

DIGITAL POLICY

1. Purpose and Objectives

The Digital Policy of LBS College of Engineering, Kasaragod (LBSCEK) aims to promote the effective, responsible, and secure use of digital technologies in teaching, learning, research, and administration. The policy supports digitization, transparency, efficiency, and accountability across institutional activities while ensuring data security and ethical digital practices.

The objectives of this policy are to:

- Integrate digital tools into teaching, learning, evaluation, and academic management.
 - Promote paperless, transparent, and efficient administrative processes.
 - Ensure accurate, timely, and secure maintenance of academic and administrative data.
 - Safeguard institutional data, privacy, and confidentiality.
 - Create awareness on responsible digital usage, cyber safety, and digital ethics among stakeholders.
-

2. Scope

This policy shall apply to:

- All faculty members, students, administrative staff, and supporting staff of LBSCEK.
 - All institutional digital systems and infrastructure, including:
 - Academic management platform (ETLAB or approved academic ERP)
 - Administrative and accounting software (LOGICS or approved systems)
 - Institutional email, online communication tools, and digital repositories
 - Computer systems, laboratories, servers, networks, and licensed software
 - The official website of LBSCEK and institutionally approved digital platforms
 - All academic, administrative, research, and communication activities carried out using digital resources.
-

3. Guidelines

A. Digital Infrastructure and Access

- The institution shall provide reliable internet and Wi-Fi connectivity across academic and administrative areas.
- Academic data such as attendance, internal assessment marks, and course-related details shall be maintained through the approved academic management system.
- Administrative and financial operations shall be carried out using approved digital platforms.

- Only authorized users shall access institutional digital systems.
- Use of licensed and approved software on institutional systems is mandatory.

B. Academic and Administrative Digitization

- Faculty members shall update attendance, internal marks, and course-related information within stipulated timelines.
- Course materials, lesson plans, laboratory manuals, and academic records shall be maintained in digital format.
- Departments shall maintain digital copies of course files, reports, and academic documents.
- Administrative records, payroll, accounting, notices, and official communications shall be handled digitally as far as possible.
- Paper-based processes shall be minimized wherever feasible.

C. Data Security, Privacy, and Digital Ethics

- All users shall protect their institutional login credentials and ensure secure access.
- Institutional data shall be accessed strictly on a need-to-know basis.
- Regular backups of critical academic and administrative data shall be ensured.
- Confidential and sensitive information shall not be disclosed without proper authorization.
- The institution shall comply with applicable provisions of the Information Technology Act, 2000 and related data protection norms.
- Ethical digital behavior, academic integrity, and responsible use of online platforms shall be strictly followed.

D. Website and Online Communication

- The official website of LBSCEK shall be the authentic source of institutional information.
- Content updates shall be carried out through an authorized Website Committee under the supervision of the Principal.
- Official announcements, notices, and communications shall be issued through institutional email or approved digital platforms.
- Creation and operation of official social media pages or online communication channels shall require prior approval from the Principal.
- All digital communications shall maintain professionalism and institutional integrity.

4. Penalties and Non-Compliance

- Unauthorized access, misuse of institutional digital resources, or violation of data security norms shall attract disciplinary action as per institutional rules.

- Sharing of login credentials, data manipulation, or misrepresentation of academic or administrative records is strictly prohibited.
 - Plagiarism, unethical online behavior, or misuse of digital platforms may result in academic or disciplinary penalties.
 - Failure to update mandatory academic or administrative digital records within prescribed timelines may lead to adverse remarks in internal reviews or audits.
 - Repeated or serious violations shall be reported to the Principal and may result in suspension of digital access or further disciplinary action as per institutional regulations.
-