AGURCHAND MANMULL JAIN COLLEGE

(A Unit of Sri. S. S. Jain Educational Society)
Affiliated to the University of Madras | A Jain Minority Institution
Re-Accredited by NAAC
Meenambakkam, Chennai – 600061

DOCUMENT INDEXING - INTEGRATED POLICY		
Title - INFORMATION TECHNOLOGY (IT) POLICY		
Description - This document describes the guidelines of Information Technology (IT) policy of Agurchand Manmull Jain College. The fundamental goal of the IT policy is to ensure compliance with the provisions of Regulations as well as the provisions of any law for the time being in force concerning IT infrastructure.		
UDIN	AMJ/POL/ADP/ITP/2024/19-VER-3	
Effective Date	22-05-2024	
Revision Period	May 2024	
Review Cycle	2 years	
Policy Population	All members of the institution	
Policy Implementing Department	IT Team & Management Office	
Proposer & Drafter	Dr. B. Mahavir, Principal	
Revision Drafter	Ms. Bhavani S, Assistant Coordinator, IQAC	
INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - IP		
Designation	**Name**	**Signature**
Director	Dr. N. Venkataramanan	
Vice-Principal	Dr. S. Ananthakrishnan	
Dean (SF)	Dr. M.M. Ramya	
Coordinator, IQAC	Dr. V. S. Murali	
Deputy Dean (SF)	Dr. R. Surekha	
Chief Manager (SF)	Mrs. Sangeetha Rajappa	
AUTHORIZATION AND APPROVAL		
Principal	Dr. B. Mahavir	
Management Committee Member	Sri. Pannalal Chordia	
Secretary/ Associate Secretary	Sri. Udhan Kumar Chordia/ Sri. Hemant P Chordia	
Policy Approval Date	22-05-2024	

AMJC POLICY

INFORMATION TECHNOLOGY (IT) POLICY

I. Preamble

The compelling need to enhance the already existing use of Information Technology (IT) at Agurchand Manmull Jain College has led the Management of the College to empower it with a completely Wi-Fi enabled campus. This has paved the way for the IT infrastructure of the College, to connect to the world wide web, bringing the required information at the fingertips of all the stake holders of the institution. With this, the existing IT infrastructure is given a new dimension and meaning. The campus now has over thousand IT gadgets in various forms connected to each other via intranet and to the outside world via internet. The Management is the opinion that the enhancement of IT infrastructure will present the students a better insight into their education and is committed to provide the essence of the IT infrastructure to everyone who is associated with the College for the value addition in education. The Management has decided to exercise caution in the use of IT in the College premises and has drafted the following IT policy.

II. Need for an IT policy

Information technology has become an integral part of everyone in all walks of life. It is no exaggeration to state that no activity is possible in all aspects, be it anything to deal with- Government, business sector, health sector, military, science and technology, and needless to state that education is no exception. IT plays a vital role in education in several areas that include course delivery, improving the effectiveness in teaching-learning process, access to information. With the advent of the availability of inexpensive internet to everyone in the country, the education institutions have geared up to keep tune with the changing trends in the use of information technology. The enormity of IT in education requires every educational institution to involve IT in all its activities. This has led to the use of IT sometimes in inappropriate, improper, irrelevant, ludicrous, forbidden, and inept manners. This will lead to the investments and manpower involved in the IT being dissipated. These factors entail the formation of felicitous IT policy in the educational institutions.

AMJC POLICY

III. Components of IT infrastructure

The components that make the IT infrastructure in the College are listed inclusively but not exhaustively in the following along with the policy of usage.

1. Computers

i. The computers in the institution are given for two purposes namely, academic and administrative.

ii. The academic computers are generally provided at the computer centres and the library. The College has the policy of 'computer access to every student of the College", irrespective of whether the student has the requirement of computers for the practical sessions as specified in the curriculum or otherwise.

iii. While the access to computer for students having computer practical sessions as part of the curriculum us scheduled by the Department in which the student has enrolled, in consultation with the IT team in the computer centre, the access to all the students is given on an "on demand". The access to computer on demand has to be authenticated by an employee of the College and approved by the IT Head. The students are encouraged to make use of the computers for academic, placement or any other purpose, provided the use of the computers is justified conforming to the disciplinary norms that are strictly followed in the institution.

