

Criterion IV Infrastructure and Learning Resources

Key Indicator 4.3 IT Infrastructure

4.3.1 Institution Frequently Updates Its It Facilities and Provides Sufficient Bandwidth for Internet Connection.





4.3.1 Institution Frequently Updates Its It Facilities and Provides Sufficient Bandwidth for Internet Connection.

IT Infrastructure

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Dr. R. PALSON KENNEDY, M.E., Ph.D...
PRINCIPAL
PERI INSTITUTE OF TECHNOLOGY
Mannivakkain, Chennai - 600 u48.





Criterion IV Infrastructure and Learning Resources

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Online Academic Process

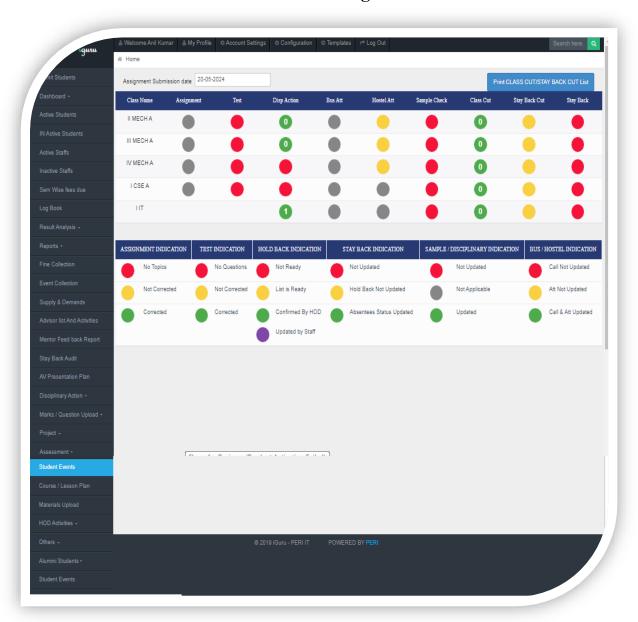




PERI iguru – Faculty Login page



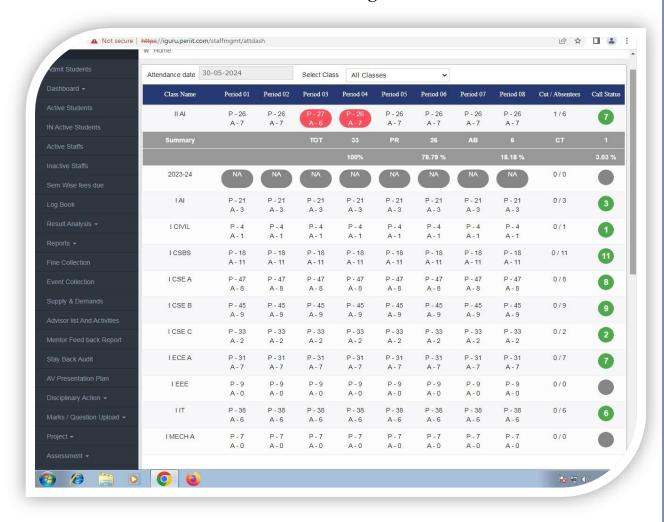
Criterion IV Infrastructure and Learning Resources



PERIIT iguru - Daily Dash Board



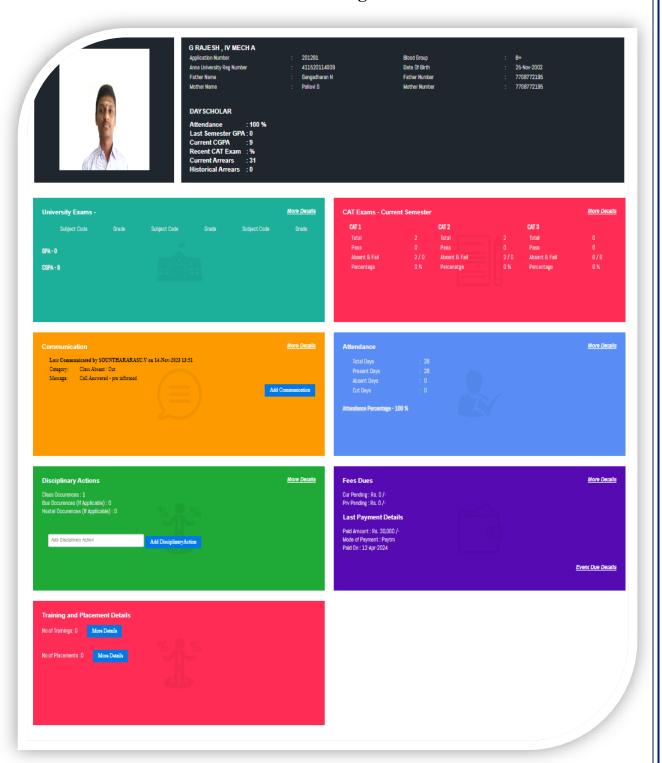
Criterion IV Infrastructure and Learning Resources



PERIIT iguru - Attendance Dash Board



Criterion IV Infrastructure and Learning Resources



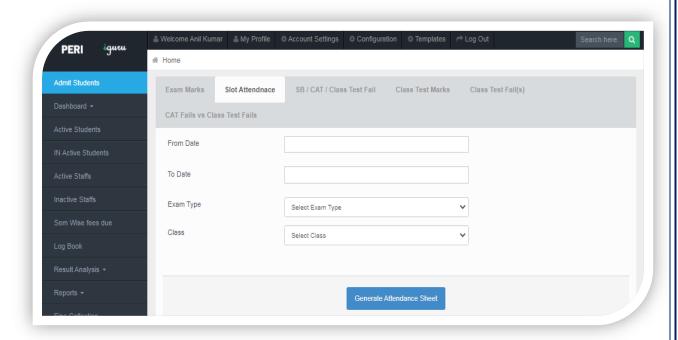
PERIIT iguru –Student Dash Board



Criterion IV Infrastructure and Learning Resources



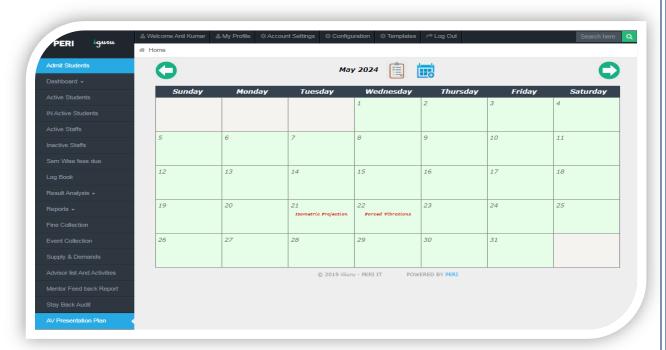
PERIIT iguru –Student Personal Details Dash Board



