Tel. No.: 0431 - 2331135

P.B.No. : 808

JAMAL MOHAMED COLLEGE (Autonomous)

Accredited (3rd Cycle) with 'A' Grade by NAAC

(Affiliated to Bharathidasan University)

No.7, RACE COURSE ROAD, KHAJANAGAR, TIRUCHIRAPPALLI - 620020.
TAMILNADU, INDIA.

Since 1951

Website : www.jmc.edu   Email : principaljmc@ymail.com / princi@jmc.edu

IT Policy

Preamble

The IT policy of the college sets forth the broad outlines for

- establishment, maintenance and augmentation of the IT infrastructure in the college
- hosting of the college website and its periodical updation
- maintaining the e-learning resources and digital content of the college library
- judicious usage for academic and administrative activities by the beneficiaries
- ensuring of cyber security through proper mechanism
- provision of built-in checks against misuse by any of the beneficiaries and
- disciplinary action against the defaulters

Definitions

- The IT infrastructure refers to all the computer laboratory facilities, internet connectivity through LAN/ Wi-Fi platforms, infrastructure for preparing ICT enabled teaching and learning modules, digital library facility, e-learning resources, Enterprise Resource Planning (ERP) set-up, 24 x 7 campus surveillance system using CCTV cameras, biometric attendance monitoring system etc.
- Administrative activities refer to Financial Management, Admission Process, Payment of Fees, Attendance Maintenance for students and by biometric means for the staff, Examination Process etc.
- Academic activities refer to the usage of the computer laboratory facilities, internet browsing for academic content, arranging of online classes, webinars, conferences, preparation and uploading of digital content, accessing e-resources in the library etc.
- Beneficiaries refer to faculty, students, pre-doctoral and doctoral scholars, non-teaching staff, vendors and visitors

Provisions

It is the endeavor of the college to provide

- Sufficient number of desktop PCs in the computer laboratories such that all the students have access to them with a computer-student ratio of 1:3
- Quality systems with at least 10th generation i5 processors, 8GB RAM and 1TB Hard Disc for better performance

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- ➤ Full Campus Licensed Software use by entering into agreements with software vendors/developers
- ➤ An effective LAN with higher end servers having 100GB RAM and 5TB Hard Disks
- ➤ A high bandwidth 1.5GBps Wi-Fi facility for the entire college and hostel premises with sufficient number of nodes for seamless connectivity
- ➤ LCD projectors in all the lecture and seminar halls for effective teaching and learning
- ➤ Reliable cyber security using high end Fortinet Fortigate 600E Firewall with full licensing features
- ➤ Audio-Visual Studio with sophisticated multimedia equipment for preparation of e-content modules.
- ➤ Round the clock surveillance system using CCTV cameras in the college as well as the hostel premises for enhanced security
- ➤ Biometric attendance for the staff to ensure punctuality and regularity
- ➤ Biometric attendance for students of the women hostel to ensure their complete safety

Administration of IT Facilities

There should be

- ➤ A budgetary allocation of at least 6% of the total financial outlay for periodical maintenance of the facilities, regular augmentation and software upgradation
- ➤ A System Administrator who is in-charge of all the IT infrastructure, its maintenance, updation and upgradation
- ➤ A Web Administrator to host the college website wherein the vision-mission statements, details of the departments, programmes, courses structure and syllabi, fees structure, facilities available, extension activities are uploaded and periodically updated.
- ➤ An ERP Administrator to effectively carry out resource planning activities for the college
- ➤ Departmental web in-charges/ERP in-charges nominated by the Heads of the Departments to assist the Web Administrator/ERP Administrator.

Usage of IT Facilities

It will be the endeavor of the System Administrator to facilitate use of the IT facilities by all the beneficiaries without any discrimination

> ➢ All the teaching faculty will be given login credentials by the ERP Administrator for access to the college's ERP platform for recording of attendances, uploading of teaching content, teaching plan, intimation of assignments and their evaluation

> ➢ The students, upon admission into the college will be given login credentials to access the college's ERP platform to know of their attendance details, assignments, dates of submission, internal marks etc.

> ➢ All the teaching faculty, students and non-teaching staff members can register with the college System Administrator to obtain user credentials for Wi-Fi connectivity.

> ➢ All the teaching faculty, postgraduates and research scholars can register with the librarian to obtain login credentials to access the databases such as NLIST-INFLIBNET, PROQUEST, DELNET subscribed by the library.

> ➢ The faculty may be provided with remote login facilities upon request.

> ➢ The research scholars desirous of remote login may apply through their research supervisors for the same.

Misuse and Disciplinary Actions

The beneficiaries should abide by the conditions stipulated for using IT facilities

> ➢ All the facilities should be used purely for academic or administrative purposes only

> ➢ The beneficiaries should not play/download videos/games/cinematic content nor access erotic websites

> ➢ The faculty/scholars accessing databases subscribed by the library should do so only for advancing of their research and not for pecuniary benefits.

> ➢ The beneficiaries found indulging in misuse may face disciplinary action which may include payment of fine, suspension of accounts or complete withdrawal of the access.

PRINCIPAL
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TIRUCHIRAPPALLI-620 020.