NallamuthuGounderMahalingam College

(An Autonomous Institution, Affiliated to Bharathiar University)

90,PalghatRoad,Pollachi -642001,Coimbatore, Tamil Nadu, India.

95th Rank in NIRF –2023 - Among Colleges in India.

INFORMATION TECHNOLOGY POLICY

Preamble

The NGM College Information Technology (IT) Policy decides hence forth the central policies that govern the responsible usage of all users of the College's information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every user of IT resources of the College is expected to be known with and strictly adhere to this policy. Users of the IT facility are responsible to properly use and protect information resources and to respect the rights of others.

Objectives

Each user of the college information resources must ensure that it is used for promoting the goal of the college towards teaching, learning, research, and administration. In particular, the major objectives of this document are:

- ➢ To ensure the integrity, reliability, availability, and superior performance of the college IT Systems/establishments
- ➢ To ensure that the IT resources protects the official e-identity (allocated by the college) of an individual
- ➢ To ensure that all the users of the college are responsible for adhering to the procedures governing the implementation of this Policy document.

Applicability

The IT Policy applies to all college faculties, students and all others using the IT facilities/resources, whether personally or of College owned which access transmits or stores various types of related information.

IT usage and Limitations Standard operating Procedures

The users of the NGM College shall make effective usage of campus collaboration systems, internet, wireless resources, official websites (including college website, library portals, and online admission systems) and ERP solutions (CAMU – ERP), Learning Management System, Remote Login based facilities of the college and E-Library resources.

1. The college shall stress upon the users to comply with college policies and legal obligations (including licenses and contracts).

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2. The college shall strive to arrange for awareness programmes to acquaint the users with the effective usage of IT resources.

3. Prohibited Use - The users shall not send, view or download fraudulent, Obscene, threatening, or other messages or material that is a violation of applicable law or college policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.

4. Copyrights and Licenses - Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using the college's information resources is a violation of this policy.

5. Commercial Use - the College IT resources shall not be used for any Commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under college rules.

6. E mail – a separate dedicated server is maintained for college website and staff mails (Google Workspace) for college purpose only.

Standard operating Procedures

The purpose of a standard operating procedure in NGM College is to provide detailed instructions on how to carry out various IT Resources utilization so that the user can carry out the usage of resources correctly every time. The standard operating procedure should restate and expand a well written title. The office of information technology services is composed of seven organizational units:

1. System administration and server infrastructure, Academic computing, security and CCTV network.

2. Network Administration and Infrastructure: Telephone services and LAN.

3. Instructional Technology and web services.

4. Technical service and field service, Classroom technology, multifunctional devices and imaging.

5. Help desk.

6. Storage backup and digital printing services.

7. Budget and office management.

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Information Security

The NGM College IT education sector needs to secure its applications and systems. It overcomes any challenges that come in the way of information security. Other than that, there is data theft that can potentially affect all levels of education. The data can be wrongfully used to sell the information or be used as a tool to extort money.

It should focus on major security issues like Critical infrastructure, Network Security, Application Security, Cloud Security, End user education, Disaster recovery and Storage security. To meet out above security levels fire wall or necessary tools should be procured and used for maintaining the security.

Wi-Fi Security

College Wi-Fi is available in the whole campus. The access to college Wi-Fi restricted to registered users. The access to college Wi-Fi is restricted to the authentic users only. Usage of college Wi-Fi in an unregistered device by spoofing/tethering will be treated as violation of this policy. Even if the access id is different, the registered Wi-Fi user is the sole responsible person for all the communications originated from the authentic device.

IT System Management

System Management: The College shall lay down educational processes for the management of hardware and software assets that facilitates the usage of IT resources in the college. This shall include procedures for managing the purchase, maintenance, utilization, energy audit, and disposal of software and hardware within the college and periodical IT stock verification.

Copying and Distribution: The College shall ensure that there is no violation in the copying and distribution of proprietary and licensed software's.

Risks: The College shall emphasize on managing the risks involved for the usage of IT resources. This shall include standard procedures for identification, minimization and monitoring of risk impact by preventive and corrective measures. This should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access.

Open Source Asset: The College shall endeavor towards the promotion and effective usage of open source software's.

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Violation of Policy

Any violation of the basic objectives and areas mentioned under the IT Policy of the college shall be considered as a violation and as a misconduct and gross misconduct under college Standard operating procedure.

Policy Review

The Policy document needs to be reviewed at least once in two years and updated if required; so as to meet the pace of the advancements in the IT related development in the industry. Review of this policy document shall be done by a committee chaired by Principal. The other members of the committee shall comprise of the Head – IT Infrastructure, Deans, Head of CS Cluster, other members as nominated by the Chair.

Social Media Policy

No person is authorized to create any title in the name of college in any social media. Social media promotion can be made only when obtaining proper authorization from the head of the institution.

Do not make any derogatory, defamatory, rude, threatening or inappropriate comments about the college, or anyone at or connected with the NGM College. Use social networking sites responsibly and ensure that neither their personal/professional reputation nor the college reputation is compromised by inappropriate postings.

Security and Integrity (Firewall and Antivirus Policy)

Personal Use - The College IT resources should not be used for activities violating the basic functionality and mission of the college, except in a purely incidental manner.

The users must refrain from making any unauthorized access of information in order to promote secure access of Networks and Computers.

The competent system administrator may access the information resources for a legitimate purpose.

Firewall (SonicWall) – Additional procedures to maintain a secured flow of internet and intranet-based traffic in the campus shall be managed through the use of Unified Threat management (firewall).

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Anti-virus and security updates (Quick Heal) - The regular updating of the anti-virus policy and security updates should be done for the protection of computing resources where ever required.

E Waste Management

The institution as undertaken a number of E-waste management initiatives with the objective of creating an eco-friendly environment in the campus.

The major e-waste such as written off instruments / equipment's, LED monitor, printers, computers are to proper channel at least once in year.

UPS Batteries are exchanged by the suppliers.

All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal to proper channel.

The waste compact discs and other disposable non-hazardous items are used by students for decoration.

The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management.

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