1. INFORMATION TECHNOLOGY POLICY (IT POLICY)

The Information Technology Policy of Karpagam Institute of Technology sets forth the central policies that govern the responsible usage of information technology resources by the administration, academic departments, faculty, and students.

1.1. AIM

- To maintain, secure and ensure legal and appropriate use of Information Technology infrastructure established in the Karpagam Institute of Technology campus.
- To formulate strategies for protecting the confidentiality, integrity and availability of the information that accessed, created, managed and /or controlled by the Institution.
- Contents of the Information Technology policy include data, information systems, computers, network devices and intellectual property.

1.2. OBJECTIVES

- To provide digital technology to all faculty and students.
- To provide access to information quickly.
- To prepare staff and students to participate creatively to the establishment, sustenance and growth of knowledge society.
- To contribute to the development of the Institution.
- To create awareness of latest trends in IT technologies among teachers and students.

1.3. FOCUS

- Developing Information and Communication Technology (ICT) infrastructure.
- Adoption of ICT in Teaching-Learning and Evaluation process.
- Utilizations of ICT tools to provide skills to enhance competency level of students.
- To offer learning resources to staff and students.
- To build competency level of administrative staff.

1.4. STRATEGIES

- Developing Digital Content- Module for all students
- Sharing and dissemination of digital content.
- Monitoring of digital implementation.
- Developing College Information System.

1.5. COMPONENTS OF IT NETWORK POLICY

The network policy refers to establishment of operational provisions governing use and operation of the network. The Institution shall adapt to a set of uniform standards, installation practices, processes, procedures and operational criteria in construction, use and management of the institutional network to ensure its security, effectiveness and efficient use. The priorities of the network are safety, security, economy, reliability and capability.

1.6. POLICY PROVISIONS

- The Institute manages and administers its network through its Central Computing Facility (CCF) Unit.
- All wireless communications to the network are made in accordance with Wireless policy of the Institution.
- All devices connecting to the Institution network shall be centrally registered.
- The configuration and operation of devices connecting to the Institution network must comply with all applicable security policies, procedures and practices.
- Devices connected to the network shall be reviewed on regular basis for latest operating system and application security patches applicable to that device as well as latest anti-virus software.

1.7. FIREWALLPOLICY

A well thought out firewall policy is administered with various levels of security defined specifically for students, staff and administration. An online log register which records the online user is maintained. Restrictions on use of Internet is initiated through the firewall (Sophos XG22x GERJ45 ports, 4xGE RJ45 with Bypass Protection). The firewall policy is formulated to initiate Web Blocker, Intrusion Prevention System (IPS), Application Control, Anti-Spam, Antivirus and Proxy Avoidance etc.

1.8. ELECTRONIC DATA DISPOSAL POLICY

Data confidentiality is an issue of legal and ethical concern. Hence, it provides proper cleaning or destruction of sensitive / confidential data and licensed software on all computer systems, electronic devices and electronic media being disposed. Before they are disposed, the devices must be properly clearly of confidential data and software and / or properly destroyed. Staff and students who violate the Institution policy may be subject to disciplinary action for misconduct and may also be subject to the discontinuance of specified information technology services based on the policy violation.

1.9. INTERNET LEASING LINE

All the nodes in the campus are connected to the LAN with speed of 1 GBPS. An ILL from Wireline (ISP) Airtel with 300 MBPS is established in the campus. This is the major lease line used in the academy premises for internet services.

1.10. WI-FI CONNECTIVITY

Specification

No of access points	:	47
Speed	:	300 MBPS
Device Configuration	:	Cambium

A well maintained Wi-Fi facility is provided to the campus with a speed of 300 MBPS. A total of 47 access points with a coverage diameter of 50 meters, are installed in various parts of the campus which provide a wide coverage of Wi- Fi access in the campus covering almost the entire campus including the hostels for men and women. Controlling and monitoring of Wi-Fi data traffic through JAZE hardware device is used extensively. This is used for Wi-Fi Self registration, Device on boarding, Policy enforcement, Monitoring and Reporting etc.

All the students are provided access to Wi-Fi facility through which students are offered services like, MOODLES and online learning. Students are provided access to this facility through a registration process in which their personal details and device IDs are collected and kept in a separate log register. After the approval of the application an SMS with the details like username and password will be sent to the user. Bandwidth of the usage and time slot are configured and controlled through the JAZE.