CHRIST
COLLEGE (AUTONOMOUS)
IRINJALAKUDA, KERALA

INFORMATION TECHNOLOGY (IT)- POLICY, PROCEDURE & RESPONSIBILITIES

QUALITY POLICY

Area : IT Support

INFORMATION TECHNOLOGY (IT)- POLICY, PROCEDURE & RESPONSIBILITIES

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CONTROL

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PURPOSE

This IT Policy of Christ College (Autonomous) is to establish appropriate use of IT infrastructure for the benefit of Students, teachers, supporting staff and public.

SCOPE

This policy applies to Principal, Students, Teaching and Non-teaching staff and public who use the IT infrastructure of Christ College.

POLICY AND PROCEDURES

PURCHASE OF IT RESOURCES

The purchase of IT resources should be in accordance with purchase manual only after getting the consent from IT coordinator and Principal. Purchase of items coming under government projects and aids should adhere to the laws of Kerala Government. This IT policy restricts the use of pirated, unauthorized software in computers of Christ College.

OPERATING SYSTEMS

Users of computer should make sure the operating system is updated. They should try to update the systems and if any trouble should contact Computer Centre. Christ College encourages the users to use open-source software Linux and Libre Office.

LABELLING AND MOVEMENT OF IT RESOURCES

All computers and accessories should be labelled properly through barcoding before entering to the stock. Shifting of computers is allowed only on special circumstances with special permission from IT coordinator. In case of shifting of computer within the network, the matter should be intimated to IT Administrator (Network center).

RESPONSIBLE USE OF IT RESOURCES

The use of IT resources of Christ College is restricted to academic activities pertaining to College and incidental personal use. Incidental personal use may not interfere with work at Christ College, nor may it result in additional direct cost to College.

INSTITUTIONAL EMAIL

Christ College encourages its users (teachers and students) to use institutional email. All students are provided with institutional email before the commencement of the academic activities. Official communications are done mainly using the institutional email. The use of institutional email should abide with following policies: a) The institutional email will be used mainly for academic purposes and incidental personal purposes b) Institutional email id should not be used for any illegal activities.

LOGIN AND PASSWORDS

Every student and teacher of Christ College is provided with login to institutional email, moodle LMS and language lab during the inception to College. Students of language departments will be provided with login credentials of Language lab. User should never share his/her passwords of institutional email, moodle LMS, Linways ERP, Language lab with others. The individual account holder will be responsible for any misuse of the accounts.

COLLEGE WEBSITE

College website is handled by Website Coordinator and IT administrator. Updating of news, exam announcements, seminar brochures should be sent to Website coordinator after getting permission from Principal. Christ college encourages use of personal, departmental web pages. Such web pages can be linked to Official website through hyperlink of the URL after getting permission from Principal. If the contents of such webpages contain any content that violate government laws or is against the goodwill of the college, Principal has the authority to remove the hyperlink.

VIDEO SURVEILLANCE

Video surveillance cameras will be installed at strategic points which includes entrance and exit to buildings and Exam halls. No cameras will be hidden and also will not be focusing on areas of privacy. Signs will be placed at locations where cameras are installed to intimate the presence of CCTV. Only the Principal will have the access to the recorded footages.

CYBERSECURITY

Cybersecurity is enabled in systems connected to network through firewall and email security software. All computers should be installed with valid Antivirus software. The use of pen drives, CDs etc for file transfer is discouraged and will be entertained only in special circumstances.