2. Laptops

i. The College has understood the requirement of laptops for both academic and administrative uses, considering the portability that can be achieved.

ii. These laptops are provided in specific Departments/offices and are allowed to be used anywhere inside the campus. Though the laptops are generally not allowed to be taken out of the College campus, in rare and most essential circumstances, any student/staff, is allowed to take the laptops out of the campus, following the procedure of authentication from a department/office Head and approval from the IT Head.

AMJC POLICY

iii. The College has a strict policy on IPR and hence adheres to using only legal software. The College also encourages the use of open licenced software and freeware by the students/staff of the institution.

iv. The College believes in data security and has made it mandatory to provide endpoint security to all the laptops owned by the institution.

v. It is prohibited to use the laptops for purposes other than what they are intended for.

3. Printers

The College has provided adequate number of printers of different kinds to the various Departments/offices in the institution. As part of green initiative, the users are encouraged to minimise the use of these printers. Further, the printers are supposed to be used to print only those documents that are considered official, both by academic Departments and administrative offices.

4. Network Switches

For networking, different types of networks are provided in the College. Since the College believes in data security it is punishable to hack the switches and linking to any of the switches not authorised by the IT Department using any data communication elements.

5. LCD projectors

i. The College has initiated the process of providing presentation gadgets and tools in every classroom and special purpose halls and auditoriums in the campus.

ii. For presentations to considerable number of viewers, the College has provided adequate number of LCD projectors in the classrooms, special purpose halls and auditoriums. The College encourages free use of these LCD projectors, conforming to the disciplinary rules of the institution.

6. Interactive electronic panel boards

i. The College has provided interactive panel boards for making the teaching-learning more effective and part of the ICT facility available at the College. The interactive panel boards are provided with an intention of seamless A/V facility available on the internet downloadable and playable for the benefit of students of the class.

AMIC POLICY

ii. The teachers are encouraged to list the web resources and display the content of the web resources to the students to enhance the learning of the students.

iii. The teachers are also urged to create their own audio/video content and save them in drives to play them during their lectures.

iv. The College respects the intellectual property and proprietary knowledge and allows the staff members to keep the content created by them devoid of misuse. Enough measures have been taken to ensure the misuse of the content created by the individual teachers.

v. As a policy, no one shall use the copyrighted or patented content on the interactive panel boards for demonstration / teaching.

7. PDAs

i. The College allows the use of personal data assistants for storing and using their data inside the College.

ii. The PDAs can be used inside the campus only for storing personal data and the institution data is not allowed to be stored in them

8. CCTV cameras

i. For surveillance purposes, the institution has provided CCTV cameras in the corridors of all buildings, roads used by the students, offices and other vulnerable locations in the College, that need continuous monitoring to avoid any untoward happening in the institution.

ii. The entire CCTV network is under the control of the Estate office, Headed by the Estate officer, who is responsible for his office viewing the visual display from the multiple cameras in the College, and identify any suspicious activity happening in the College.

iii. In case of occurrence of any unexpected, unwanted event in the College that could be captured by any of the cameras, the Estate officer shall authorise technically knowledgeable personnel from his Department to view the stored videos and take footage of any evidence of an event that is unacceptable as per College norms.

AMJC POLICY

iv. If any evidence in the form of the footage of any camera is sought for by the police Department, the estate officer shall handover such evidence to the police, with prior written permission from the Management, in any media as required by the police Department. To obtain such evidence, the police Department shall submit a written request to the Management.

v. If any private / other agency requires the camera footage that can be used for any purpose, such an agency shall submit a written request to the College Management for the same. It is the prerogative of the Management to honour or turndown such a request.

