others.
b) Ensures that any work turned in for a class or other academic activity is original and generated without the use of any illegal tools or resources.
c) Uses ethical methods to collect all data or outcomes, and accurately communicates them without withholding any findings that don't support their interpretation or conclusions.
d) Shows respect for the integrity and freedom of all other students to pursue their academic objectives without hindrance.

10. Related Records

a. Investigation Report

b. Minutes of Meeting

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4. Cultural Policy

POLICY STATEMENT

All of the cultural, artistic, literary, and athletic events held at the college are led and managed by the Cultural Advisory Committee, a potent team. The CAC tackles issues affecting the student community and works to improve education overall. The CAC guarantees a better on-campus experience by hosting a variety of extracurricular activities there.

Objectives

The main objectives of the Cultural Advisory Committee are
- Discusses issues affecting the student body.
- Ensures the advancement of education generally
- Improving the campus environment

Roles and Responsibilities

Five senior staff members make up CAC, and two management personnel assist with Senate activities. The CAC's bylaws outline the duties and obligations of each member. Many of the principal duties

- The CAC's chairperson, who is also the principal by default, is in charge of its main operations.
- The Fine Arts Department. is in charge of Arts Fest.
- The Physical Instructor is in charge of all sporting events.

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Action Plan

The CAC engages in a variety of leisure activities every year. The senate engages in a variety of major activities, like as

- Fourth of July celebration

- The Ganesh Chaturthi Festival

- The Saraswati Puja

- Republic Day festivities

- Teacher Appreciation Day

- Recreational Club Activities

- Activities in the Women's Cell

- NSS

- Activity of Red-Ribbon Cells

- Arts Festival

- Cultural Gathering

- Annual Athletic competition

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5.ENVIRONMENT POLICY DOCUMENT

Preamble

The preservation of the environment, which is vital to life, is an essential component of education. The relationship between technology and nature should be emphasized in future technologies. Sustainable development depends on effective environmental management, and the environment policy was created in accordance with the Sustainable Development Goals 2030 of the United Nations, realizing that environmental protection is a social responsibility of institutions that must be upheld if humanity is to survive. The Institution's approach to environmental protection is made clear in this document's policy statement. This approach will be ensured through the Environment Audit, which is a tool defined by the ICC as "a systematic, documented, periodic, and objective evaluation of how well environmental organization, management, and equipment are performing with the aim of safeguarding the environment and natural resources." in the institution's operation and knowledge distribution.

Along with initiatives to protect the environment, the environment policy also covers topics like energy management, waste management, and water management. Each of these topics is dealt with separately in the context of the importance of each, and policies and procedures have been developed for each.

Policy statement

By maintaining an eco-friendly campus and raising awareness among its stakeholders on both an individual and societal level, H.K.E'S S.S.Margol College of Arts, Science, and Commerce pledges to protect the environment and help make the planet, which serves as our shared home, a safe haven and cozy place to live for future generations.

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Objectives:

- Promoting and evaluating environmental conservation efforts
- To promote environmental assessment projects
- To raise awareness of a campus that is green and clean
- To introduce sustainability practices among stakeholders and on campus
- To uphold and oversee eco-friendly and sustainable activities (clean fuel, renewable resources etc.)
- Reduced utilization of resources
- Financial savings from a decrease in resource consumption
- Enhancing the curriculum with real-world experience
- Personal and social responsibility for the S.S.Margol College campus and its surroundings are developed.
- Updating/improving the institution profile
- Educating young people about environmental ethics and value systems
- Audits should be performed for suggestions and ongoing improvement.
- Teach sustainable development in all academic fields,
- Promote knowledge creation and dissemination on sustainable development,
- Engage overseas networks and exchange information with them.
- Take steps to achieve carbon neutrality.

Procedure / Organization structure

The team will be led by an NSS officer, two faculty members, and ALL NSS students.The suggested manner of implementation is to assign teams of 20 students to each level in each block so that the quantification of reusable resources (such as plastic garbage, used pens and pencils, papers, and assignment books) can be carried out. The same will then guarantee effective resource management on campus on a weekly basis.