COMPLAINTS AND REDRESSAL

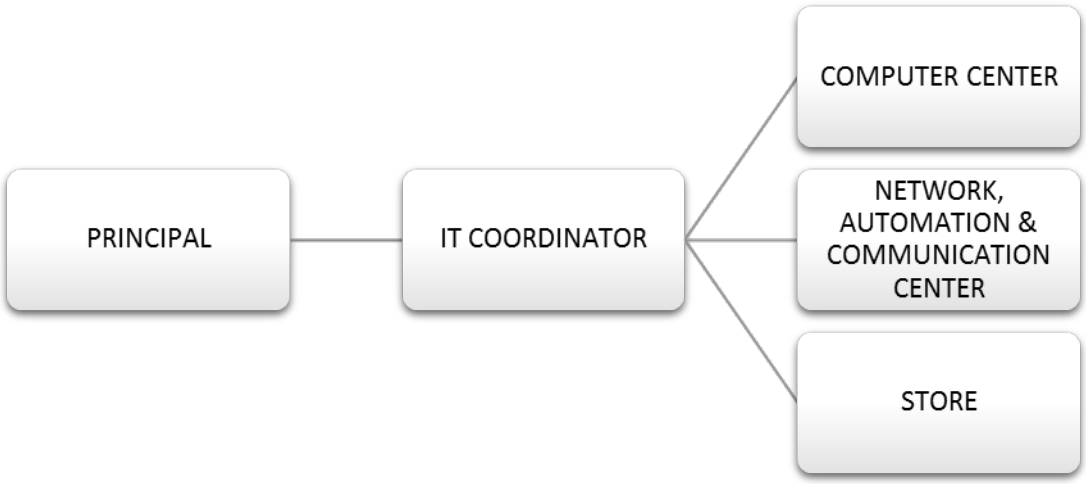
Complaints regarding IT infrastructure and services should be registered at www.christac.net. Copy of email will be sent to the user. IT Administrator oversees the redressal mechanism and complaints are redressed within 24 hours.

E-WASTE

E- waste of the College is handled as per the Waste disposal policy of Christ College (Refer- Waste Disposal Policy)

RESPONSIBILITIES

ORGANOGRAM FOR IT SUPPORT



RESPONSIBILITIES OF SYSTEM ADMINISTRATION CENTER

a. Maintenance of computer systems and peripherals.
b. Coordinate with Departments to properly maintain the computer labs.
c. Solve problems related to hardware, OS (Operating systems), any other software purchased by Christ College.
d. Regularly update Computers (Hardware & OS) and peripherals.
e. Revamp the IT facilities and handling of E-waste in accordance with the Environmental policy of Christ College.
f. Video content generation for training on IT related procedures and concepts.
g. Labelling and barcoding the IT assets of Christ College and updating annual stock.
h. Coordination with Network center to resolve related problems.

RESPONSIBILITIES OF NETWORK AUTOMATION AND COMMUNICATION CENTER

a. Establish and maintain Campus Network
b. Timely expansion of campus network
c. Monitor the network and ensure cybersecurity through firewall
d. Managing automation center for booking halls, Complaint registration and ticketing, Appointments
e. Manage communication system with messaging system
f. Establish Wireless local area networks as per the requirements
g. Maintenance of servers and associated accessories
h. Domain name and IP addressing
i. Generate and Distribute E mail accounts and Web access ids
j. Website hosting and maintenance
k. Coordination with Computer center to resolve related problems.
l. Implement security camera surveillance and transfer the database to authorities.

RESPONSIBILITIES OF STORE

a. Issue items related to computers and peripherals against the request approved by IT coordinator.
b. Maintain stock register in coordination with System Administration center.
c. Intimate IT Coordinator about the status of stock once in every fifteen days.

RESPONSIBILITIES OF IT COORDINATOR

a. Scrutinize the requests of purchases, maintenance and give necessary instructions to the sub centers namely, Computer center, Network Automation and Communication center and Store (Inventory).
b. Assist Principal in inviting tenders, and conducts purchases from vendors as per the directions from Principal.
c. Assist Principal in appointing necessary staff for the sub centers.
d. Updating the requirements and systems as per the current trends in market and industry

RESPONSIBILITIES OF PRINCIPAL

a. Appoints IT coordinator as per the decentralization policy of the institution.
b. Take leadership in updating and reviewing the IT Policy

FEEDBACK

Christ College staff and students may provide feedback about this document by emailing iqac@christcollegeijk.edu.in

APPROVAL AND REVIEW DETAILS

Approval and Review	**Details**
Approval Authority	Governing council
Administrator	Principal
Approved on	11th December 2020
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