PERIIT iguru - Attendance Report



Criterion IV Infrastructure and Learning Resources

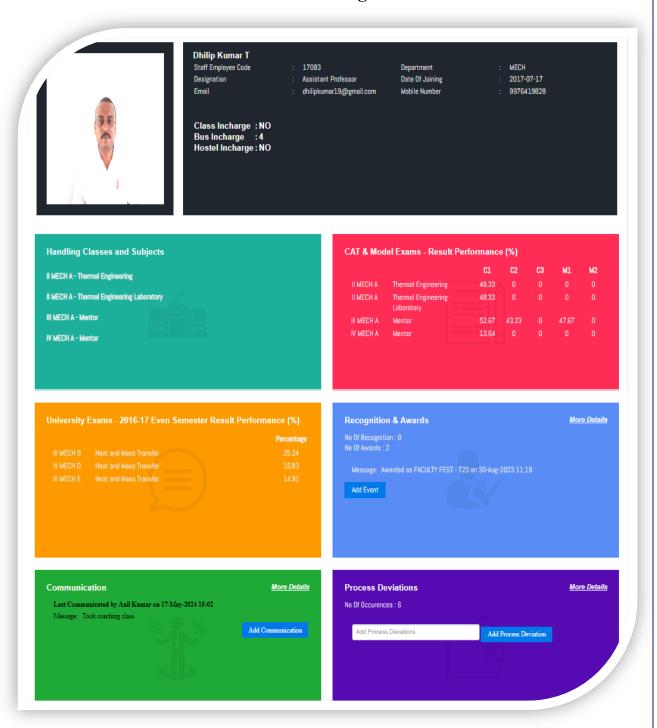


PERIIT iguru - Class & AV Planner



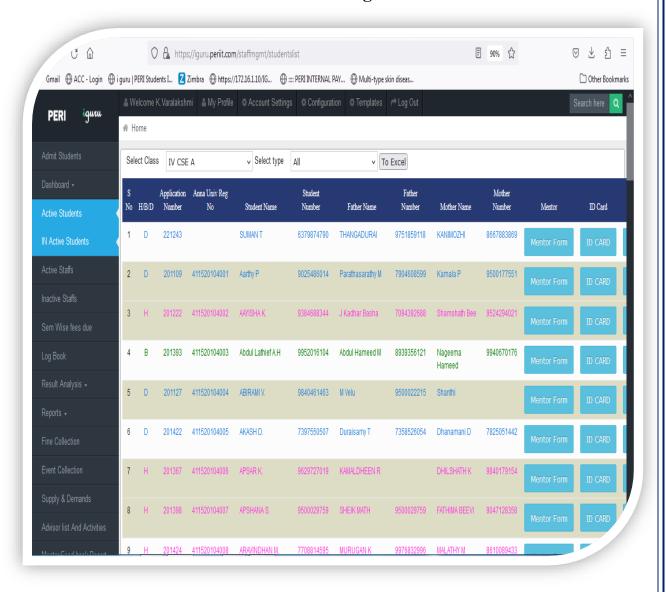
PERIIT iguru - Students Disciplinary Dash Board





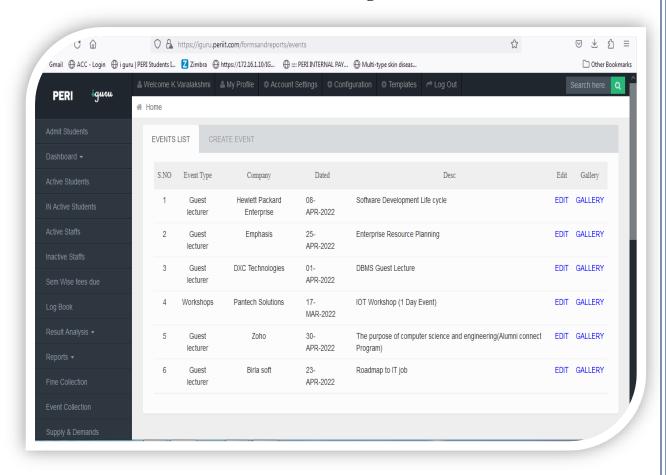
PERIIT iguru - Faculty Academic Details





PERIIT iguru - Students Dash Board

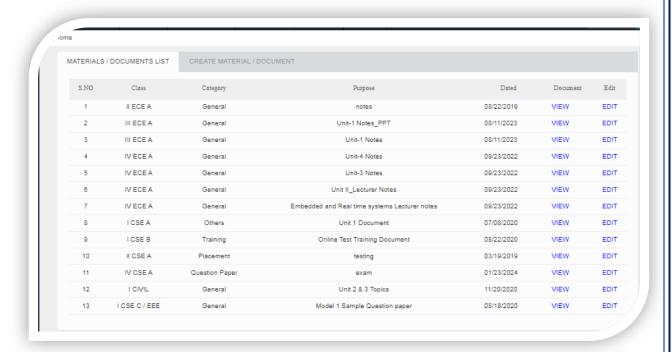




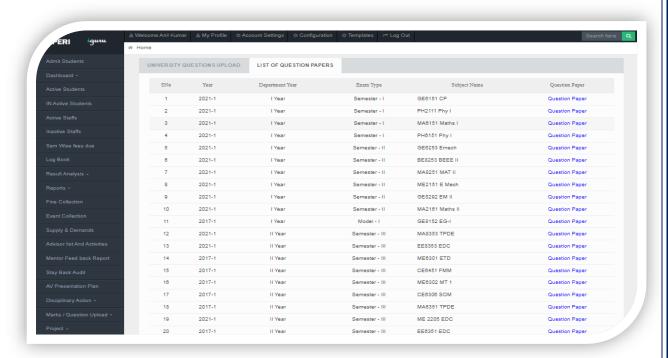
PERIIT iguru - Student Event List



Criterion IV Infrastructure and Learning Resources



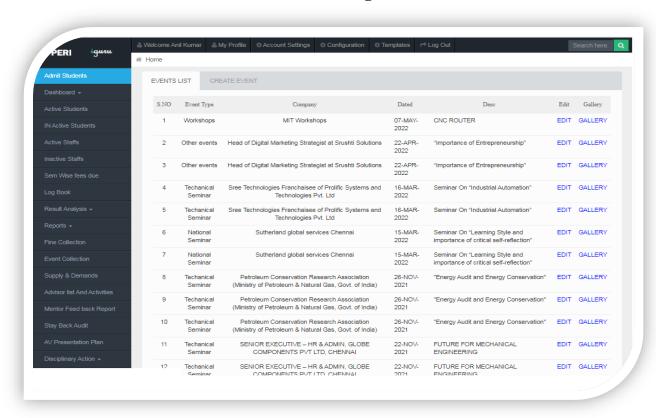
PERIIT iguru – Course content Upload



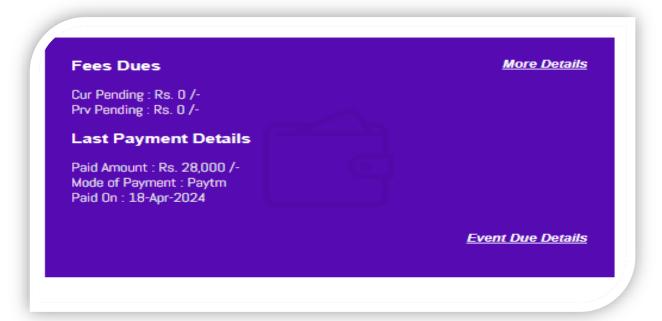
PERIIT iguru – Question paper Upload



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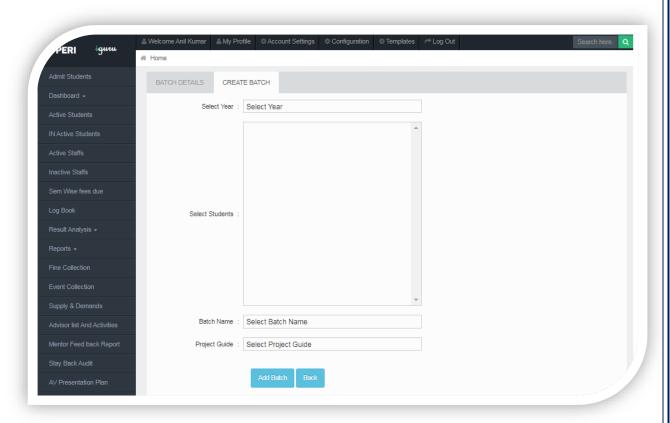
PERIIT iguru – Events Management System



