



THE NEW COLLEGE

(AN AUTONOMOUS INSTITUTION AFFILIATED TO THE UNIVERSITY OF MADRAS
& ACCREDITED BY NAAC WITH 'A' GRADE IN THE 3rd CYCLE)

Sponsored by : THE MUSLIM EDUCATIONAL ASSOCIATION OF SOUTHERN INDIA (MEASI)



“ASSOCIATION GARDENS” Old No.87 / New No. 147, Peters Road, Royapettah, Chennai - 600 014. TAMILNADU, INDIA
Phone :+91 44 2835 1269 / 2835 0297

IT Policy

1. Introduction

The New College relies substantially on its IT resources and network for teaching, learning, research, and administration. The college has clearly defined the rules and regulations of utilising the IT infrastructure and resources offered by the college to its stakeholders. The college insists on all stakeholders to comply with the regulations governing the use of Information and communication technology within the campus.

The college has formulated an IT Cell to monitor adherence to the IT Policy Regulations. The cell conducts periodic inspections and audits on IT resources of the college with the help of the Web Administrator and Hardware Engineers to ensure compliance to the regulations mentioned in the IT Policy.

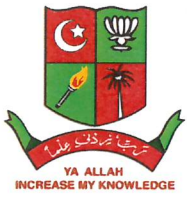
1.1. Purpose of the IT Policy

The IT Policy aims at the following:

1. Define the composition and functions of the New College IT Cell.
2. Promote fair and ethical use of the IT resources and facilities provided by the college.
3. Manage the official website of the college.
4. Administer the ERP system
5. Manage the official social media pages of the college.
6. Manage IT / Software Licencing.
7. Maintain the Hardware and software.
8. Initiate IT-Related Purchases.
9. Ensure cybersecurity.
10. Regulate The Use of Wi-Fi connectivity within the campus.
11. Protect the digital assets of the college.
12. Safeguard confidential office data
13. Ensure privacy of students by preventing the abuse of student data.
14. Restrict the access to the internet through systematic IP allocation and authentication using firewalls.
15. Plan and execute data back-up and recovery.
16. Maintain and control official email accounts and storage in the college domain.
17. Define the protocol for dealing with security breaches.
18. Define the IT related roles and responsibilities.

2. New College IT Cell (NCITC)

Although the day-to-day IT related issues are resolved by the Web Administrator, in consultation with the Principal, and Vice Principals, the IT Cell of the college consisting of the following members is responsible for taking major policy decisions and changes in the use of IT resources in the college. The following is the composition of the IT Cell.



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1. Principal (Chairperson)
2. A representative of the Management (Nominated by the Hon. Secretary for a period of 3 years)
3. Vice Principal (Academic)
4. Vice Principal (Administration)
5. Director, IQAC
6. Head of the Department of Computer Science
7. Web Administrator (Convenor)

2.1. Functions of the IT Cell

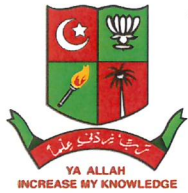
- a) Periodic updating of the IT Policy with the support of the IQAC.
- b) Ensure the strict implementation of the IT Policy.
- c) Recommend actions for violations of IT regulations.
- d) IT related Grievance Redressal.
- e) Create awareness among students on emerging trends in technology, cybersecurity, digital literacy, informatics.
- f) Prepare or update the syllabus for common courses on computers / information Technology and Informatics (Under Part – IV for UG and Part II for PG) with the assistance of relevant departments.

3. Fair Use of IT resources

The IT resources provided by the institution, including internet connectivity, official email accounts, computer systems for staff and students, are meant only for official and educational uses. The college reserves the right to monitor the usage of the internet by the staff members, in case any need arises. Therefore, staff and students are not expected to utilise the resources for personal work. Besides, the college insists on all the users of the college network to comply with the IT laws of the country.

3.1. The following are strictly banned in the college premises:

- 3.1.1. Watching or downloading entertainment programmes using the office internet.
- 3.1.2. Taking print-out for activities unrelated to the college.
- 3.1.3. Online trading.
- 3.1.4. Accessing personal Social Media accounts like Facebook, Twitter & Instagram while on duty.
- 3.1.5. Storing personal files on official systems.
- 3.1.6. Watching/accessing or downloading pornographic content using the college network.



