SENGUNTHAR

ARTS AND SCIENCE COLLEGE

4.3 IT Infrastructure

4.3.1 IT Facilities

IT updation policy

IT POLICY

The IT policy of the college 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. This policy establishes strategies and responsibilities for protecting the confidentiality, integrity, and availability of the information assets which are accessed, created, managed, and/or controlled by the College. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

IN CHARGES OF THIS IT POLICY:

1. *College Administrators in general*
2. *Website Admin, Network Administrator*
3. *LMS Admin*
4. *Software in-charge.*

Software Management Unit has been given the responsibility of running the intranet and Internet services of the college. Software Management Unit is running the Firewall security, Proxy, DNS, email, web and application servers and manages the network of the college. Software Management Unit has been taking appropriate steps by installing firewalls, access controls and installing virus checking and content filtering software at the gateway. However, in the absence of clearly defined IT policies, it is extremely difficult to convince users about the steps which are taken for managing the network. Users tend to feel that such restrictions are unwarranted, unjustified and infringing the freedom of users.

Classification of IT policies

- ✓ IT Hardware Installation Policy
- ✓ Software Installation and Licensing Policy
- ✓ Network (Intranet & Internet) Use Policy
- ✓ E-mail Account Use Policy
- ✓ Web Site Hosting Policy

Further, the policies shall be applicable at two levels:

1. End Users Groups (Faculty, students, senior administrators, Officers and other staff)
2. Network Administrators

It may be noted that the IT Policy applies to technology administered by the college centrally, or by the individual departments, to information services provided by the college administration, or by the individual departments, or by individuals of the college community, or by authorized resident or non-resident visitors on their own hardware connected to the college

This IT policy also applies to the resources administered by the central administrative departments such as Library, Computer Centers, Laboratories, Offices of the college, recognized sub units of the college and wherever the network facility was provided by the college. Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the information technology infrastructure of the college, must comply with the guidelines. Certain violations of IT policy by any member of the college community may even result in disciplinary action against the offender/s by the college authorities. If the matter requires the involvement of legal action, law enforcement agencies may also be informed.

Applies to stakeholders on campus or off campus:

- Students: UG, PG, Research Scholars
- Faculty
- Administrative Staff (Non-Technical/Technical)
- Higher Authorities and Officers
- Guests

Resources

- Network Devices wired/wireless
- Internet Access
- Official websites
- web applications

- Official email services
- Mobile/Desktop/server computing facility
- Documentation facility (Printers/Scanners)
- Multimedia Contents, Surveillance network

IT Hardware Installation Policy

The network user community of the college needs to observe certain precautions while gettingtheir computers or peripherals installed so that they may face minimum inconvenience due to interruption of services due to hardware failures.

A. **Who is the Primary User**: An individual in whose room the computer is installed and is used primarily by him/her is considered to be the "primary" user. If a computer has multiple users, none of whom are considered the "primary" user. The department Head should make an arrangement and make a person responsible for compliance.

B. **End User of Computer Systems**: Apart from the client PCs, the college will consider servers not directly administered by INTERNET UNIT, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the INTERNET UNIT, are still considered under this policy as "end-users" computers.

C. **Warranty and Annual Maintenance Contract**: Computers purchased by any Section/Department/Project should preferably be with 2-3 year on-site comprehensive warranty. Such maintenance should include OS reinstallation and checking virus related problems also. Department HODs should monitor for the proper and timely maintenance.

D. **Power Connection to Computers and Peripherals**: All the computers and peripherals should be connected to the electrical point strictly through UPS if available. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthling and have properly laid electrical wiring.

E. **Network Cable Connection:** While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they might interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its Peripherals are connected.

F. **File and Print Sharing Facilities:** File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through the network, they should be protected with password and also with 'read only' access rule.