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Roles

- Environmental awareness and protection
- A campus-wide environmental policy will be established.
- Keeping chemicals like paints, resins, oils, lubricants, and acids in a defined area and posting warning/safety signs.
- A system for internal inspection of the various campus-available equipment should be devised.
- A campus waste management plan needs to be created.
- Environmental drills for responding to chemical spills and leaks on campus
- College campuses can limit their use of plastic.
- It is necessary to maintain the monthly e-waste inventory in formats on a regular basis.
- Take action to achieve carbon neutrality.
- The Environment Policy should be explained to all faculty members and staff.
- Students and professors can form interest groups to follow activities that promote sustainability and the environment.
- E-waste standards from 2016 require that a monthly inventory of e-waste be kept on campus.
- Intensification of environmental awareness-raising initiatives on campus.
- Formation of an environmental/green committee to control green projects on and around the university.

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Action plan

1) Observance of significant holidays such as Earth Day, Earth Day of the Ozone Layer, etc.

2) Launch a campaign to raise awareness of pollution and protective measures

3) Regularly conduct environmental and green audits and follow up with corrective actions

4) Provide consistent follow-up and updates for campus cleanliness initiatives such correct garbage disposal, stakeholder e-waste campaigns, rainwater harvesting, and monitoring prudent water consumption

5) Initiatives that promote reuse, repair, recycling, and other sustainable practices.

6) Deliver an invited discussion (at the departmental or college level) on different updates to policies and other aspects of environment studies.

7) Keep track of projects using green or renewable energy, and perform an annual audit of its maintenance records.

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6. GENDER EQUITY POLICY

Preamble

According to UNICEF, gender equality "means that men, women, and children of both are entitled to the same opportunities, resources, and safeguards. It does not mandate that men and women be treated equally or that women and men be identical to one another."

The major objective is to promote more gender-competent management in scientific decision-making bodies, with a concentration on universities, in order to offer equal chances for men and women.

Gender Equity POLICY

With roots in Indian tradition and culture, H.K.E'S S.S.Margol College of Arts, Science, and Commerce is dedicated to upholding the principle of gender equity as enshrined in the Indian Constitution, in its Preamble, Fundamental Rights, and Fundamental Duties, respecting the dignity of the human individual and the centrality of the human person in the overall scheme of things, without any discrimination to any gender, and offering equal opportunity to all.

Objectives

- Equal career opportunities for women and men.
- Equality of women and men with regard to political representation and participation.
- Fair distribution of unpaid and paid work among women and men, wages and salaries that women and men can live on independently.
- To positively strengthen selection processes relating to equality in recruitment, promotion and progression of, and support for, researchers, in the partner institutions
- To raise gender equality awareness in academic research and scientific structures

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- To develop processes to strengthen the presence of women in academic/research leadership positions and senior academic research positions in the partner institutions
- To raise gender equality awareness in academic research and scientific structures
- To provide sustainability of the culture change which will support gender equality and needs of women academics in the organizations
- To implement a locally specific Gender Equality Action Plan in each core partner institution
- To strengthen research excellence frameworks and policies in the context of gender equality with the key objective of developing a 'code of practice' for assessing research excellence
- To promote the benefits of gender and diversity in enhancing excellence in research and innovation systems and strengthen the systems in the context of gender equality and diversity.

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7. GRIEVANCE REDRESSAL POLICY DOCUMENT

Policy Statement

To expedite the resolution of grievances, a policy for grievance redressal has been established. In order to maintain the greatest levels of integrity and transparency among staff members and students as well as a proactive work culture, the policy seeks to resolve complaints from students and employees within the parameters of the college's policies.

Objectives

a) To create a procedure for resolving staff and student complaints

b) To give students and staff access to an urgent channel of appeal for the resolution of their grievances

c) To inform the staff and students of their responsibilities

d) Establishing a grievance redressal cell to supervise the Grievance Redressal Policy's implementation

Roles

a) Grievance Redressal Committee (Staff) Will be constituted to have FIVE senior professors selected in rotation basis. Committee will be appointed by the Principal with concurrence from the Management.

b) Grievance and Appeals Committee (Students) will address the grievances of the students which include leave, examinations, internal assessment and so on.
The Principal will be the Chairman, Other members will be nominated in rotation basis. Committee will be appointed by the Principal with concurrence from the Management.

c) Women's Grievance Redresssal Committee will address grievance regarding Sexual Harassment contemplated under Sexual Harassment of Women at work places (prevention, provision and Redressal Act, 2013).
Committee will be constituted as per the directions of the govt. Committee will be appointed by the Principal with concurrence from the Management.

