V.V. VANNIAPERUMAL COLLEGE FOR WOMEN

(Belonging to Virudhunagar Hindu Nadars)

An Autonomous Institution Affiliated to Madurai Kamaraj University

Re-accredited with 'A' Grade (3rd Cycle) by NAAC

VIRUDHUNAGAR - 626 001. (TAMIL NADU)

e-mail : officevvvc2014@gmail.com	Ph : 04562 - 243540
officevvvc@vvvcollege.org	Off : 94890 88701
website : www.vvvcollege.org	Fax : 04562 - 248694

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1962-2022

POLICY ON INFORMATION TECHNOLOGY INFRASTRUCTURE

Name of the Policy	:	Information Technology Infrastructure Policy
Policy Reference Number	:	VVVC/IQAC/PRN/2/2022/1.0
With Effect From	:	June 2022
Responsible Office	:	Office of Internal Quality Assurance Cell
Validity Period	:	5 Years

I. Policy Statement

Institutional IT Policy exists to procure, maintain, secure and ensure appropriate usage of IT resources that are available to faculty and students of the Institution.

II. Objectives of the Policy

- To strengthen the use of Information Technology infrastructure.
- To update the latest trends in IT technologies.
- To ensure the environmental friendly e-waste management as per Government norms.
- To use effective E-Governance in dissemination of information, thereby improving administrative efficiency in all aspects of education.
- To guarantee ubiquitous access to the Internet through Wi-Fi to enhance the learning experience.
- To securely share information through Intranet and LAN facilities.
- To provide institutional cloud space for flexible and reliable data usage.

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PROCEDURE FOR INFORMATION TECHNOLOGY INFRASTRUCTURE MANAGEMENT

1. **Committees for IT Management**

   1.1. **The Hardware Procurement Committee**

   The Committee is headed by the Secretary and the Principal of the Institution with a member from the Finance Committee, the Hardware Engineer and the Heads of the Departments of Computer Science.

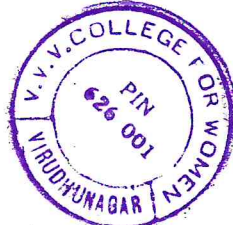   1.2. **The Software Development Committee**

   The Committee has two senior faculty from Computer Science discipline as IT managers along with the Hardware Procurement Committee for developing the software for administrative and academic purposes.

2. **Roles and Responsibilities**

   2.1.1. The Committee members identify the need for hardware based on the updated curriculum.

   2.1.2. They verify the specifications of IT Hardware procured as per the required standards and within the allocated budget.

   2.1.3. They ensure optimal utilization of common infrastructure already in place to avoid duplication of existing infrastructure.

   2.1.4. They monitor, maintain and update the existing IT resources.

3. **Procurement of Hardware/Software**

   3.1. Hardware procured for the Institutional usage may include Servers, Networking and Data Communication Equipment, Load Balancers, Laptops, Desktops, Computer Peripherals, Scanners, Printers, Projectors and UPS.

   3.2. The procured items are recorded in the Stock and Accession registers duly authorized by the Heads of the Departments within a week of its purchase.
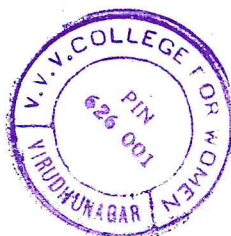
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3.3. Annual Maintenance Contract is signed with the agency to repair and maintain hardware equipment.

3.4. AMC work is documented and the lab in-charge faculty member of the department ensures that the service is complete in all respects including components that have been removed or replaced by the service personnel.

3.5. IT Hardware is replaced availing exchange offer or condemned if it is not in working condition.

3.6. If repair or replacement cost is too high or if the hardware is obsolete, it may be sent to the IT Procurement committee for concurrence / approval for disposal.

3.7. IT Hardware equipment to be condemned shall be disposed off as scrap.

3.8. Institution encourages and actively enforces usage of available Open Source / Free License software that is available.

3.9. The Institution provides G-Suite mail id to all the administrative offices, faculty and students.

3.10. The purchased Google Meet for 250 participants with recording options enables the conduct of online meetings effectively.

3.11. Faculty and students of Computer discipline develop software using free open source for internal Institutional usage.

4. Network Management

4.1. The Hardware Engineer designs and maintains campus-wide network facilities that are used to connect all users, including facilities such as ISDN, leased data links, fibre optic backbone network including any other technologies that are adopted.

4.2. Authentication based user access to the Internet is provided to Faculty and Students.

4.3. Undesirable web sites are blocked at firewall level to enforce security policy.

5. Maintenance of LAN

5.1. Bandwidth sufficiency is continuously tracked through daily reporting of level of utilization and information. This tracking enables future planning of bandwidth requirements.

5.2. The Hardware Engineer tests and monitors the shared networks to detect problems and takes necessary action to isolate the cause and corrects the problem.

5.3. The Hardware Engineer maintains physical security of all network equipment and data communications cabling between buildings and network hub locations with equipment closets.

5.4. The Hardware Engineer maintains computing facilities provided to departments.

5.5. Issues related to Hardware and Software are reported to the Hardware Engineer and the issues are resolved at the earliest. However, issues that require substantial additional financial expenses are resolved after approval by the management.

5.6. The network services are periodically shut down for maintenance purposes. Users are informed well in advance regarding such outages.

6. Usage of IT Infrastructure

6.1. Faculty and students are bound by all the rules and regulations formulated by the Institution on use of computing facilities provided to them.

6.2. Faculty and Students are permitted to avail the institutional Wi-Fi in their laptops by mapping their laptops' MAC ID with the assistance of Hardware Engineer.

6.3. Students are given free access to the Internet for academic, research activities and for all MOOC course assignments.

6.4. Faculty and students are restricted to use the institutional network for offensive purposes.

6.5. The dysfunctional electronic goods are gathered in the e-waste collection point and later disposed properly through a registered agency.

PRINCIPAL

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VIRUDHUNAGAR.

SECRETARY

V.V. Vanniaperumal College for Women
Managing Board
(Belonging to Virudhunagar Hindu Nadars)
VIRUDHUNAGAR