G. **Shifting Computer from One Location to another:** Computer system may be moved from one location to another with prior written intimation to the Network Unit, as Network Unit maintains a record of computer identification names (MAC Address, and Serial Number) and corresponding IP address. Such computer identification names follow the convention that comprises the Department name abbreviation and serial number. If any deviation (from the list maintained by Network Unit) is found for any computer system, network connection would be disabled and the same will be informed to the user by email/phone, if the user is identified. When the end user meets the compliance and informs the Network Unit in writing or by email, connection will be restored.

Software Installation and Licensing Policy

Any computer purchase made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed. Respecting the anti-piracy laws of the country, the College IT policy does not allow any pirated/unauthorized software installation on the college owned computers and the computers connected to the campus network. In case of any such instance, the department/individual shall personally be responsible for any pirated software installed on the computers located in their department/individuals' rooms.

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Promoting Free and Open Source Software (FOSS)

Free and Open Source Software (FOSS) Community is "By the Community, For the Community, of the Community, To the Community on No Profit No Loss Basis. Open Source Software, will always remain free. There is no license to pay to anybody." The central and state governments have introduced policies on the adoption of open source software, which make it mandatory for all software applications and services of the government be builtusing open source software, so that projects under Digital India "ensure[s] efficiency, transparency and reliability of such services at affordable costs". The Government realizes thatFree Software presents a unique opportunity in building a truly egalitarian knowledge society.

Antivirus Software and its updating

1. Computer systems used in the college should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

2. Individual users should make sure that respective computer systems have current virusprotection software installed and maintained. He/she should make sure that the softwareƀ running correctly. It may be noted that any antivirus software that is running on a

Computer, which is not updated or not renewed after its warranty period, is of practically no use. If these responsibilities appear beyond the end user's technical skills, the end-user is responsible for seeking assistance from any service-providing agency.

Network (Intranet and Internet) Use Policy

Network connectivity provided through the College, referred to hereafter as "the Network", either through an authenticated network access connection or a Virtual Private Network (VPN) connection is governed under the College IT Policy. The Communication & Information Services (INTERNET UNIT) is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the network should be reported to INTERNET UNIT.

IP Address Allocation

Any computer (PC/Server) that will be connected to the network, should have an IP address assigned by the INTERNET UNIT. Following a systematic approach, the range of IP addresses that will be allocated to each group is decided. So, any computer connected to the network from that group will be allocated an IP address only from that Address pool. Further, each network port in the room from where that computer is connected will have binding internally with that IP address so that no other person uses that IP address unauthorized from any other location.

As and when a new computer is installed in any location, the concerned user can download the application form available for the purpose of IP address allocation and fill it upand get the IP address from the INTERNET UNIT.

An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port. IP addresses are given to the computers but not to the ports. IP address for each computer should be obtained separately by filling up a requisition form meant for this purpose.

Dial-up/Broadband Connections

Computer systems that are part of the campus-wide network, whether property of the college or personal property, should not be used for dial-up/broadband connections, as it violates the college's security by way of bypassing the firewalls and other network monitoring servers. Non-compliance with this policy may result in withdrawing the IP address allotted to that computer system.

Email Account Use Policy

In an effort to increase the efficient distribution of critical information to all faculties, staff and students, and the college administrators, it is recommended to utilize the college email services, for formal communication and for academic and other official purposes.

Email for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and

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individuals. Formal communications are official notices from the college to faculty, staff and students.

These communications may include administrative content, such as human resources information, policy messages, general messages, official announcements, etc. To receive these notices, it is essential that the email address be kept active by using it regularly. For obtaining the college email account, the user may contact INTERNET UNIT for email account and default password by submitting an application in a prescribed Performa.

Web Site Hosting Policy

Official Web pages must conform to the college Web Site Creation Guidelines for Web site hosting. As on date, the college webmaster is responsible for maintaining the official web site of the college viz., **http://www.senguarts.co.in** only.

Video Surveillance Policy (CCTV)

Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will be prevented from focusing on the frontages or rear areas of private accommodation. Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a 24 CCTV/IP Camera installation is in use.

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

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