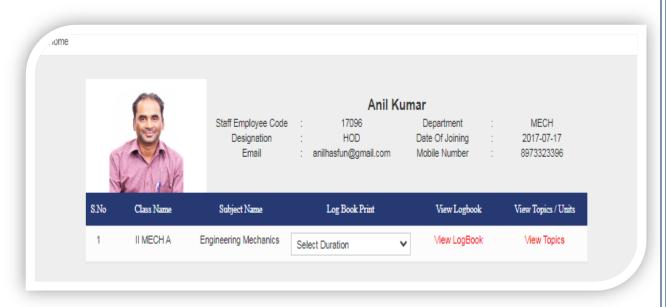
PERIIT iguru – Fees Management System



Criterion IV Infrastructure and Learning Resources



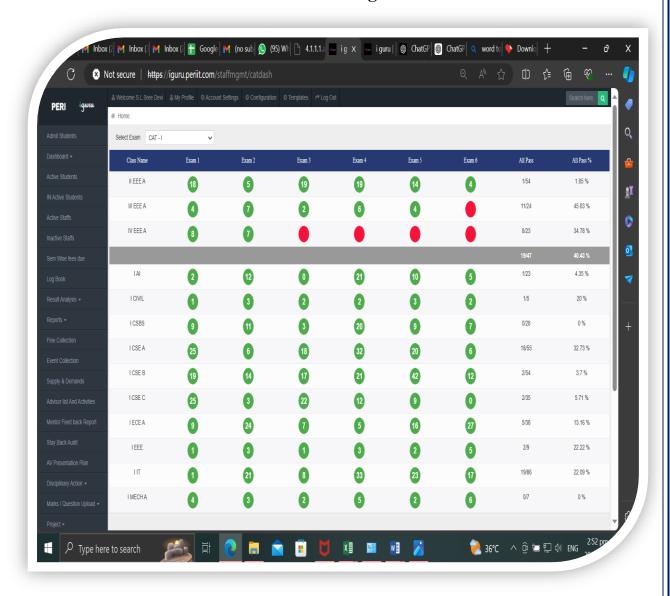
PERIIT iguru – Project Management System



PERIIT iguru – Faculty Logbook Dash Board



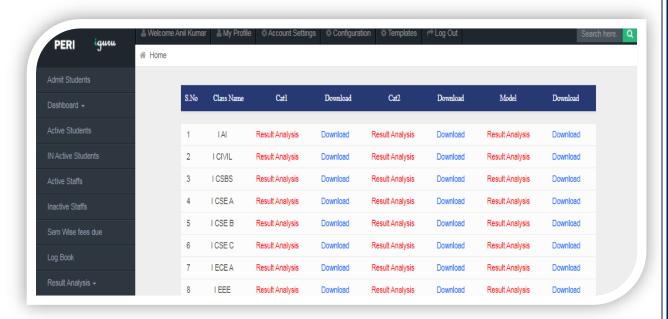
Criterion IV Infrastructure and Learning Resources



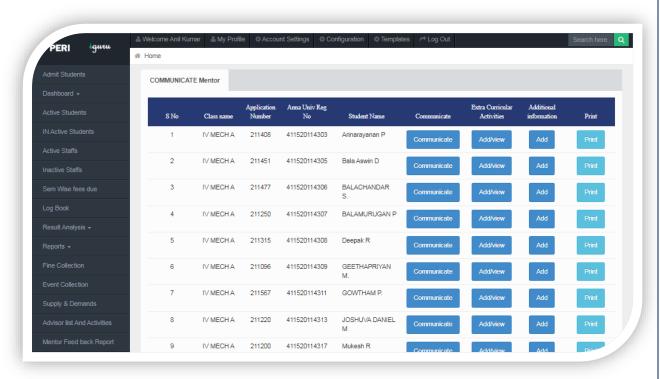
PERIIT iguru - Exam Dash Board



Criterion IV Infrastructure and Learning Resources



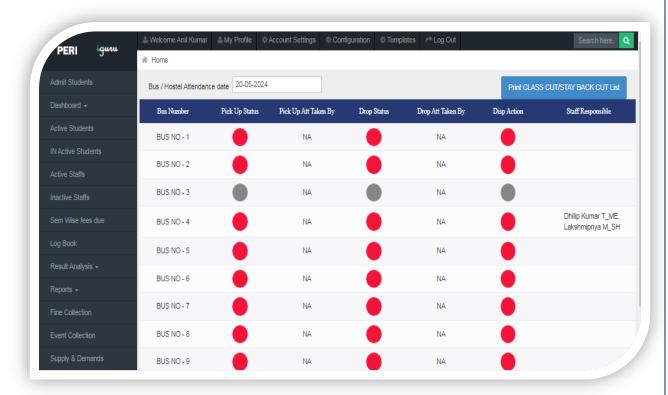
PERIIT iguru – Result Analysis Dash Board



PERIIT iguru – Mentoring System Dash Board



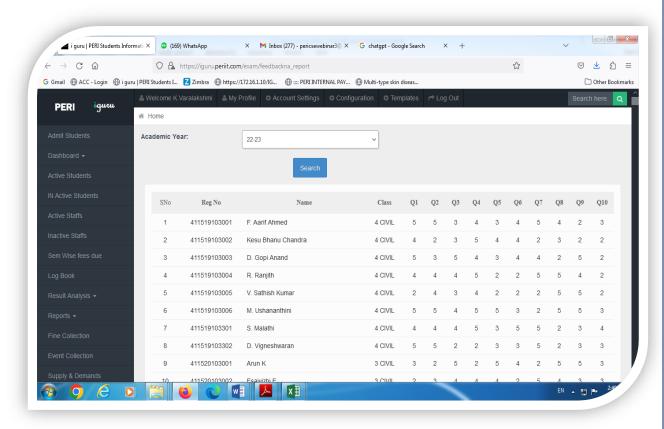
Criterion IV Infrastructure and Learning Resources