9. ENVRs & NVRs

i. The NVRs and the ENVRs used for receiving and saving the output from the various cameras are to be kept in a secured room inside the College, not accessible by anyone other than the listed personnel who can have access to such a room.

ii. The College has the policy to store the camera outputs in hard disks / cloud for a minimum period of 1 week (seven days) from the time of capture.

iii. Only authorised personnel from the IT Department can have access to the NVRs and the ENVRs.

AMJC POLICY

10. Wi-Fi policy

i. To implement policies for usage of internet, the College has provided firewall with adequate number of licenses.

ii. The websites that shall not have the authorization of the College to be visited using the College internet will be blocked by the firewall. These include all the social media sites, other than WhatsApp.

iii. The use of WhatsApp shall be restricted to only official purposes, while using the College Wi-Fi.

iv. The internet provided by the College Wi-Fi network shall not be used for private purposes and that will attract the action of authorities.

v. The College provides specific constant bandwidth to various types of users, categorised based on their requirement of internet for official work.

vi. The staff are allowed to use internet on two of their gadgets, which shall be identified using their Mac ids. The firewall policy will restrict the bandwidth for the users based on their type. If a new device has to be registered for any user, who has already registered two devices, then it is possible to register the new device only after disconnecting one of the already registered devices from the network.

vii. The allowed bandwidth shall be reviewed periodically, typically every year.

viii. The Wi-Fi shall be available to all the staff of the College with fixed bandwidth.

ix. For the students, Wi-Fi and internet access will be allowed on a 'by demand' basis, that should be forwarded by the Head of the Department who has to verify the need of such access. The request shall be approved by the Principal / Dean.

x. For other stakeholders the access to internet is based on the policy framed from time to time.

xi. For visitors, internet will be accessible upon authentication of the request by the contact person whom the visitor has visited.

xii. The College has a policy to provide internet facility to everyone entering the College, provided the usage is for some official purpose.

11. Access points

The College has provided Access points (AP) in the corridors of every building.

The College has plans to incrementally add APs and extend the internet to every classroom and other common areas.

12. Intercom telephones

The College has provided Intercom telephones to members of the Management, various Departments in the College and the top Management Heads in the College. Apart from providing intercom facility, the College has also subscribed for SIP lines, that can be used to make outbound calls and receive inbound calls.

The College has a restrictive policy for making external calls out of the intercom network to restrict misuse of the facility

13. Plotters

AMJC POLICY

The plotters provided in the College shall be used only for official purposes based on approval from the Head of the Department in which the plotter is housed.

14. Sound editing suites

i. The sound editing suites have been provided for the academic purposes in the College.

ii. No user can use the equipment (s) other than for official / research purposes, in the College.

iii. The equipment can also be used by a user for projects, which shall be approved by appropriate authorities.

iv. The College has the vision to upgrade the equipment periodically on recommendation from the Head of the Department in which the equipment is housed.

15. Video mixing equipment

I. The video mixing equipment have been provided for academic purposes in the College.

II. No user, is allowed to use the equipment (s) other than for official / research purposes, in the College.

III. The equipment can also be used by an user for projects, which shall be approved by appropriate authorities.

IV. The College has the vision to upgrade the equipment periodically on recommendation from the Head of the Department in which the equipment is housed.

16. Speakers / Public Address Systems (PAD)

Speakers / Public Address Systems of fixed type and portable type have been provided in the College.

These speakers / PAD shall be used only for specific purposes that warrants their use.

They are available to everyone in the College provided they can prove that the purpose of usage is justified.

Each of these speakers / PADs shall be cautiously used in order that the academic environment is in no way disturbed owing to their use.

AMJC POLICY

Upgradations to speakers / PADs has to be done periodically to suit the development of technology that makes new technology available for the sound systems justifying the upgradation.

17. Biometric gadgets

I. The biometric gadgets have been provided in the College for monitoring the attendance of the staff / contractors in the College.

