



THASSIM BEEVI ABDUL KADER COLLEGE FOR WOMEN

A Minority Institution Sponsored by Seethakathi Trust, Chennai.
Recognized by DBT under Star College Scheme, Ministry of Science and Technology, Govt. of India.
An Autonomous Institution Affiliated to Alagappa University, Karaikudi.
Accredited by NAAC with "A" Grade [CGPA:3.16] & ISO 9001:2015 Certified Institution.
Recognized by UGC under 2(f) & 12 (B).
Kilakarai - 623517, Ramanathapuram District

IT Policy

Need for IT Policy

The purpose of the IT policy is to maintain, secure, and ensure the legal and appropriate use of Information Technology infrastructure established by the institution. The policy aims to be responsible and protect the Confidentiality, Integrity, and security of the information assets that are accessed, created, managed, and/or controlled by the College. The Information assets of the college include data, Information systems, network devices, software, intranet, internet services, IT appliances, Software applications, and other IT-related hardware and software-related services, as well as verbally communicated information.

Thassim Beevi Abdul Kader College for Women (Autonomous) college is getting its Internet bandwidth from BSNL. The total bandwidth availability from the BSNL source is 200 Mbps. The college is providing access to the Internet to their Teaching faculty, Non-teaching staff and others.

Roles & Responsibilities of the IT Committee

- Review and approve plans for major IT projects and decisions
- Prepare the Annual IT Budget of the institution and place it for approval before the Principal and Management to ensure that steps are taken towards technology advancements.
- Plan at the end of each academic year for the upgradation of IT infrastructure for the next academic year, to support evolving requirements of the learner and educator communities of the institution.
- Provide strategic documents and planning and input on firm projects that can bring digital revolution towards the approach.

Principal
Thassim Beevi Abdul Kader
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- Progress action plans to respond quickly and appropriately to IT maintenance issues and difficulties.
- Administer all IT-related work and conduct annual stock-taking of IT hardware and assets used for academic and administrative purposes.
- Educate all teaching staff, non-teaching staff, and students on the importance of sensitive and purposeful usage of computers and other IT-related equipment on campus.
- Conduct frequent awareness drives for the same.
- Do regular checks of the computer stock registers maintained in all the laboratories, Administrative office, and COE centers.

Hardware and Software Procurement Policy

- All IT systems are purchased with a warranty and after the expiration of this warranty, they are efficiently maintained through an effective annual maintenance policy which is aligned with the distributors and vendors.
- Maintenance includes OS re-installation, virus scans, bandwidth capacity monitoring, internet downtime, communication cable fault, UPS monitoring, firewall renewal, antivirus upgrades, device replacements, Software up-gradations, utilization maintenance of software like Adobe, etc.
- All departments are provided with desktop computers/laptops and a Projector, internet connectivity, and a printer. These are for the use of department faculty members, who are responsible for ensuring compliance. Systems are purchased at the request of the Head of the Department which goes through multiple levels of approvals from the Principal and financial authority. Troubleshooting/replacements are handled by external service engineers as per the annual maintenance policy of the college.

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- All systems and network devices are connected to electrical points through UPS. Regular 24/7 power supply is provided to web servers through recharging batteries. Regular battery maintenance is undertaken for all UPS.
- All the network equipment is monitored and weekly checks are performed by the team of experts which ensures that the quality checks are in place and the integrity is maintained inside the college premises.
- The monitoring activities and supports are performed with the help of the daily tracking system which is deployed inside the campus and has been used by all effectively. Hardware Installation Policy
- Computer systems on campus are administered by system administrators and system Engineers.
- All devices are installed by service engineers who are deployed inside the campus from 9:30 am to 5:00 pm.

Software Installation Policy & Licensing

- OS is installed by system engineer on annual maintenance.
- Application Software Licenses are well maintained and renewed regularly to ensure valid and current updates to all application software.
- Utilization is also measured by the system admin to assess the current usage of the software applications across the campus.

Network (Intranet & Internet) Use Policy

The Technical Support Team is responsible for maintaining the internet and intranet services of the college.

- The college has 200 Mbps internet bandwidth from BSNL. The whole campus is Wi-Fi enabled and internet availability is there at the nook and corner of the college campus.
- All systems are networked and secured.

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Wi-Fi Use Policy

The Campus is fully Wi-Fi enabled.

- Access points are located on all floors in the main block and the annex block, thereby giving access to all ICT classrooms, Lecture hall, laboratories, E-Library, staff rooms and the administrative wing.
- Guests, resource persons and speakers are given access to Wi-Fi on request.

Institute Database Usage Policy

- The institute has its own database creation and access to information policies.
- Information access is restricted for persons outside the institution.
- Any request for information/data is forwarded to the Principal's Office.
- Strict disciplinary action will be taken against any individual or company who conducts unlikely event of any tampering or deletion of the institution's data.

Faculty Use Policy/Responsibilities of Departments

- Faculty members are responsible for the computers and devices of their respective departments, and for ensuring compliance with institutional and process-specific policies.
- Use of institution resources for personal business gain, or for purposes which are inconsistent with the mission of the institution is prohibited and considered completely unethical.
- Unauthorized use of another individual's identification and authorization access is strictly prohibited.

Video Surveillance Policy

- CCTV is installed in majority of the places.
- Videos are monitored on a regular basis.
- Unauthorized access to the Control Room is not permitted at any time.

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- Footages are given on demand and with prior approval from the principal.
- Cameras are serviced regularly.
- Live coverage is monitored by the Principal.

Anti-virus Protection and renewal Policy

- All computer systems in the college are covered under anti-virus protection.
- Application and Data Web Servers are secured with McAfee antivirus protection.
- Regular renewal and updating policies are in place for antivirus and firewalls and are implemented promptly.

Maintenance Policy for Systems and Network

- All Lab systems are maintained and overseen by lab assistants, system administrator and lab faculty in-charge.
- Technical problems such as power issues, booting, network problem, software installation, hardware troubleshooting, hardware replacement, and internet issues are handled by Lab assistants and System engineer.
- Major Networking issues and Operating system failures are restored by the System engineers on call.
- All Lab Computers are cleaned and serviced on regular basis.
- Regular system formats, junk clearance and cache clearance are performed at regular intervals.
- UPS maintenance and monitoring of battery levels are undertaken regularly.
- All Desktop systems are connected to network switches and maintenance of network cables are done regularly.
- Internet cables are well planned across the campus and networking is well designed.

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Guidelines for Students

Access to institution resources engenders certain responsibilities and is subject to institution policies.

- Students must exhibit ethical usage behavior and always reflect academic honesty.
- Students must conduct themselves in the best way gain knowledge and utilize the IT privileges provided to them for learning purposes. Online Meetings/ Conferences/Workshops Policy
- Heads of Departments are given access control to create G-Meet meetings for webinars/Conferences/Workshops with prior approval from the Principal.
- Departments are encouraged to use streaming integrated with YouTube to reach a larger audience.

Remote Support Policy

- The Technical Support team is responsible for enabling remote access.
- Remote access is given using tools such as Anydesk, Team viewer

Review and Monitoring

The policy document needs to be reviewed at least once in a year and updated if required to meet the pace of the advancements in the IT related development in the industry. Review of the policy document shall be done by a committee chaired by Principal & IQAC of the college.

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