PERIIT iguru-Bus & Hostel students Management System

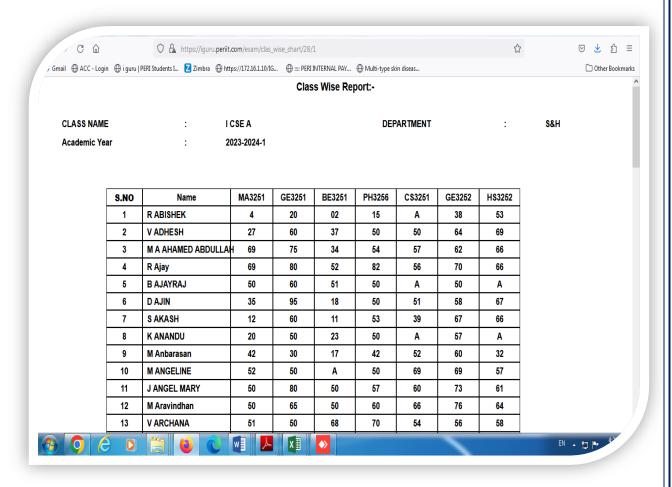


Criterion IV Infrastructure and Learning Resources



PERIIT iguru-Students Feedback Report

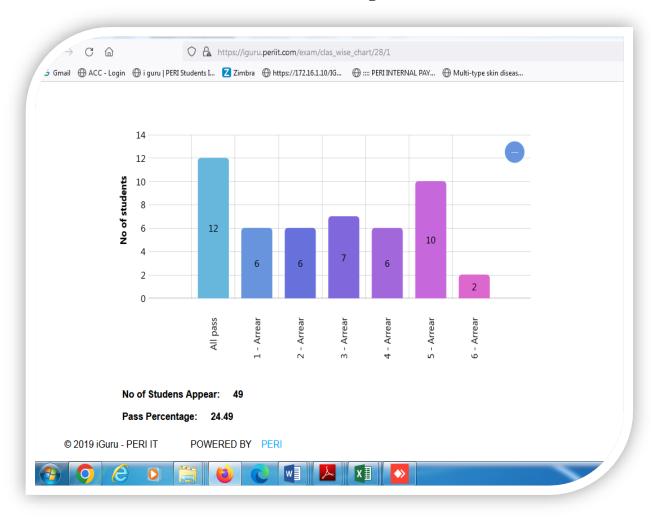




PERIIT iguru – CAT Result Analysis

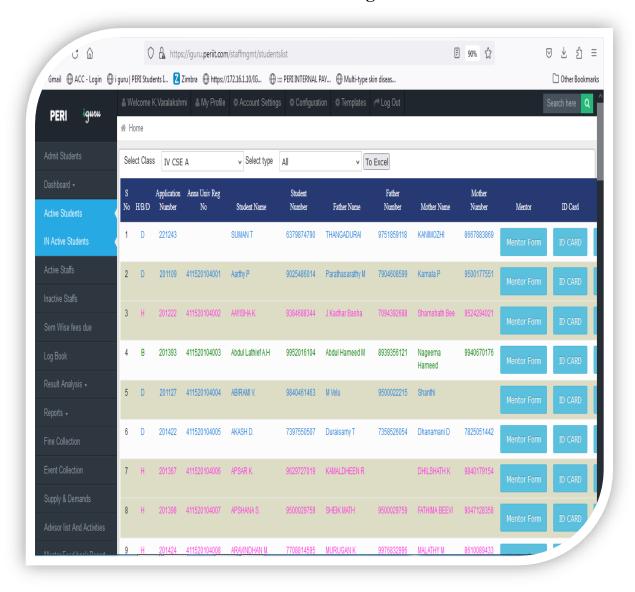


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PERIIT iguru – CAT Result Analysis

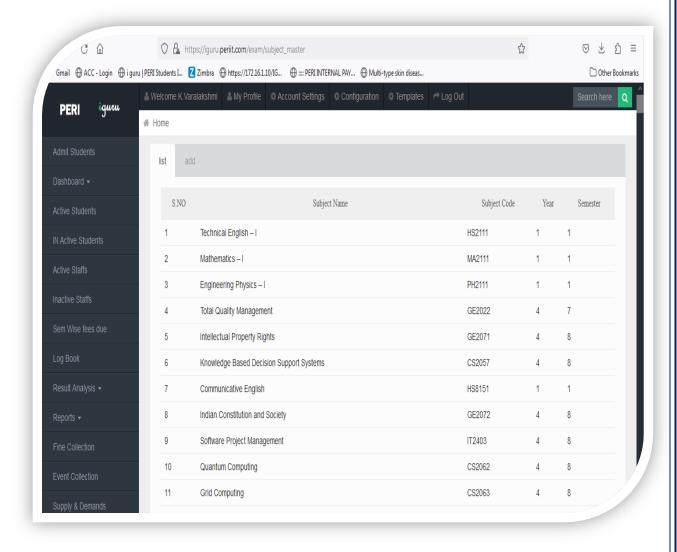




PERIIT iguru - Students Dash Board



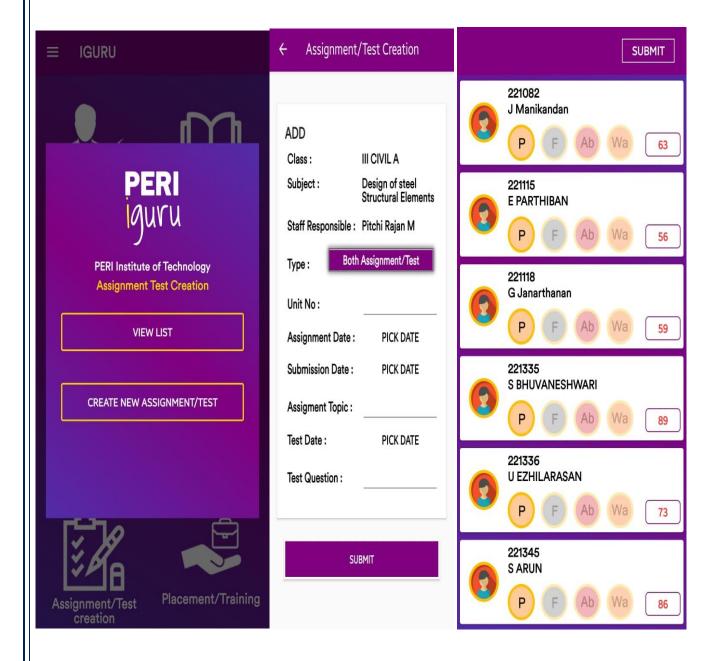
Criterion IV Infrastructure and Learning Resources



PERIIT iguru-Subject Master Dashboard

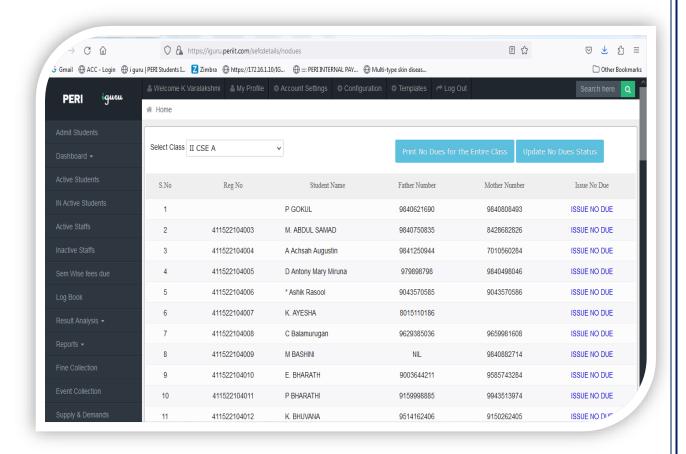


Criterion IV Infrastructure and Learning Resources



PERIIT iguru Mobile App – Test Creation and Marks Submission page

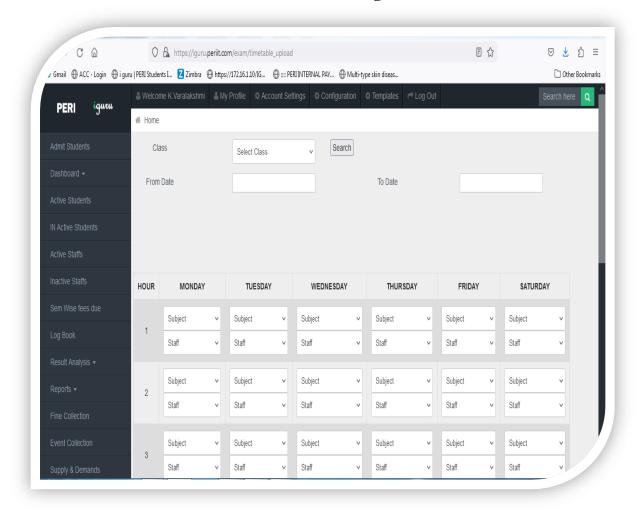




PERIIT iguru – No due Certificate Page



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PERIIT iguru –Semester Calendar Creation Page

