



SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107



MANAGEMENT INFORMATION SYSTEM

Policy
Version 2.0



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NOTIFICATION

Ref: **SMVEC / IQAC / ACAD / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC.

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the Management Information System Policy. This will come into force with immediate effect.



Dr. AA. Arivalagar
IQAC coordinator



Dr. S. Anbumalar
Dean Academics (Circuit)



Dr. V.S.K. Venkatachalapathy
Director cum Principal

MANAGEMENT INFORMATION SYSTEM POLICY

SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE, PUDUCHERRY

OVERVIEW

Sri Manakula Vinayagar Engineering College, Puducherry has a policy that governs the use, privacy and security of its computer systems, databases, networks and information resources. The users, namely, faculty, administrative staff and students are required to adhere to the policy relating to ownership, registration of IT resources, unacceptable use and disposal of e-waste. The primary purpose of IT resources being academic, users are responsible for maintaining confidentiality of material stored in the devices and must exercise discretion regarding personal use of these resources. SMVEC reserves the right to audit networks and equipment on a periodic basis to ensure compliance with this policy. Any hardware or software purchased must be registered in the campus asset management system before it becomes functional. Condemned hardware must be checked and approved by authorized technical staff of the college before handing over to certified e-waste recyclers. Users joining the institution will be allotted accounts with unique user IDs and passwords by the System Analyst which will be blocked on leaving the institution

RATIONALE AND SCOPE

The purpose of this policy is to outline how the College manages the personal information that it collects or that is otherwise provided to it, as well as how stakeholders may access this information. This policy applies to all stakeholder groups: parents, students, alumni, and industrial experts related to the College. It also applies to individuals making application for positions of employment within the College.

COLLECTION OF PERSONAL INFORMATION

Purpose of Collecting Personal Information

The College's primary purpose in collecting personal and sensitive information is to facilitate the provision of its educational programs, including pastoral care.

TYPES OF INFORMATION THE COLLEGE COLLECTS

The types of information the College collects and holds includes, but is not limited to, personal information (including health and other sensitive information) about:

- Students and parents and/or guardians before, during, and after the course of the student's enrolment at the College

- Job applicants, staff members, volunteers, and contractors and
- Other people who come into contact with the College.

PERSONAL INFORMATION YOU PROVIDE

The College will generally collect personal information held about an individual by way of forms completed by parents or students either prior to their Application submission at the College or during the course of face-to-face meetings, interviews, emails, or telephone calls. On occasion, people other than parents and students may provide personal information. Typically, the types of personal information collected by the College include names, residential and/or postal addresses, telephone numbers, email addresses, marriage status, and so on.

DEALING WITH UNSOLICITED PERSONAL INFORMATION

In cases where the College receives personal information about an individual that it has not requested, the College will:

- Determine whether or not, it could have collected the information under normal circumstances
- Destroy the information in an appropriate manner if it determines it would not have ordinarily collected such information
- Store and manage the information as though it had collected it under normal circumstances, if it determines the information could have been collected in such a case.

UTILIZATION OF PERSONAL INFORMATION

The College will use the personal information it collects from you for the primary purpose of enabling the College to efficiently deliver its educational programs, and for such other secondary purposes that are related to the primary purpose of collection and which could be reasonably expected by the stakeholder, or to which you have consented.

Students and Parents

- The primary purpose of collection of personal information relating to a student and/or parents is in the provision of education for that student.
- The purposes for which the College may use the personal information it collects about students and parents includes:

- Keeping parents informed about matters relating to their wards education. This is typically achieved through Student Progress Letter, newsletters, and other publications of the College
- The day-to-day administration of the College
- Looking after the student's educational, social, and medical welfare
- Use in marketing and promotional opportunities that are in the best interests of promoting the good name of the College and its community
- In some cases where the College requests personal information about a student or parent, if the information requested is not provided, the College may not be able to enroll or continue the enrolment of the student or permit the student to take part in a particular activity where it is required.

JOB APPLICANTS, STAFF MEMBERS AND CONTRACTORS

- In relation to personal information about applicants for various positions of employment at the College, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member etc. as the case may be.
- The purpose for which the College uses personal information relating to job applicants, staff members, include:
 - administering the individual's employment, as the case may be
 - for insurance purposes
 - Use in marketing and promotional opportunities that are in the best interests of promoting the good name of the College and its community

MARKETING AND PROMOTIONS

Though the College relies primarily on positive word of mouth for its promotion, there are occasions where other methods of promotion and marketing will be employed. The College also collects personal information for advertising and related purposes, where parents have provided consent for this occur. College publications, such as newsletters, yearbooks, Annual Reports, and websites may be used for marketing purposes.

COLLEGE DISCLOSURE OF PERSONAL INFORMATION

Disclosure for Various Purposes

There are a variety of circumstances in which the College may disclose personal information, including sensitive information, held about an individual. Disclosure of

personal information mainly occurs in relation to the stated primary purpose of facilitating the College's educational programs and those items may include disclosure to:

- Government departments
- Medical practitioners or other health services
- People providing services to the College, including counsellors, specialist visiting teachers, and sports coaches
- Recipients of College publications, such as newsletters and yearbooks
- Parents
- Another Institution
- Anyone to whom we are required to disclose the information to by law
- Anyone the individual authorizes the College to disclose information to
- Anyone the individual would reasonably expect the College to use or disclose the information to.

Consent and Right of Access to the Personal Information of Students

- The College respects every parents' right to make decisions concerning their wards education and nurturing.
- Generally, the College will refer any requests for consent and notices in relation to the personal information of a student and their respective parent. The College will treat consent given by parent as consent given on behalf of the student, and notice to parents will act as notice given to the student.
- Parents may seek access to personal information held by the College about them or their child by contacting the Registrar Office. However, there are occasions when access may be denied. Such occasions would include:
 - Release of the information would have an unreasonable impact on the privacy of others
 - Release may result in a breach of the College's duty of care to the student.
- The College may, at its discretion, on the request of a student, grant that student access to information held by the College about them, or allow the student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

Enquiries and Complaints

If you would like further information about the way the College manages the personal information it holds, or wish to lodge a complaint that you believe the College has breached the Privacy Principles, please contact the Registrar Office. The College will investigate any complaint in accordance with its Complaints and Grievances procedures and will notify you of the making of a decision in relation to your complaint as soon as is practicable after it is made.

