

***Criteria 4.3.2 The institution has an IT Policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility.***

## INFORMATION TECHNOLOGY POLICY

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

### Aim of IT Policy

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

### Objectives of IT Policy

- 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.
- To establish exclusive Department of Artificial Intelligence and Data Science.
- To establish Research Database Centre.
- To establish Data Science and Big Data Analytics Centre.

### Focus of IT Policy

- Developing ICT infrastructure.
- Adoption of ICT in Teaching – Learning and Evaluation process.
- Utilizations of ICT tool to provide skills to enhance competency level of students.
- To offer learning resources to staff and students.
- To build competency level of administrative staff.

### **Strategies to be Adopted**

- Developing Digital Content.
- Sharing and dissemination of digital content.
- Monitoring of digital implementation.
- Developing University Information System.

### **Components of IT Policy of KAHE**

#### **Network Policy**

The network policy refers to establishment of operational provisions governing use and operation of the network. The Institution shall adopt a uniform set of standards, installation practices, processes, procedures and operational criteria in the 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.

#### **Policy Provisions:**

- The institution manages and administers its network through its Central Computing Service Unit.
- All physical connections to the network are made in accordance with 'Institution Privacy Policy'
- 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 a regular basis for the latest operating system and application security patches applicable to that device as well as latest anti-virus software.

#### **Firewall Policy**

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 the usage of the Internet is initiated through the firewall ( Fortinet FG800D 22x GE RJ45 ports, 4x GE RJ45 with Bypass Protection, 8x GE SFP slots, 2x 10 GE SFP+ slots, SPU NP6 and CP8 hardware accelerated, 240 GB Internal onboard SSD storage.). The firewall policy is formulated to initiate Web Blocker, Intrusion Prevention System(IPS), Application Control, Anti-Spam , Antivirus and Proxy Avoidance etc.

### **Electronic Data Disposal Policy**

Data confidentiality is an issue of legal and ethical concern. Hence, this policy. It provides for 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 sanitized of confidential data and software and / or properly destroyed. Any official records must be appropriately retained based on the Institution's records retention policy.

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.

### **Internet Leasing Line**

All the nodes in the campus are connected with the LAN with speed of 100 Mbps. An ILL from BSNL with 1Gbps connectivity under NMEICT (National Mission on Education through ICT) Project is implemented in the campus. This is the major lease line used in the academy premise for internet services. Apart from this an ILL from Reliance Communication with (Give Specification) being used in the campus.

### **Wi-Fi Connectivity**

Specification

No of access points	:	80
Speed	:	1Gbps
Device Configuration	:	Aruba & cambium

A well maintained Wi-Fi facility is provided in the campus with a speed of 1 Gbps. A total of 80 access points (52 indoor and 28 outdoor Wi-Fi devices) with a coverage diameter of 50

meters, are installed in the 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 woman. Controlling and monitoring of the 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 the Wi-Fi facility through which the students are offered a large number of services like MOOC, 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 a log register. After the approval of the application an SMS with the details like user name and password will be sent to the user. Bandwidth of the usage and the time slot are configured and controlled through the JAZE.

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