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open



Computer Laboratory

S.No	Name of the Computer Lab	Number of Computers
1.	Beta Block Third Floor Computer Lab 1	30
2.	Beta Block Third Floor Computer Lab 2	30
3.	Beta Block Third Floor Computer Lab 3	30
4.	Beta Block Third Floor Computer Lab 4	30
5.	Beta Block Third Floor Computer Lab 5	30
6.	Beta Block Third Floor Computer Lab 6	30
7.	Beta Block Third Floor Power Simulation Lab	25
8.	Beta Block Second Floor Network Lab	30
9.	Beta Block Second Floor ECE PG Lab	25
10.	Beta Block Second Floor Cad Lab	25
11.	Delta Ground Floor Computer Lab	60
12.	Zeta First Floor Computer Lab	60

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Computer Laboratory Photos



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Computer Laboratory I - Beta Block Third Floor Computer Lab 1



Computer Laboratory II - Beta Block Third Floor Computer Lab 2



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Computer Laboratory III - Beta Block Third Floor Computer Lab 3



Computer Laboratory IV - Beta Block Third Floor Computer Lab 4



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Computer Laboratory V - Beta Block Third Floor Computer Lab 5



Computer Laboratory VI - Beta Block Second Floor Cad Lab



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Computer Laboratory VII Beta Block Third Floor Computer Lab 6



Computer Laboratory VIII - Beta Block Third Floor Power Simulation Lab



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Computer Laboratory IX - Beta Block Second Floor ECE PG Lab





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Computer Laboratory XI - Delta Ground Floor Computer Lab



Computer Laboratory XII - Zeta First Floor Computer Lab

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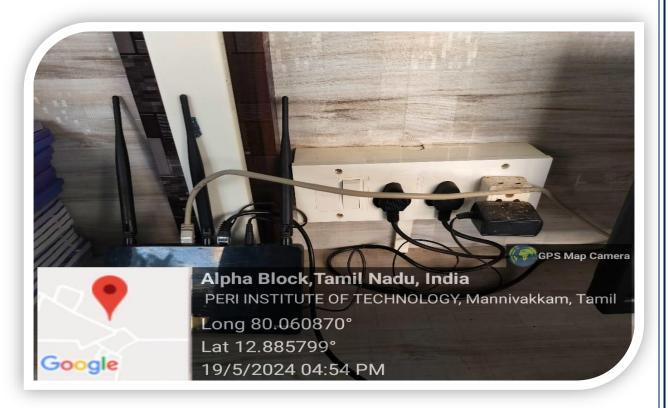


Criterion IV Infrastructure and Learning Resources

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Wi-Fi Enabled Campus Photos







Wi-Fi Connection - ALPHA BOCK



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Wi-Fi Connection - BETA BLOCK



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Wi-Fi Connection – ALPHA BLOCK



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Wi-Fi Connection - DELTA BLOCK



Wi-Fi Connection - ZETA BLOCK

Dr. R. PALSON KENNEDY, M.E., Phn...
PRINCIPAL
PERI INSTITUTE OF TECHNOLOGY
Mannivakkain, Chennai - 600 048.

DATA SERVICES

Original copy for Recipient: Tax Invoice

2 airtel

Mailing Address

Sasi Kumar

PERI EDUCATIONAL AND CHARITABLE TRUST

No 1 Main Walkaway Mannivakkam West Tambaram Chennai Tamil - Nadu

CHENGALPATTU - 600048

TAMIL NADU

21-100134072 BBL332505B008492

Billing Address

PERI EDUCATIONAL AND CHARITABLE TRUST

No 1 Main Walkaway Mannivakkam West Tambaram Chennai Tamil - Nadu -

CHENGALPATTU - 600048

TAMIL NADU

GSTIN Details

Customer GSTIN.:

33AABTP3595L1Z5

Place of Supply:

TAMIL NADU

State Code:

33

Customer PAN No.:

AABTP3595L

Account Details

Customer Account Number 31-40104960 Internal ID (Billable ID) 21-100134072 Invoice Number BBL332505B008492 Invoice Date 27-MAY-2024 **Due Date** 17-JUN-2024

Invoice Summary

	Amount(₹)
Recurring charges	93,516.48
One time charges	5,000.00
Adjustments	0.00
Sub-Total	98,516.48
CGST	8,866.48
SGST/UTGST	8,866.48
Total Taxes	17,732.96

Total (₹) 1,16,249.44

Amount in Words: ₹ One Lakh Sixteen Thousand Two Hundred Forty Nine Rupees and Forty Four Paise Only

Detaited break-up available from page 3 onwards:

Bharti Airtel Ltd

SACLO **Authorised Signatory**

Signature Not Verif

Digitally signed by: Sumer IRN Code: 8a7ce07335e823c4ba7ffd3637a8a934d38ad1dad40af8ddc052502d4cf3e68aDate: 2024.05.28 01:04:23

Make payments seamlessly with Airtel Thanks for Business

- Get instant payment confirmation 💢 Hassle free transactions
- No manual intervention required

YOUR PAYMENT OPTIONS

1) Pay Online via Airtel Thanks for Business: https://www.airtel.in/business/thanksforbusiness/login/. Login using your registered email id.

2) EFT/RTGS Details: Beneficiary A/c Name: Bharti Airtel Ltd

Bank Name: Citi Bank NA

IESC: CITI0000004

Bank Account No.: ASCLSC1001728838

3) To account your payments, Please share invoice and UTR details on : Collection.data@airtel.com

No tax payable on reverse charge basis

Dr. R. PALSON KENNEDY, M.E., Ph.D., PRINCIPAL

Airtel GSTIN Details: Bharti Airtel Ltd - 101, Oceanic Towers, Santhome High Road, Santhome Tomer, Tamil Nadu-600028.

STATE: Tamil Nadu, STATE CODE: 33. GST Number: 33444 CR3864 CR386

Regd Office: Airtel Center, Plot No.16, Udyog Vihar, Phase IV, Gurugram 122015, Haryana, India. Phone 0124 - 4222222; Fax 0124 - 4243252; **Corporate identity Number-**L74899HR1995PLC095967; www.airtel.in SAC / HSN CODE: 998422

Done 4 of 2

Terms & Conditions

- 1) Bharti Airtel Ltd. has full right to change the terms and conditions applicable to tariff plans from time to time.
- Bharti Airtel Ltd. reserves the right to suspend service in case of non-payment by Due Date. The customer shall continue to be liable for the charges during the period of suspension.
- 3) The invoice will be deemed accepted in case of variation/dispute not reported by Due Date of invoice. Any arbitration as result of such dispute shall be conducted exclusively in Delhi.
- 4) In case of any changes (upgrade, downgrade or shifting) done on any live Circuit Id, the adjusted amount will be submitted in subsequent invoice after the implementation of changes delivered.
- 5) In the event of termination of a link(s) or partial termination of the Data Services during the Service Order Term for the respective link(s)/Data Services by the Customer, Airtel reserves the right to charge for the residual term at the rates as mentioned in the Service Acquisition Form ("Termination Charges") and Customer agrees to pay such Termination Charges along with charges for Data Services rendered up to the effective date of termination within Due Date of the date of the invoice.

Nature Of Service: Telecommunication, broadcasting and information supply services, Information technology and software support services, On line information and data base access or retrieval, Management maintenance or repair, leasing or rental services with or without operator and erection Commissioning or installation.

Charge calculation method

For products which are charged annually:

- 1) Full year charge = Annual Charges
- 2) Prorated monthly charges =(Annual charges / 12*No of months)
- 3) For Fractional months, the calculation has been done as follows: (Annual Charges/4) * (Days of Service in Quarter/Total No. of days in Quarter)
- 4) Same calculations will be done for monthly billing cycle

For any queries or concerns

1) Kindly contact us on Airtel Thanks for Business: https://www.airtel.in/business/thanksforbusiness/login/. Login using your registered email id

OR

- 2) Kindly write to us at datasupport@airtel.com. Please notify us of the disputed charges by the Due Date with the following information:
 - Invoice Number
 - . Circuit ID (LSI)
 - · Amount of disputed charges
 - . Reason for disputing the charges
 - . Mails exchanged with Airtel team, if any

How to disconnect?

