ICT Policy – SSK

ICT Unit is an important part of SSK. In order to promote usage & enhance productivity of user, an organizational & Employee friendly policy for ICT is being implemented -

1. For every user, ICT unit shall provide an official email along with password. It is mandatory to use official emails for office work. Password can be changed by employee at any time.
2. The data/files/folder and all official work should be stored in their respective folder on Local Server. The ICT unit in charge is authorized to format/delete the data or change laptop/desktop without prior information of the user.
3. No personal data in official laptops/desktops or download of such types are permitted.
4. The password of the email and local folder access can be changed at any time by the user.
5. In order to use pen drive, external hard disk CDs/DVDs, the system kept at ICT unit should be used with consent from IT In charge. Also smart phones should also not be connected with official electronics equipments.
6. No employee is permitted to carry official electronics equipments outside the office campus. If required to do so (On Urgency basis), it should be approved by ICT Unit In charge & in such a case, all the responsibility of electronic items will be of the user. In case of miss handling, loss or theft, the user will be accountable for the same.
7. It is not encouraged to use social websites, online shopping website, job portals, YouTube, Torrents, Videos downloading sites and other Unproductive websites during office hours, as it is considered as Time Killing & Unproductive.
8. In field office, each user should have their respective folder in desktop/laptops, and should save all the work in their respective folder. All the files found other than so, can be deleted without prior information.
9. SSK's Wifi Services are for guest of SSK and hence your desktops/laptops are fully equipped with internet services required at office.
10. In case of change in electronic item's location, the same should be reflected in SSK's Asset register.
11. Kindly consider the environment before printing documents. It is recommended to print oly those documents that are required including Color prints.

Reference -

- **User** – Employee or Intern or Volunteer
- **Electronic equipments/ Items** - Laptops, Desktops, Handy Cam, Digital/Still Cameras, Pen drives, Memory card, External Hard Disk, etc