MES ASMABI COLLEGE

IT POLICY

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PRELUDE

The Information Technology Policy of M E S Asmabi College (hereafter referred to as the IT Policy or the Policy) is framed to sustain, safeguard and ensure the legal use of Information Technology infrastructure established by the institution on the campus. The IT policy stands for cementing strategies and responsibilities for protecting the Privacy, Integrity, and Availability of the information assets that are accessed, created, managed and/or controlled by the College. The term information assets encompasses all aspects as covered under Information Technology jargon like tangible (hardware) and non-tangible (including Intellectual Property) components.

Realizing the significance of IT and ICT in teaching, learning and research the institution has designed its IT facilities with a futuristic approach since 1993. There took place timely updates and upgrades in the quantum and quality of hardware, software and networking services in par with the demands of changing times.

IT and ICT being an ever-growing applied knowledge domain there arises a need for ensuring security regarding data entering into and exiting the IT segments of an institution. The situation demands appropriate checks and controls at all levels. Selection of hardware including computers and peripherals, suitable choice of operating systems, other software & applications, devices for networking, topology planning, firewall settings, installation and setting of proper virus scans and content filters, and speed and quality of internet use is considered in the IT policy of the College. Safe and fruitful use of computers and associated resources with no infringement of user's freedom culminating in quality services with a focus on institutions' development is the highlight of the IT policy.

Components and definitions of the Policy

The components of the policy include: Hardware installation, Storage devices, Software installation & Licensing, Network use, Mobile Device use, Email Account use, Database use, Social Media use, Network/System Administration and cyber security.

The term End User is applied hereafter to stakeholder's viz. Faculties of all kind, Students, Managing Committee members, Senior Administrators (NTS), other staff and alumni. Visitor users are also considered as End Users provided they use the facilities/services with the informed consent from Head of the Institution (Principal). In the college ERP the principal is the super admin and every activity is monitored through AI enabled login and activity register.

Computers, peripherals or other devices or software owned by individuals or these facilities brought via Research Projects of faculties are bound to comply with the IT Policy of M E S Asmabi College. Any breach of the policy will qualify for disciplinary action and/or legal action.

PURCHASE

- Kerala State Government rules are applicable for the Purchase of IT equipment, software, applications and services. But he Management and administrative wing has set certain terms and conditions within the boundaries of these rules with the noble aim of ensuring better transparency and safety. All rules and regulations as applied to the purchase of other materials apply to IT related materials as well.

- The purchase of IT related equipment and services are subjected to scrutiny and approval of the Purchase Committee formed in the College as per Government rules. In order to double check the configurations and standards (if applicable), quality and safety, the purchase proposals are released for the perusal of IT expert personnel in the institution.

- A proper inventory of items shall be maintained.

- Every requirement is taken as a proposal from the Department HoDs and are properly scrutinised by the principal through system administrator and further verified by the proposal committee and the office administration prior to sanction.

Compliance

- Strict compliance with the pre-set IT Policy guidelines of the College is mandatory for all departments. This is applicable for purchase, maintenance, use and disposal of equipment and services.
- Any stakeholder can and must report the misuse or improper use of IT infrastructure and services to the authorities concerned.
- Any unlawful act as described above shall be deemed fit for disciplinary action by the Principal and/or Managing Committee of the College.

EMPLOYEE TRAINING

Training in IT usage is given by the Management to employees and attending the same is made mandatory. The training is focused on the mode of using intranet, special application software, usage of pay and student support related government software and portals, use of University portals and ERP of the institution. The IQAC is ensures the quality trainings are obtained for the staff and students.

IT SUPPORT:

- Trained system administrator and expert faculties in IT and authorised service personnel are available to support employees in case of any support to resolve IT related issues including technical snag.
- It knowledge are ensured for critical posts such as Librarian, IT reated department staff, Research departments, Research Nodal officers, office administration and trainings are given for upgradation in time.

- It will be the responsibility of the individual employee/team of employees to report the issue in writing countersigned by Head of the Institution which shall be handed over to the supported team.

- 4. Faculties shall supervise IT infrastructure use by students and if issues are raised by students shall be recorded for reporting via proper channel.

- 5.Student and other stakeholders have to sign logbook to keep track of usage so as to trace the problems and facilitate quick resolving of the same.

- 6. Installation of new hardware, software or other facilities, replacement of old/damaged systems, battery backup etc.: This will be done with the support of IT Team and or system administrator or authorised service people.

- 7. Problems shall be resolved on a need and priority basis.