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Responsibility:

i) Grievances

For the purposes of this procedure, "grievances" exclusively refers to complaints involving any staff member or student that result from the Organization's application of its policies, regulations, or decisions. It covers individual-specific issues with regard to leave, exams, internal evaluations, advancement, work arrangements, non-extension of benefits under the law, service rule interpretation, etc.

PROCEDURE

Handling of Grievance

Individual complaints from staff members and students will now be handled in the following ways, subject to the aforementioned provisions:

a) An aggrieved Staff Member or student shall take up his grievance(s) orally with his immediate superior who will give a personal hearing and try to resolve the grievance(s) at his level within a week. The superior officer for this purpose will be:

Head of the Department - in case of staff members
Lecturer - in case of student
Principal - in case of HoDs /Administrative staff

b) If the complaint is not adequately addressed, the offended staff member or student may file a written grievance with the superior officer or another officer designated by the college for this purpose. If the grievance is not resolved amicably or within seven days, the higher Officer or the designated person will record his remarks on the representation and recommend the matter to the Grievance Redressal Committee. After carefully considering the matter, the GRC decides either unanimously or by vote. The College management will receive the Grievance Redressal Committee's recommendation within a month, and the Determining Authority's decision will be final, subject to the clauses in the paragraph below.

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c) In rare circumstances, with the approval of the Grievance Redressal Committee, an aggrieved staff member or student may choose to appeal to the Principal if they are dissatisfied with the decision of the Determining Authority after their grievance has been taken into account. Such appeals will be decided upon within a month of the appeal's receipt. The judgement of the Principal will be final and binding on the aggrieved staff member or student. Any complaints that are forwarded to the Grievance Redressal Committee must have accurate documentation. A record of complaints should be maintained (Eg. Minutes, copies of complaints etc).

ACTION PLAN

Overall guidance and conditions

a) The employee or student must file a grievance as soon as possible and, in any case, within a week of the incident.

b) If the complaint stems from a Management order, that order must be followed before the staff member or student in question uses the procedure outlined in this document to resolve their complaint.

c) The grievance procedure must not apply to complaints relating to or resulting from the following.

1. Yearly performance evaluations and private reports;

2. When the complaint does not concern a specific staff or student;

3. In the event that a staff member or student's discharge or dismissal gives rise to a complaint.

d) The grievance redressal procedure will not be applicable in circumstances where a grievance relates to, arises from, or is related to disciplinary action or an appeal against such action and should be sent to the appropriate authority in accordance with the organization's service rules.

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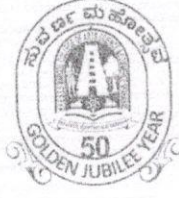
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8. Information Technology (IT) Policy

1. Policy statement

1. H.K.E'S S.S.Margol College of Arts, Science, and Commerce sees IT as a means of ensuring the best possible dissemination of knowledge through its academic and extracurricular endeavours as well as administrative service to all the stakeholders for the criterion of a knowledge society by shaping the future-builders.

2. IT policies are in place to build, safeguard, and guarantee the proper and lawful usage of the information technology infrastructure installed on college campuses. This policy defines institutional-wide strategies and accountability for safeguarding the availability, confidentiality, and integrity of the information assets that the college accesses, generates, controls, or manages. The policy covers a variety of information assets, including papers, verbally communicated information, data, information systems, computers, network devices, intellectual property, and institution websites.

3. IT security entails protecting information assets at a fair cost from unintentional or intentional disclosure, modification, or denial.

4. To support education and research, the computer science department of H.K.E'S S.S.Margol College of Arts, Science, and Commerce seeks to find, provide, and maintain dependable computing facilities, computing network environments, websites, communication facilities, and related infrastructure.

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ಹೈದ್ರಾಬಾದ ಕರ್ನಾಟಕ ಶಿಕ್ಷಣ ಸಂಸ್ಥೆಯ
ಎಸ್. ಎಸ್. ಮರಗೋಳ ಕಲಾ, ವಿಜ್ಞಾನ
ಮತ್ತು ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ
ಶಹಾಬಾದ - 585 228 - ಜಿ. ಕಲಬುರಗಿ
(ಗುಲಬರ್ಗಾ ವಿಶ್ವವಿದ್ಯಾಲಯದ ಸಂಲಗ್ನತೆ ಪಡೆದ)
ನ್ಯಾಕ ಬಿ ಗ್ರೇಡ ಮಾನ್ಯತೆ

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2. Objectives

1) To preserve a secure computing environment and uphold existing legal norms, CSD retains the right to keep an eye on how the facilities therein are used.