- 1) Kindly log in and raise request on Airtel Thanks for Business: https://www.airtel.in/business/thanksforbusiness/login/. Request for disconnection of Circuit id (LSI) on Airtel Thanks for Business can be raised by clicking on "Circuits" option present in the left hand navigation- menu bar under "Airtel Connectivity" tab.
- 2) Upon receipt of request, a Service Request (SR) No. will be provided to you. Please note that in absence of SR number, no credit adjustment shall be made for the delay in disconnection and the customer shall be liable to pay for the charges. We request you to use Airtel Thanks for Business for raising disconnection request.

Key contact points

In case of queries reach out to your respective Relationship Manager / Account Manager.

Dr. R. PALSON KENNEDY, M.E., Ph.D.,
PRINCIPAL
PRINCIPAL
PERI INSTITUTE OF TECHNOLOGY
Mannivakkam, Chennai - 600 048.

Invoice no:

BBL332505B00849

Invoice date:

27-MAY-2024

Invoice Summary

³roduct

ILL

HSN/SAC

998422

Qty/UQM

1/Others

nstallation Address(A)

Bharti Airtel Limited No 1168Avinashi RoadPapanaicken Palayam Near Lakshmi Mills COIMBATORE CBT TAMIL NADU

nstallation Address(B) PERI INSTITUTE OF TECHNOLOGY COLLEGE OF PHARMACY Mannivakkam Tamil Nadu India Kanchipuram TAMIL NADU

Circuit Id (LSI)	PO No / PO Date	Installation Date / Service Period	Bandwidth / Distance	Description	Annual Charges* (₹)	Current Charges* (₹)	(CGST	SGST	r/utgst		IGST
							Rate	Amount	Rate	Amount	Rate	Amount
240417100066617	ILLKTN1604240290/ 16-APR-2024	16-May-2024 / 16-May-2024 to 30-Jun-2024	300 Mbps /	300 Mbps Fully Managed ILL PERI INSTITUTE OF TECHNOLOGY COLLEGE OF PHARMACY Mannivakkam Tamil Nadu India - Access Bandwidth ARC	7,40,000.00	93,516.48	9%	8,416.48	9%	8,416.48	0%	0.00
240417100066617	ILLKTN1604240290/ 16-APR-24	16-May-2024 / 16-May-2024 to 16-May-2024		OTC Fully Managed ILL PERI INSTITUTE OF TECHNOLOGY COLLEGE OF PHARMACY Mannivakkam Tamil Nadu India - Bandwidth OTC	0.00	5,000.00	9%	450.00	9%	450.00	0%	0.00
Гotal					7,40,000.00	98,516.48		8,866.48		8,866.48		0.00

'Excluding Tax

Tax Details

Description	SAC / HSN	Taxable Value	Rate	Amount	Tot
CGST	998422	98,516.48	9%	8,866.48	
UTGST/SGST	998422	98,516.48	9%	8,866.48	17,732.9
Fotal					17,732.9

Acronyms Used

QTY Quantity

UoM Unit of Measure

SAC Service Accounting Code

HSN Harmonized System of

Nomenclature

Coefora

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Mannivakkam, Chennai - 600 048.



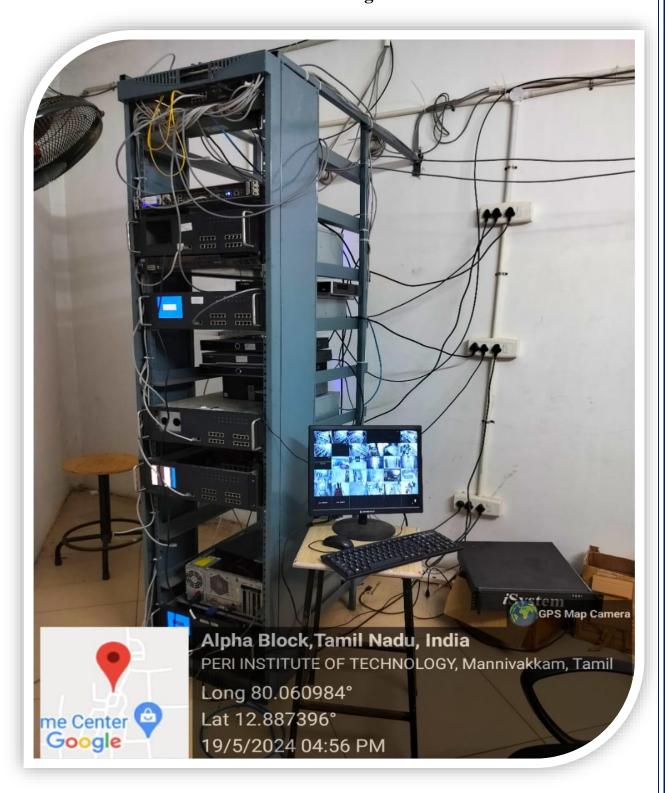
Criterion IV Infrastructure and Learning Resources

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Internet Firewall



Criterion IV Infrastructure and Learning Resources



Firewall Space



Criterion IV Infrastructure and Learning Resources



Firewall Space



Criterion IV Infrastructure and Learning Resources



Original for Recipient

TAX INVOICE



Relationship Number: 1879831
PERI EDUCATIONAL AND CHARITABLE TRUST
BIIIIINg Address
NO 01,NEAR WEST STREET,MANNIVAKKAM,TAMBARAM,
CHENNAI, TAMILNADU

India Pincode: 600048 Mobile No:9566411701

Installation Address(Place of Supply)

NO 01, NEAR WEST STREET, MANNIVAKKAM, TAMBARAM CHENNAI,TAMILNADU State Code:33 GSTIN NO: 33AABTP3595L1Z5 From.

IRN Number

Involce Number: Involce Date: Involce Due Date Po No: Po Date: Billing Period:

Billing Period GSTIN PAN: CIN: YOU Broadband India Limited YOU Broadband India Limited. No 51/117,,

Nelson Towers, 4th Wing, Ground Floor.,

Neison Manickam Road, Aminjikara Chennal-600029 87b10a0c21c9c500424810927be1c

90 ICI-23-24-000571

01-0ep-2023 16-0ep-2023 PERIT/TECH01 02-Jan-2023 01-0ep-2023 to 30-Nov-2023 33AABC86062F1Z3 AABC86062F1Z3 US1909MH2000PTC139921

lan: 100 Mbps - 1:1 Quarterly

Details												
Description	SAC Code	Basio Amt	Diso Amt	Net Basio Amt	1	CGST		SGST		IGST	Total Tax	Total Amount
					%	Amt	%	Amt	%	Amt		
Bandwidth Charges	998422	95000.00	0.00	95000.00	9%	8550.00	9%	8550.00	0%	0.00	17100.00	112100.00
Total		95000.00	0.00	95000.00		8550.00		8550.00		0.00	17100.00	112100.00

Involce Value (in words)

One Lakh Twelve Thousand One Hundred Rs.



Bank details for NEFT/RTGS							
Bank Name	ICICI BANK.						
Beneficiary Name	YOU Broadband India Ltd						
Account Number	Current A/c. No: 019305002117						
IF8C NEFT/RTG8 CODE	ICIC0000193						
8WIFT CODE	ICICINBBCTS						
MICR Code of Bank Branch (Branch Code):	395229004						
Bank's Street Address:	Anand Mahai Road, Adajan, Shop No. 1 & 4, Green Ellina, Surat, Gujarat 395009						

Terms & Conditions

For Terms & Conditions _piease refer http://www.youbroadband.in/disclaimer

This invoice is not subject to reverse charge

E&O.E

Authorized Signatory

This document is signed by Harshal Thakkar.