EQUIPMENT USAGE AND REGISTER POLICY:

This leg of the policy stands for conveying faculty and other staff about equipment usage, rules for allocating equipment to employees, departments, and different sections or sponsored/other projects.

- The system admin/ authorised IT experts in the College have to maintain a record of system configuration, memory capacity and other technical details of all systems in operation in the institution. Upgradations done if any should be recorded in a proper manner. A register of installed OS/other software/applications etc. are also to be maintained. OS partitioning if done in any system(s) should be highlighted.

- During the usage of computers/other equipment by students, either stand alone systems or systems in computer lab, library etc. entries should be made in the log book indicating the system number in use, date, start time of usage, end time of usage, name and signature of the student and a remarks column with necessary comments (if any) by the teacher/staff in charge/system administrator. The faculty/staff in charge should countersign the log book on session/hour basis.

- System/equipment malfunctions/underperformance/error if any should be reported in time to the Head of the institution in writing indicating the nature of trouble etc. The issue should be brought to the notice of system administrator without delay.
- Staff/teacher in charge of the lab/library hour/usage time shall supervise the student usage to ensure productive and snag free user experience.
- Teachers can use PCs, laptops (personal or official) in classrooms to support teaching process.
- Data submission works of teachers' especially internal marks uploading, etc. should be restricted through computers made available for this specific purpose in the central office.
- The same procedure for error reporting are in force during System/other IT infrastructure usage by faculties/other staff.
- Excessive usage of mobile phones by staff is not permitted during working hours.
- Students are not permitted to bring and use mobile phones in the campus. But they are permitted to do so for special purposes like M learning sessions, digital learning workshops etc.
- The labs, library and department have to keep and maintain a maintenance register for making entries regarding reported problems and keep track of timely resolving of issues.
- The department/library/ section will keep a stock register of all items related to IT. The register should be adequately updated with signature of the Head of the Department and countersigned by Head of the Institution. The stock register has to be subjected to annual stock verification.
- The central administrative office is maintaining maintain a register of allocation of purchased IT resources/equipment/software/application whichever the case may be. The contents of the register are the item name, date of purchase, date of

allocation, department/section/person of custody and remarks regarding its movement to other sections/ damage if any etc. The administrative officer of staff in charge authenticated by the Principal (Head of the Institution) will be the custodian of the allocation register.

COMMUNICATION AND GENERAL ETIQUETTE

- Landline phones, official mobile numbers and email IDs which are available in public domain of the college (website) will be the default/immediate point of contact to the College for persons from outside.

- Students, alumni and parents can give feedbacks on Teaching and Learning, College infrastructure etc. through the portal on the website using their login credentials. The credentials for logging in shall be allocated by System Administrator/ ERP Personnel.

- Social media groups created by faculties may be used for official communications and interactions. Strict decorum should be maintained in College related social media. Students are not permitted post any official information in college related social media groups without prior consent from faculty admins.

NETWORK ACCESS AND SECURITY:

- Sufficient Internet Bandwidth will be provided for smooth access to the online resources and services. Frequent speed check will be done to guarantee the speed offered by the provider.

- All systems in use are network connection enabled.

- Network security is provided through Firewall, Web Security and content filters wherever necessary.

- All computers/laptops should be loaded with functional antivirus programmes of standard quality. Continued protection has to be ensured by frequent renewal of it either manually or online. System administrator shall be the official in charge of this service.

- OS Installation CDs and such supporting items are to be made available for anytime support. This is the responsibility of the system administrator.

- Data backup is normally set up during OS installation. Additional facilities like external storage devices of sufficient capacity should be in place.

- Sufficient battery/UPS back up shall be ensured before usage for smooth functioning of systems in order to avoid data loss and to avoid system or equipment failure/damage due to sudden power outage.

E-WASTE MANAGEMENT

- M E S Asmabi college is committed to follow green computing procedures in tune with the larger interest of protecting Mother Earth. This is achieved via the following:

- Energy saving standard systems only are purchased.

- Computers are set to go into sleep or hibernation mode to save power when systems go idle.

- Cold booting is done whenever and wherever possible.

- Electronic wastes are sorted and collected in a separate isolated area away from direct sunlight and heat.

- E- Wastes including exhausted batteries are safely disposed before six months, the maximum storage period permissible as per GoI rules.

- Old systems are used for basic computer training purposes.

- Removable inner parts like RAM, processor etc. is properly and safely encased and preserved as hardware exhibits for study of computer components.

- Usable components are supplied free-of-cost to needy people.

- We have conducted e-wate collection drives for the public following our policy.