



K.S.RANGASAMY COLLEGE OF TECHNOLOGY

(Autonomous)

Tiruchengode – 637 215, Namakkal, Tamil Nadu.

Information Technology Policy & Guidelines

Manual

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IT Infrastructure Policy

1. Preamble

K.S.Rangasamy College of Technology (KSRCT) IT Policy and guidelines sets forth the central policies that govern the responsible usage of all users of the Institution's information technology resources. This includes the IT facilities allocated centrally or by individual departments. Every member of the Institution is expected to be familiar with and follow this policy. Users of the campus network and computer resources are responsible to use them properly and protect information resources and to respect the rights of others.

2. Scope

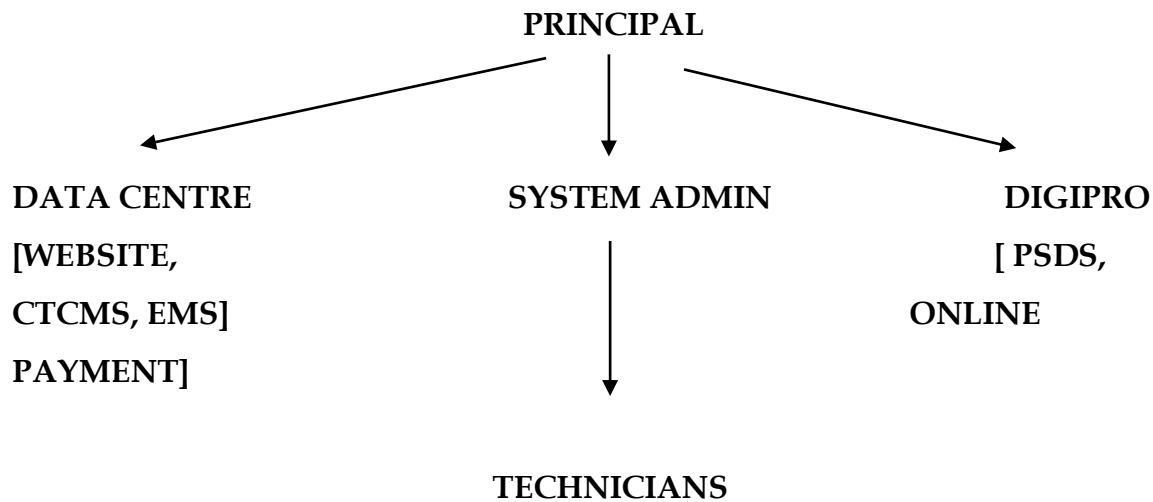
The IT Policy applies to all KSRCT Faculty, staff, students and all others using the IT resources, whether personally or of college owned which accesses, passes on or stores various types of related information.

3. Objectives

The objectives of this policy are to ensure proper access to and usage of KSRCT's IT resources and prevent their misuse by the users. Use of resources provided by KSRCT implies the user's binding to be governed by this policy.

- Institution's IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the Institution in the campus.
- This policy establishes Institution's strategies and responsibilities for protecting the confidentiality, integrity, and availability of the information assets that are accessed, created, managed, and/or controlled by the KSRCT.
- Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and orally communicated information.

4. Roles and Responsibilities



- The System administration department is responsible for installations and configurations of Local Area Networks (LANs) and related devices.
- It Oversees installations, configuration, upgrades, administration, monitoring, maintenance, and security for the agency file and database servers.
- Ensure that the server uptime is meeting the metrics.
- It Coordinates the backup and disaster recovery plans with System administration department, external vendors, and other functional leads.
- It acts as a liaison between vendors, technical support and departments to resolve complex system and network problems. Coordinate and implement corrective measures.
- It Manages responses to security incidents.
- It Works with various IT functional groups to ensure end-to-end system security with regard to data exchange between systems both internal and external.
- It Provides security insight and guidance to other functional groups within the Institution to reduce unnecessary risk
- It monitors and enforces security procedures.
- It collaborates with systems, network, database, technicians on academic activities to ensure that security is maintained.
- It provides independent assessments of network security on need basis

