



Khalsa College of Engineering & Technology

ਖਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਇੰਜੀਨੀਅਰਿੰਗ ਐਂਡ ਟੈਕਨੋਲੋਜੀ

Governed by Khalsa College Charitable Society, Amritsar, Estd. 1892

Approved by AICTE, New Delhi & Affiliated to IKG Punjab Technical University, Jalandhar (Govt. of Punjab)



Accredited By NAAC Grade "A"

Ref No. KCET/545/06/25

Date 12-06-2025

IT Policy

Khalsa College of Engineering and Technology, Amritsar provides all the faculty/staff members and students with a highly networked IT System at campus for the academic use. All the faculty/staff members and students using IT facility of the college are advised to abide by the rules and regulations regarding use of IT infrastructure of the college as below

1. The college's IT infrastructure should only be used for official and academic purposes by faculty, staff and students. If it is used for any personal purposes by any of its users, then it must be done so with the prior permission of the college authorities and in accordance with all IT rules and regulations.
2. All the users of college IT infrastructure are expected to respect the privacy of other users and they may not allow any kind of sharing of IT information with others. It is the responsibility of IT users to protect their account from unauthorized use by keeping their IT information secure and safe with strong and effective passwords. Sharing of IT information for any purpose whatsoever is strictly prohibited. All the official information or data must be shared through college official email accounts.
3. Attempts made in light of forging other accounts, access to personal information of any faculty/staff or student or hacking passwords is strictly prohibited.
4. Downloading, installing or usage of any unauthorized software, using college IT infrastructure, without the permission of college authorities is strictly prohibited.
5. All the users of IT infrastructure of college are advised to use their official email addresses for all the formal communications.
6. Use of IT infrastructure of the college to instigate personal information or space of any user is strictly prohibited and sentenced for legal criminal action.
7. All the official information of the college is always shared through college official website, email or groups formed. Sharing of information through any other unofficial mode is strictly prohibited.
8. All the emails or accounts require forming using the college name, need to be created with prior permission of the college authorities only.
9. All the users of IT infrastructure of college are advised to use only college WiFi network and avoid creating any personal network setup.
10. All the users of the IT facilities of the college are responsible to take care of the systems handed over to them. Any damage, repair or disposal of IT infrastructure will be done as per the E-waste policy of the college.
11. IT labs of the college must be cleaned and free from any kind of unnecessary material that can damage the IT systems setup in the labs.
12. Use of college labs or IT System for personal purposes is not allowed.



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13. Transfer of any offended material or information on any of the college accounts will subject to strict action.

14. Use of college IP in any unwanted matter like sharing of any false or misleading communication through emails or social media will subject to legal criminal action against the user.

The college IT Policy is subject to revision as per the dynamic technological changes and all the information regarding changes will be shared promptly on the college official pages. The user(s) of the college IT infrastructure is responsible for its safety and if found in disobeying any of the said rules and regulations will not be excused.


(Dr. Manju Bala)
Director