II. The use of biometric gadgets will be used to restrict the movement inside the campus, so that no one shall visit a location in the campus that he / she is not authorised to visit.

III. The Estate Office, Headed by the Estate officer shall recommend the addition, upgradation and maintenance the biometric gadgets.

18. RF controlled automatic gates

I. The RF controlled automatic gates have been authorized to be used in the library premises.

II. The RF controlled gates will be used to calculate the footfall in the library.

III. The library has been equipped with latest technology for making the visitors of the library access library content with ease and in little time.

19. Software policy

i. The College has strict policy on software installation in the computer systems owned by the College.

ii. Only licensed software can be installed on any of the systems owned by the College.

iii. Use of open-source software is highly encouraged by the College.

iv. Only the IT team staff members can install any software on the computers owned by the College.

v. The software licences purchased for the College is not allowed to be used for personal use, by anyone.

vi. Upgradation of software licence will be allowed on authorization by the Management on request from the IT Head of the College.

20. Secondary power provision policy

AMIC POLICY

INFORMATION TECHNOLOGY (IT) POLICY

All the gadgets in the College have been provided with dual power sources. Uninterrupted power source has been adequately augmented to guarantee use of the gadgets during power outages and to avoid the corrupting of software and damage of hardware.

21. Environment policy

The College has specific policy for disposing the e-waste created by the old IT equipment.

The College will periodically dispose the e-waste by handing them over to electronic scrap dealers. The e-waste is not allowed to be disposed in any other manner such as throwing them in the open grounds or digging and burying them or burning them.

22. Replacement policy

i. The College has a replacement policy that will allow replacement of all electronic gadgets after adequate use of them.

ii. The time of replacement will be recommended by the IT Department / lab in-charges / Heads of Departments and this will be validated by the IT Head for forwarding to the Management. The Management will take the decision on the immediate replacement / bulk replacement / staggered replacement etc.

23. Basic Green Policy

The Basic Green Policy of the College has led to monitoring the disposal of all waste, especially e-waste, to avoid environment pollution.

24. Sustainability

The College strives hard to introduce services to create sustainable products / process for environmental benefits.

i. **Password policy** To provide a secured environment and to protect the propriety / copyrighted / patented products and vulnerable data, the College urges the users to make use of strong passwords that are not easily guessable.

ii. No member of staff who have access to such material shall pass them on to a third party who is not intended to receive the same.

AMIC POLICY

25. Warranty / AMC

i. All gadgets that are purchased and come with a guarantee agreement, shall be the responsibility of the IT Department to claim / repair under warranty the failed / malfunctioned gadget.

ii. After the expiry of the warranty / guarantee period the College will enter into an Annual Maintenance Contract with a competent company for maintenance of the gadgets upon payment of annual fees.

iii. The IT team will be responsible for entering into / renewal of AMC.

26. Responsibility of IT Department employees

i. It is the responsibility of the IT Department to ensure the proper working of all electronic gadgets / computers, other than the ones working in the various laboratories and not purchased with Management funds, but with the Government funds.

ii. The IT team will have to make recommendation for adoption of new technology in the College.

iii. The IT Department team members will be responsible for the periodic maintenance of all equipment / gadgets that fall under the purview of the IT Department.

AMC POLICY

27. Data warehousing policy

The college believes in warehousing all data transcripts in the digital form. All communications relating to the college done already in the digital form shall also be warehoused.

For ensuring privacy of data, the warehoused forms shall be categorised as public, private, and confidential.

Public data will be available for all stakeholders as well as the public. Private data will be available for access only to the staff members of the college.

Confidential data will be available only to the Management and members in the top administration.

IV. **Conclusion:** The IT policy is designed to foster a safe, secure, and inclusive digital environment for all members of the institution. By prioritizing responsible

technology use, data privacy, and access equality, we aim to empower students, faculty, and staff to excel in their academic and professional pursuits while upholding the highest standards of integrity and ethics.

AMJC POLICY