- It limits the access to users' accounts to: maintaining the system, investigate security or use incidents, and investigate violations of this other institutional policies.
- It follows all privacy and account management policies and procedures established by the Institution and be ware of all the related policies and procedures in vogue in the departments they are working in.
- The Institution Web Team Head is responsible for coordinating with Institution, departments and cells within the ksrtc.ac.in domain to create and maintain sites within the CMS.
- The Web Team Head will assist users of legacy sites with migration of their content in to the CMS.
- Email account users are responsible for Protecting their account from any unauthorized access, including via mobile devices and web browsers. Do not share official ID or password with others.
- Protecting data, the transmitter stores via our email, particularly when it contains confidential or restricted data.
- Never sending an email containing Confidential Data from any device except Institution-managed computer or mobile device unless the email is encrypted.

5. Hardware Purchase, Service and Replacement Policy

- Following the financial regulations of the Institution, the system administration team is the sole authority responsible for authorising and placing orders for IT hardware on behalf of the Institution, regardless of the source of funding.
- All IT related purchases should be approved and authorised by the principal prior to the purchase.
- All requests for purchasing of equipment, whether as individual items or as bulk purchase must be sent to the Institute purchase committee who will process the request as per the recommendation of the system administration team.
- If the purchase is approved, the system administration head will order the equipment directly with the suppliers; however, this may change according to IT priorities. Under exceptional circumstance this may be changed.

- The system administration team has a standard set-up procedure for new hardware, software and systems. This procedure ensures that the equipment is configured correctly and with all IT security measures like setup of passwords, Anti-virus software and security are in place.
- The system administration team will not install software or hardware unless it has been included in the specification of both. Hardware and software cannot be installed by non-system administration staff.
- The system administration team will ensure that all of the Anna University's Information Governance and security procedures are followed while setting up the software and hardware.
- Special requests for additional equipment or service or replacement should be made via filling out the service form or register or mail and sending it to the system administration head.
- Requests will be considered on need basis of the individual and assigned.
- Installation of replaced equipment will be given priority over new equipment in order to maintain continuity in the existing service.

6. Software Installation Policy

- Based on the curriculum, projects, research licenced software (operating system, Antivirus etc..) are purchased after being authorised by the principal
- The system administration team has a standard set-up procedure for software installation. This procedure ensures that the software is installed correctly and that all software security measures like setup of passwords, Anti-virus software and security are in place.
- The receipt, transmission, or use of software, data, or other intellectual property must conform to all copyright laws, license restrictions, and policies.
- Open-source software like Python is downloaded and installed under GNU policy

7. Use of IT devices in KSRCT

The users of the Institution shall make effective usage of campus systems, internet, wireless resources, official websites including Institution's website

(www.ksrct.ac.in), teaching and learning process websites (www.ksrctdigipro.in and www.ksrct.net).

- KSRCT insists the users to comply with college policies and legal responsibilities.
- The Institution conducts awareness programmes to explain the users with the effective usage of IT resources.
- The users shall not send, view or download fraudulent, harassing, indecent, threatening material that are banned due to a violation of college IT policy.
- User shall not disclose or use any confidential information obtained in their capacity as an employee of the KSRCT.
- Users of KSRCT are not permitted to install any network/security device on the network without the consultation of the System Administration team.
- Users must follow copyright laws regarding protected commercial software or intellectual property.
- KSRCT users must stand by the rules of the college towards the usage of socialmedia sites, mailing lists, news rooms, chat rooms and blogs.
- The college IT resources should not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passingmedium, except as permitted under college rules

8. Data Sharing

- Based on the roles of the institution such as principal, Dean, Director, Head of the department, faculty, staff and students' data access and sharing permissions are allotted.
- The data resources should not be used for activities violating the basic functionality and mission of the college
- The operation of any server-related applications or devices is prohibited, which includes, web servers, e-mail servers, FTP servers, LAN servers, file sharing applications, establishing domain names

9. Usage of portable Devices

- Usage of portable devices like Laptop is allowed based on the prior registration with system administrator
- Permission is denied for usage of external storage devices through USB port and it is permitted based on the request for projects and research