YOU Broadband India Limited

Registered Office: 10th Floor, Birla Centurion, Century Mills Compound, Pandurang Budhkar Marg, Worll, Mumbai - 400030, India

Tel:+91 22 71134100 Web:www.youbroadband.in



Criterion IV Infrastructure and Learning Resources



Original for Recipient

TAX INVOICE



Relationship Number: 1979631

PERI EDUCATIONAL AND CHARITABLE TRUST

Billing Address

NO 01, NEAR WEST STREET, MANNIVAKKAM, TAMBARAM, CHENNAI, TAMILNADU

Pincode: 600048 Mobile No:9566411701 mlokesh@peri.ac.in Installation Address(Place of Supply)

NO 01, NEAR WEST STREET, MANNIVAKKAM, TAMBARAM CHENNAI, TAMILNADU State Code:33

GSTIN NO: 33AABTP3595L1Z5

PAN: AABTP3595L

From:

IRN Number:

YOU Broadband India Limited

YOU Broadband India Limited. No 51/117,,

Nelson Towers, 4th Wing, Ground Floor,,

Nelson Manickam Road, Aminjikarai,

Chennai-600029

2776d1a637c9be8557ce64a60a4785 2c171b366f2e9273e4e21c8f66afd3c a55

U51909MH2000PTC139321

Invoice Number: ICI-22-23-000923 Invoice Date: 01-Mar-2023 16-Mar-2023 Invoice Due Date: Po No: PERIIT/TECH/01 Po Date: 02-Jan-2023

Billing Period: 01-Mar-2023 to 31-May-2023 **GSTIN** 33AABCB6062F1Z3 PAN: AABCB6062F

CIN: Plan: 100 Mbps - 1:1 Quarterly

Details												
Description	SAC Code	Basic Amt	Disc Amt	Net Basic Amt		CGST		SGST		IGST	Total Tax	Total Amount
					%	Amt	%	Amt	%	Amt		
Bandwidth Charges	998422	95000.00	0.00	95000.00	9%	8550.00	9%	8550.00	0%	0.00	17100.00	112100.00
Total		95000.00	0.00	95000.00		8550.00		8550.00		0.00	17100.00	112100.00

Invoice Value (In words)

Payment QR Code



One Lakh Twelve Thousand One Hundred Rs.

Bank details for NEFT/RTGS									
Bank Name	ICICI BANK.								
Beneficiary Name	YOU Broadband India Ltd								
Account Number	Current A/c. No: 019305002117								
IFSC NEFT/RTGS CODE	ICIC0000193								
SWIFT CODE	ICICINBBCTS								
MICR Code of Bank Branch (Branch Code):	395229004								
Bank's Street Address:	Anand Mahal Road, Adajan, Shop No. 1 & 4, Green Ellina, Surat, Gujarat 395009								

Terms & Conditions Authorized Signatory For Terms & Conditions ,please refer http://www.youbroadband.in/disclaimer This document is signed by Harshal Thakkar. This invoice is not subject to reverse charge

YOU Broadband India Limited

Registered Office: 10th Floor, Birla Centurion, Century Mills Compound, Pandurang Budhkar Marg, Worli, Mumbai - 400030, India Tel:+91 22 71134100 Web:www.youbroadband.in



Criterion IV Infrastructure and Learning Resources



Original for Recipient

TAX INVOICE



Relationship Number: 1979631 PERI EDUCATIONAL AND CHARITABLE TRUST

NO 01, NEAR WEST STREET, MANNIVAKKAM, TAMBARAM, CHENNAI, TAMILNADU

India Pricode: 600048 Mobile No:9566411701 mlokesh@peri.ac.in Installation Address(Place of Supply)

NO 01, NEAR WEST STREET, MANNIVAKKAM, TAMBARAM CHENNAI, TAMILNADU State Code:33 State Code:33 GSTIN NO: 33AABTP3595L1Z5 PAN: AABTP3595L

Po Date Billing Period: GSTIN o1/11/... Nelson Towers, 4th Wing, Ground Floor... Nelson Manickam Road, Aminjikar

eb046757f1508785f90a0a0534a5c56 8c6965d01086b2850159c1eecb0db9 fde tole ICI-23-24-000188 01-Jun-2023 16-Jun-2023 PERIIT/TECH/01

02-Jan-2023 01-Jun-2023 to 31-Aug-2023 33AABCB6062F1Z3 AABCB6062F U51909MH2000PTC139321

Plan: 100 Mbps - 1:1 Quarterly

Details												
Description	SAC Code	Basic Amt	Disc Amt	Net Basic Amt		CGST		SGST		IGST	Total Tax	Total Amount
					%	Amt	96	Amt	96	Amt		
Bandwidth Charges	998422	95000.00	0.00	95000.00	9%	8550.00	9%	8550.00	0%	0.00	17100.00	112100.00
Total		95000.00	0.00	95000.00		8550.00		8550.00		0.00	17100.00	112100.00
									$\overline{}$			

Invoice Value (In words)

One Lakh Twelve Thousand One Hundred Rs.

Bank details f	or NEFT/RTGS
Bank Name	ICICI BANK.
Beneficiary Name	YOU Broadband India Ltd
Account Number	Current A/c. No: 019305002117
IFSC NEFT/RTGS CODE	ICIC0000193
SWIFT CODE	ICICINBBCTS
MICR Code of Bank Branch (Branch Code):	395229004
Bank's Street Address:	Anand Mahal Road, Adajan, Shop No. 1 & 4, Green Ellina, Surat, Gujarat 395009

Terms & Conditions For Terms & Conditions _please refer http://www.youbroadband.in/disclaime This invoice is not subject to reverse charge E&O.E

Authorized Signatory This document is signed by Harshal Thakkar.

YOU Broadband India Limited nturion, Century Mills Compound, Pandurang Budhkar Marg, Worli, M Tel:+91 22 71134100 Web:www.youbroadband.in

Purchased Bill

opens Dr. R. PALSON KENNEDY, M.E., Ph.D. PRINCIPAL PERI INSTITUTE OF TECHNOLOGY Mannivakkain, Chennai - 600 048.



