



### **Information Technology (IT) Policy**

IT resources in our College are intended to support the educational, instructional, research, and administrative activities of the college. The IT Policy of the institution is formulated to maintain, secure, and ensure legal and appropriate use of information technology infrastructure established on the campus and provide guidelines on acceptable and unacceptable use of IT resources of the college.

#### **Scope**

The IT policy is to set directions and provide informations about acceptable and prohibited actions. The college IT policy is applied to students, research scholars, faculty members, non-teaching staff, administrative officers and guests. The academic process of the institution shall be executed through the latest IT infrastructure, and secure the environment from cyber risks. IT infrastructure, Internet, intranet, data management, security systems and intellectual property of the institution are governed by the IT Policy.

#### **IT Administration**

The IT Policy applied to technology is administered by the college centrally on their own hardware connected to the college. A committee is formed to plan, execute, maintain and monitor the IT infrastructure, system and process in the institution. The composition of the committee includes:

- |      |                   |   |                                 |
|------|-------------------|---|---------------------------------|
| i.   | IT Manager        | - | Nominated senior faculty member |
| ii.  | IT Administrator  | - | Nominated administrative staff  |
| iii. | Committee Members | - | Nominated faculty and staff     |

#### **Roles and Responsibilities**

The IT infrastructure development shall be planned according to the institution. Its needs are identified based on industry requirements and stakeholders feedback. All academic and administrative processes shall have complete IT integration and support. The physical systems, software, Internet, Intranet and other digital facilities shall be established and upgraded periodically. Efficient maintenance and monitoring system shall be implemented by the committee.

#### **Hardware and Software**

The IT administrative section shall device a standard operating procedure for the procurement of IT equipment, installation and usage. Personal computing devices, computer peripherals, networking equipment, biometric devices, telecommunication equipments, mass media streaming devices and other hardwares shall be procured from authorized vendors through legal tender. The IT administration committee is the authority for approving software to be installed and used in the campus. The software of the institution is used only by the members for



an authorized purpose. Other than free software, third party software shall be procured with the necessary license registered in the name of the institution. License shall be renewed periodically. Appropriate anti-virus shall be installed for detecting and disarming malware. Adequate training shall be provided to IT administration personnel to identify and troubleshoot the issues.

### **Networking and Institutional Database Management**

Network connectivity provided by the institution is governed under the College IT Policy. The campus is connected through a safe and secure INTRANET. Network connectivity is provided through an authorized network access connection or virtual private network (VPN). The data centre with adequate servers shall function as the electronic hub for the collection, storage and retrieval of all institutional data. Licensed databases required for the research purpose are procured and used. Well trained staff are appointed for the maintenance of the data centre with adequate provision to back-up all information in the institution.

### **Electronic Communication Systems**

All official communication is through the institutional mail handle. Electronic communication system is the property of the institution. Thereby, all members have to abide by the institutional code of conduct in its use. The institution reserves the right to prevent and modify the harmful communications. Confidential and sensitive information pertaining to the institution shall not be communicated to others.

### **IT Usage — Rights and Privileges**

All authorised members of the institution have the right to utilize the available IT resources. IT infrastructure and software are used with utmost care. The members of the institution have the privilege to suggest the procurement of new technology and software. Software and technology developed by the members shall be authorised for the usage only after the approval of the principal.

### **Inventory Management and Maintenance**

IT equipment and software shall be audited annually to take stock of their status and efficiency and submitted to the financial administrator. Obsolescence in technology shall be identified and rectified in time. All licensing shall be renewed before expiry. Exclusive support staff shall be appointed for IT maintenance. Members of the institution shall abide by the standard operating procedures with regard to the appropriate usage and safety of IT hardware and software. Necessary AMC shall be signed with authorised agencies for maintenance.



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