10. Internet and Intranet Usage

- The Institution offers free access to the Internet via Gajshield to all authorised members of Faculty and enrolled students.
- All systems connected in intranet through static IP address is allocated by system administrator
- Internet access can be restricted on request during regular laboratory, examination, placement.
- The use of any IP address or modification to the network configuration other than what is assigned by the system administrator is prohibited.
- Tampering with the network points, connected wiring, or any wiring and equipment in any class room is strictly prohibited.
- The use of Institution's network resources, including Internet access, for unlawful or unethical activities are prohibited
- The display of false system messages, attempting denial-of-service attacks, degrading or restricting network access for others are prohibited
- Any action, whether intentional or unintentional, that affects the performance of the network may result in disconnection until the problem is rectified.
- The system administrator has the right to monitor the bandwidth consumption at any time and to limit or prohibit excessive bandwidth consumption.
- Inter/Intra Network service may be intentionally interrupted from time to time for maintenance purposes.
- The institution has high-capacity Wi-Fi facility through various access points in the campus for the faculty and students' utility after registering with the system administrator

11. Website / E-mail Policy

Website URL : www.ksrct.ac.in

College Web Team Head is responsible for executing and coordination of the following standards and procedures:

- Developing a coherent Web structure that captures the unique brand characteristics of K.S.Rangasamy College of Technology.
- Providing website tools for site administrators and webpage editors to manage and audit sites within the ksrct.ac.in domain.
- Posting up-to-date information and maintaining current status of events.
- Pages that are created in the system are designed to be compatible with the most popular browsers and mobile devices.
- Pages designed in the system follow the Institution graphics and ads that are consistent in appearance and navigation
- All websites located within the www.ksrct.ac.in domain must be created using the Institution's Content Management System (CMS).
- To assist web page editors and to provide consistency and accuracy in content and appearance of the KSRCT websites, the Institution uses a Content Management System (CMS)
 - After a site is set up in the CMS, editors can log-in to edit or build the content for their section of the www.ksrct.ac.in website.
 - Individual departments are responsible for keeping their site's data and may seek assistance from Web Team Head to review their websites and offer ongoing information and resources to assist website editors.
 - Copyright -All the content in the ksrct.ac.in website is copyright protected. Intellectual Property Rights apply to all material on the KSRCT website.
 - KSRCT official works must be conducted with KSRCT email
 - The Institution reserves the right to disable access to Institution data on any mobile device used by an employee if the device is lost or stolen, or the employee leaves the Institution.
 - Automatic forwarding of Institution's email to personal or other non-KSRCT email accounts is disabled for security and confidentiality reasons

12. Repository System

- Oversees installs, configuration, upgrades, administration, monitoring, maintenance, and security for the Institution's file and database servers.
- Supervises the user account management and development and deployment of servers
- Identifies and thoroughly investigate various server/storage and application suited for the academic operations
- Plans, coordinate, and manage the implementation of Institution's database server's short and long-term strategy
- Work of database administration team is to protect sensitive data while maintaining optimal system performance.