2) The term "users" in this document refers to any individual, member of the staff, student, teacher, department, office, or other organization that is managed by H.K.E'S S.S.Margol College of Arts, Science and Commerce and needs the aforementioned services.

3) Users are subject to all policies and guidelines established by the Institution from time to time regarding the use of computing facilities that are given to them or that they possess.

4) This document is intended for internal use, and all users are required to have access to it.

I - Acceptable IT Devices

1) The H.K.E'S S.S.Margol College of Arts, Science, and Commerce must be the official host or owner of any computer, peripheral, or network-capable equipment that is linked to the campus network.
2) CSD retains the right to impose other restrictions on access.

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II Responsibilities of users and user groups

1) All users shall comply with existing federal, state and, other applicable laws.

2) Adhering to copyright regulations for commercial software or other intellectual property.

3) Complying with all applicable laws and rules on networking, communications, and the government.

4) Respecting the appropriate usage guidelines for computer networks accessed via H.K.E'S S.S.Margol College of Arts, Science, and Commerce.

5) Aware of how resources are being used, and contribute to a fair distribution of computer resources by reducing needless network traffic that can obstruct others from using the campus network resources efficiently.

III Data network responsibilities of end users

1) Independent departments, users, or user groups may only create their own local communications environments or local area networks if the facilities are authorized by the college and adhere to established network standards. College will retain the right to watch these networks.

2) Any user group or department planning to connect directly to an external data communications network should do so after consulting with the CS department. The CS department will provide all necessary technical assistance to user groups or departments planning to connect directly to an external data communications network. To preserve the security of the campus network, all such direct communication networks must be physically or logically routed via the central network operations Center of the CS department.

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IV Computing facility provisioning and maintenance.

1) CS dept. is responsible for provision and upkeep of computing facilities given to users. After receiving management permission, the user is given access to the amenities.

2) The user is responsible for the equipment's physical security and must provide it as needed for the College's stock verification. The user must notify the CS department immediately if any peripherals or components of the equipment assigned are discovered to be missing in order to take further action.

3) The user must first get permission from the CS department before connecting any more peripherals to the local area network (LAN). This is also applicable when connecting peripherals to ports outside the computer, such as USB, RS232, and IEEE 1394.

4) The college disclaims all liability for any malfunctions of user-connected personal peripherals.

5) Users must regularly backup the data that is kept on their computers to maintain data availability and security.

6) Any hardware or software-related failures must be reported to the CS Department using the facilities given for reporting, either by the person or the department. The CS department will take all necessary action to rectify the problem as soon as possible. Nonetheless, defects that necessitate a significant increase in costs might need to be approved by relevant authorities.

7) The user or department must insist on receiving a documented service report outlining the assistance given from the support staff. All support calls that are handled by support staff must be recorded. The person or division is in charge of ensuring that the service report is comprehensive in all respects, including any elements that the service employees may have removed or modified.

8) The equipment that has been assigned to the person or the department shall continue to belong to the College.

9) The College has established distinct guidelines and limitations pertaining to students' use of digital devices on campus. Nonetheless, students must follow all guidelines outlined in the IT policy when using these devices on campus.

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V. Provision of computing software and maintenance

1) The college shall supply all software required to run the devices assigned to the user.

2) The College retains the right to protect the administrative passwords for all of the Institute's equipment.

3) After getting prior approval from the Cs department, users are free to install any programme on the equipment that has been given to them. Any software of this type that may be put on the apparatus must be utilised for the objectives outlined in Paragraph 1.2. However, the computer science department has the right to prevent users from installing any software that can endanger the equipment's security and integrity or the campus network.

4) Only authorised copies of the original suppliers' software may be installed on user computers. Users are encouraged not to use any unlawful or unlicensed versions of copyrighted software.

5) If necessary, the CS department will see to it that system and application software is reinstalled. Users must submit requests for the same using the tools provided for doing so.

6) Users are not permitted to download software from the College on their PCs or to copy, duplicate, or distribute it.

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