Criterion IV Infrastructure and Learning Resources

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Cyber security



Criterion IV Infrastructure and Learning Resources



FIREWALL SPACE -ALPHA BLOCK



Criterion IV Infrastructure and Learning Resources



FIREWALL SPACE -ALPHA BLOCK



Criterion IV Infrastructure and Learning Resources

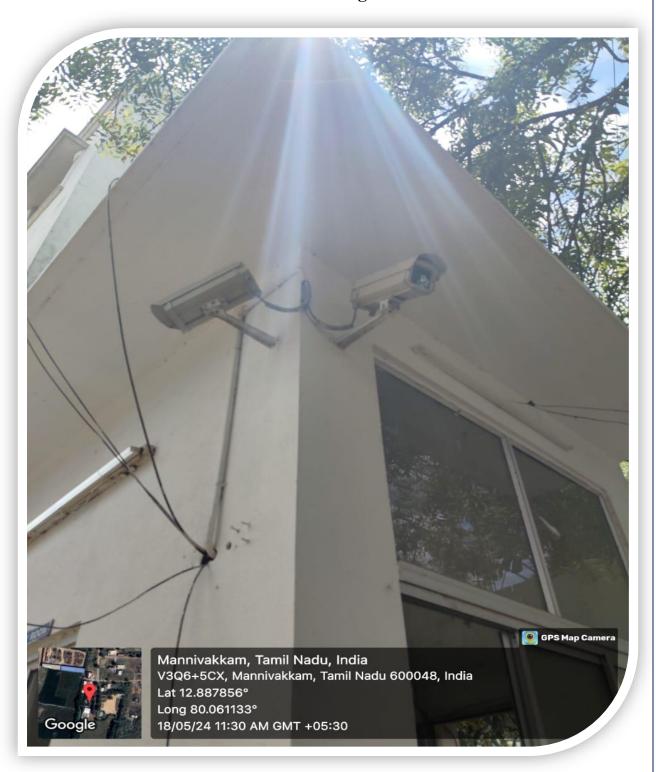




CAMERA -ALPHA BLOCK



Criterion IV Infrastructure and Learning Resources



CAMERA -MAIN GATE



Criterion IV Infrastructure and Learning Resources



CAMERA - DELTA BLOCK



Criterion IV Infrastructure and Learning Resources



CAMERA - DELTA BLOCK



Criterion IV Infrastructure and Learning Resources



CAMERA - BETA BLOCK



Criterion IV Infrastructure and Learning Resources



CAMERA - ZETA BLOCK



CAMERA - HOSTEL

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Criterion IV Infrastructure and Learning Resources

Key Indicator 4.3 IT Infrastructure

4.3.1 Institution has an IT policy covering Wi-Fi, Cyber security etc., and allocated budget for updating its IT facilities

IT policy



Information Technology Policy

Purpose of IT Policy

- To maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the College on the campus.
- To establish College-wide strategies and responsibilities for protecting the information assets that are accessed, created, managed, and/or controlled by the College.
- To work as a guide to stakeholders in the usage of the College's computing facilities including computer hardware, software, email, information resources, intranet and Internet access facilities.
- To set direction and provide information about acceptable actions and prohibited actions or policy violations.

Scope of IT Policy

- College IT Policy applies to technology administered by the College centrally or by the individual departments, to information services provided by the College administration, or by the individual departments, or by individuals of the College community.
- This IT policy also applies to the resources administered by the departments such as Library, Computer Labs, Laboratories, and Administrative Offices of the College.
- Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subjected to the Do's and Don'ts detailed in the College IT policy.
- Further, all the faculty, students, staff, departments, authorised visitors/visiting faculty and others who may be granted permission to use the College's information technology infrastructure, must comply with the Guidelines.

IT policies broadly concentrates on the following areas

- IT Hardware Installation and Maintenance Guidelines
- Software Installation and Licensing Guidelines
- Network (Intranet & Internet) Use Guidelines



- E-mail Account Use Guidelines
- Web Site Hosting Guidelines
- College Database Use Guidelines
- Role of Network/System Administrators

IT Hardware Installation and Maintenance Guidelines

- IT Hardware Installation and Maintenance is performed by System Administrators
- Faculty and the departments can submit IT Hardware requirements based on their academic requirements.
- Procurement of IT Hardware should be initiated based on the availability of stock and the requirements submitted by the departments.
- Stock Register should be updated immediately when IT Hardware is Procured.
- IT Hardware Installation and maintenance services are provided only after receiving an approval from the concerned Head of the Department and the Principal.
- Maintenance of Computer Systems should be done periodically by System administrators and the same need to be recorded in the Maintenance register.
- Movement of IT Hardware within the college or outside the college should be recorded in Movement Register.
- The major e-waste such as written off instruments /equipment's, CRTs, Printers, Computers, batteries should be sold regularly.
- The Faculty or the Department is solely responsible for the IT Hardware provided to them and any damage or loss or theft need to be addressed bared by them only.

Software Installation and Licensing Guidelines

- College IT policy allows authorized and open source software installation on the College computers. In case of any violation the College will hold the Department/Individual personally responsible.
- Open source software should be used in their systems wherever possible.
- Licensed software needs to be installed in the systems.
- Antivirus Software need to be procured and installed in the systems
- Backups of Data should be taken periodically by the system administrators and stored in



External Hard Disk.

- Software's used for academic and administrative purposes should adhere to ISO standards Network (Intranet & Internet) Use Guidelines
- Any computer (PC/Server) that will be connected to the College network, should have an IP address assigned by the System Administrators.
- An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port.
- Change of the IP address of any computer by staff or student is strictly prohibited.
- Configuration of a network will be done by system administrators only.
- Individual departments/individuals connecting to the College network over the LAN may run server software only after bringing it to the knowledge of the System Administrators.
- Access to remote networks using a College's network connection must be in compliance with all policies and rules of those networks.
- Internet and Wi-fi facilities should be used for academic and administrative purposes only.

E-mail Account Use Guidelines

- Every faculty is provided with an E-mail.
- The E-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the E-mail facility for illegal/commercial purposes is a direct violation of the College's IT policy and may entail withdrawal of the facility.
- Faculty should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
- Impersonating the email account of others will be taken as a serious offense under the College IT security policy.
- It is ultimately each individual's responsibility to keep their email account free from violations of College's email usage policy.

Web Site Hosting Guidelines

• The College Website should be used to provide academic and administrative information



for its stakeholders.

- The Website Updation Committee is responsible for content updation and maintenance of the website.
- Maintain up to date pages. Proofread pages and test links before putting them on the Web, and regularly test and update links.
- The contents hosted on the website should be correct and clear.
- The departments, and Associations of Teachers/Employees/Students may have an official Web page on the Website. Official Web pages must conform to the College Website Creation Guidelines.
- LMS can be linked to the website so that Faculty may post class materials (syllabi, course materials, resource materials, etc.) on the Web to facilitate eLearning
- The Website Updation Committee needs to take proper measures in safeguarding the security of the data hosted on the website.

College Database Use Guidelines

- The databases maintained by the College administration under the College's e-Governance must be protected.
- College is the data owner of all the College's institutional data generated in the College.
- Individuals or departments generate portions of data that constitute College's database. They may have custodianship responsibilities for portions of that data.
- The College's data policies do not allow the distribution of data that is identifiable to a person outside the College.
- Data from the College's Database including data collected by departments or individual faculty and staff, is for internal College purposes only.
- One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights. Through its data access policies, the College makes information and data available based on those responsibilities/rights.
- Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the IQAC



Office of the College

- Requests for information from any courts, attorneys, etc. are handled by the Office of the
 College and departments should never respond to requests, even with a subpoena. All
 requests from law enforcement agencies are to be forwarded to the IQAC Office of the
 College for response.
- At no time may information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation or other purposes.
- Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to.
- Certain violations of IT policy laid down by the College by any College member may even result in disciplinary action against the offender by the College authorities. If the matter involves illegal action, law enforcement agencies may become involved.

Responsibilities of Network/System Administrators

- To Design College Network and perform Backbone operations
- To follow Global Naming & IP Addressing conventions
- To review the existing networking facilities, and need for possible expansion.
- Configuring and maintenance of Wireless Local Area Networks
- To configure and maintain IT facilities provided in class rooms, Labs and Semi
- To receive and address complaints from users of college network
- To Maintain servers in the server room
- To look into the Maintenance of Computer Hardware, Peripherals and Networking devices.
- To discourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

E-waste Management

- The Institution has undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus.
- E-Waste Management: Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff; and the major repairs are handled by



the Technical Assistant and are reused.

- Old configuration computers and LCD Projectors are transferred to the schools run by our education society.
- The major e-waste such as written off instruments/equipments, CRTs, Printers, Computers are sold out.
- UPS Batteries are recharged / repaired / exchanged by the suppliers.
- Electronic gadgets, circuits, kits have been written off on regular basis and then it is sold out to buyers
- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.
- The waste compact discs and other disposable non-hazardous items are used by students for decoration
- The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.

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