13. Disposal of E-waste

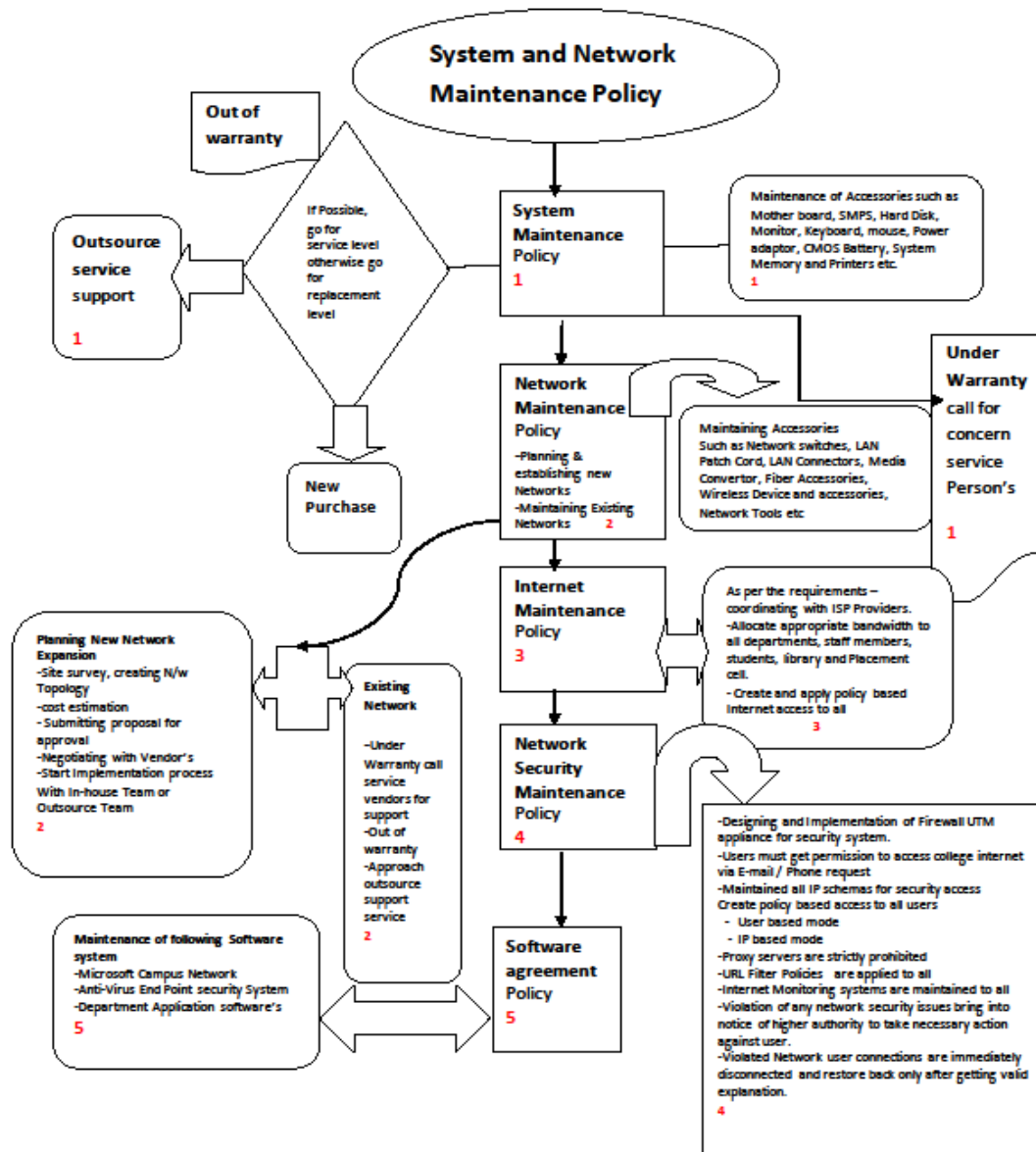
- The disposal of IT hardware equipment such as computers, storage devices, monitors, keyboards, mouse, printers, and scanners shall be done as per the policy of the E-Waste Management of the Institution's.
- This IT asset disposal policy is concerned with managing the secure disposal of equipment owned by the Institutions.
- The disposal of such equipment, due to its need for replacement or upgrade because it has become obsolete, surplus or redundant, is an issue because:
 - IT equipment may contain data or information that must be protected
 - The equipment represents an asset value
 - The equipment may be reused or recycled
 - The equipment must be disposed of safely according to the law and in an environmentally sustainable way.

14. Violation policy

- The Institution reserves the right to deny access of internet/intranet to any faculty or student if found to be violating of the policy
- Failure to obey with any of the above terms may result in the suspension of computer use privileges and review under the appropriate procedures

- The experienced system administrator may access the information resources for a legitimate purpose
- Web Team Head reserves the right to remove a link or content, but will make every attempt to contact the web page author before doing so, if:
 - Content on the ksrct.ac.in website does not adhere to the Institution's mission or policies.
 - Content is out-of-date, incorrect and/ or obsolete.
 - Content violates copy right laws.
 - Content is offensive or threatening.
 - Content is designed for personal financial gain.
 - Content or link presents a privacy or security risk.

15. Implementation Policy



16. Review and Monitoring

Principal and Director/CSE are authorized to monitor and review whether the objectives of the plan or policy statement are being met and ensure key issues, outcomes, processes, impacts and implementation are monitored and safeguarded.

17. Budget and Purchase

- Based on the review of last year's IT budget, requirement of the current year IT equipment, accessories, annual maintenance cost, renewal of software licence, internet bills are taken into account and budget is allotted for IT infrastructure
- Every purchase of Computers and accessories should be initiated on receipt of a written requirement/requisition with the detailed specification.
- All the purchase of material and services will be made through the purchase procedure as indicated below:
 - a) Quotations would be invited in respect of purchases from a good number of leading and relevant reputed manufacturers/ dealers and compared.
 - b) It is insisted further that purchase may be made by the Purchase Committee authorized by the Principal.

18. Other IT related Products

18.1 KSRCTCMS

KSRCTCMS is a software system developed for a college for maintaining information related to various daily activities in the college.

The College Management Information System (CMIS) is used to maintain details of various departments in the college, various courses offered by the college, faculty details, their salary details, student admission details, day-to-day attendance details, internal marks details; end exam marks details, laboratory infrastructure details.

CMS consists of Faculty management system, academic management system, Faculty management system and library management system.

18.2 Programming Skill Development System/Digipro

DigiPro portal is a web IDE that gives more efficient and effective programming skills and improvises the logical thinking ability of students.

It can be accessed both through online and LAN environment.

E-Laboratory is a green initiative for reducing paperwork in the process of academic learning.

Online Examination System for Engineering Subjects (OE2S) is an integral part of DigiPro that allows faculty to conduct the MCQ based examination.

18.3 Campusrann

The institution maintains the students' records in the database which has all the information of every student.

A database of eligible students is culled out based on the eligibility criteria of corporates concerned before the recruitment process.

Institution analyzes the pros and cons of the particular drives to improve the training strategy.

The objective of Campusrann software is to provide access to students' information, company eligible criteria details, sending relevant information to coordinators and students regarding campus drive, and complete maintenance detailed information of placed students. <https://ctplacement.ksrctdigipro.in/>

18.4 Examination Management System (EMS)

Examination Management System has been developed for conducting Exams in smooth and effective way. In order to reduce the manual work, system has been automated for the following Examination process.

- (i) Register Number allotment for all the admitted students
- (ii) Automation for creating database for all individuals.
- (iii) Subject Entry will be done for all the individuals
- (iv) Time Table will be checked through software for Clash in Date of Exam for individuals

- (v) Automation for Generating Hall tickets, Nominal Roll and Seating Arrangement.
- (vi) Automation for generating Attendance sheet and OMR for all theory and Laboratory Courses.
- (vii) Automation for allocating Dummy Numbers, after allocation of dummy numbers valuator will evaluate the answer scripts and it will be entered on dummy number order for posting the marks for the individuals
- (viii) Internal marks will be posted through software for individuals.
- (ix) "Moderation Allotment" has been created in the application for moderating the subjects through Result Passing Board (Based on the University Nominee Recommendation)
- (x) After all the above process Results will be processed and Result Gally will be printed.
- (xi) After Publication of results, Credit will be posted for all subjects to print the marksheet, Calculating the CGPA, SGPA and API

18.5 Online Fees Payment

- The Institution is only providing a link to the Payment Gateway Service or Bank which will permit customer to pay fees online.
- The information that customer provides during online payment shall be solely used for the purpose of carrying out the payment. Customer card details will be processed and stored by the Payment Gateway Service provider or the Bank only. The details provided by customer shall be utilized only for the purpose of receiving the payment.
- During processing of online payment, customer may be asked to provide their credit or debit card details to the approved payment gateways. In this regard customer must agree that they will provide accurate card details to the approved payment gateways for availing of our services on the website and that visitor will use their own card and not an unauthorized card.
- The information provided by customers will not be disclosed to any third party unless required in relation to fraud verifications, by relevant applicable legislation, or a decision of a competent court. Customer will be solely

responsible for the security and confidentiality of their card details. The institution shall not be liable for any loss/ damage that may arise as a consequence of any unauthorized use of their card.

- Any additional charges imposed by their Bank or by the Payment gateway shall be solely borne by the customer using the online payment system.

19. Revisions in IT-Policy

The Institution reserves the right to revise the terms of this IT Policy at any time. Any such revisions will be noted in the revision history of the policy, which are available on the Institution's website and on continuing to use the Institution's IT resources following any update it is considered acceptable on the basis of the revised terms of this Policy.