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3.1.7. Using video social networking sites like YouTube and Vimeo for non-educational purposes.

3.1.8. Accessing OTT (Over the Top) streaming services using college networks.

3.1.9. Engaging in any kind of cybercrimes, including software piracy.

3.2. Other Unacceptable Uses of the college Network

3.2.1. Creation and transmission of obscene, indecent, and offensive images and videos through any websites or applications.

3.2.2. Creation and transmission of any materials intending to cause annoyance, inconvenience and mental agony to anyone. This includes creation and transmission of images and videos intending to denigrate, insult the college and allied institutions, faculty members and staff.

3.2.3. Transmission of materials that infringe the copyright of another person.

3.2.4. Sending unsolicited marketing materials to anyone.

3.2.5. Deliberate unauthorised access to the college network, IT facilities or services.

3.2.6. Destroying or corrupting or disrupting other users' data and work.

3.2.7. Violating the privacy of other users.

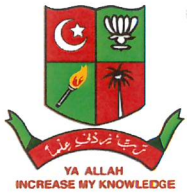
3.2.8. Denying services to other users by switching off the routers, disconnecting cables and so on.

3.2.9. Using software that is likely to cause problems or adversely affect the college network.

3.2.10. Introducing viruses or harmful software and applications in the computers and other devices owned by the college or the other users.

4. Management of the official website of the college.

The System & Web Administrator is in charge of the management of the official website. It is the duty of the System & Web Administrator to ensure that the website is updated periodically. System & Web Administrator is expected to effect the changes suggested in static components within 24 hours and dynamic components within the same day (12 hours).



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5. Administration of ERP

The administrative rights of ERP systems are provided to various officials like Principal, Vice Principals, COE, IQAC Director, and Placement Officer, for approving and validating various tasks carried out by sections under their control. Technical aspects of ERP management are entrusted with System & Web Administrator. Individual members of the staff also are given rights to effect changes in their personal details. All contacts to the outside vendors on ERP will be carried out by the System & Web Administrator.

6. Management of official social media pages of the college.

Assistant Web Administrators are responsible for updating details of the official social media pages of the college. All the contents uploaded to the social media sites are to be checked for quality by the IQAC Director / Coordinators. Assistant Web Administrators should get necessary permissions from the Principal while updating any official information on the official social media pages.

7. Manage IT / Software Licencing.

The System and Web Administrator is in charge of managing all IT and Software Licencing related activities of the college. It is the responsibility of the System and Web Administrator to ensure that no section of the college engages in any kind of software piracy and other IT related crimes. The college is committed toward using only licensed versions of software. In order to avoid various licensing related issues, the college promotes the use of Open-Source software and operating systems.

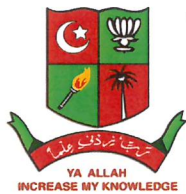
8. Maintenance of Hardware

The following initiatives are taken by the Hardware Engineers to ensure that maintenance of hardware is carried out in a systematic and effective manner and to ensure maximum utilisation of the available IT resources:

- 8.1. In order to ensure proper usage of IT resources, only the hardware engineers are permitted to do any kind of repair and replacement of parts.
- 8.2. All essential peripherals and parts will be purchased and kept in stock at the beginning of every semester to ensure speedy completion of repair works.
- 8.3. The Hardware engineers are entrusted with the responsibility of checking the computer systems for any possible errors and performance related issues.

9. IT Purchase Policy.

All IT related purchases require prior permission from the Hon. Secretary and Correspondent. However, during an emergency, parts and peripherals worth up to Rs. 5000/- can be sanctioned by the Principal. For all bulk purchases decided by the IT Cell, three quotations are to be secured from reliable vendors, before proceeding with the request for permission of the Hon. Secretary and Correspondent.



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10. Annual Budget for IT

In order to ensure optimum utilization of the IT resources for teaching, learning and administration, the finance committee will earmark an annual budget at the beginning of every new academic year for IT related expenses anticipated in that academic year.

11. Internal Software Development Facility

The college envisions establishing its own software development facility with the aim of becoming self-reliant in ERP systems, and to provide internship and career opportunities to the students of the college. The IT development facility aims at the following:

- Developing software and mobile applications needed for administration of the college and other institutions run by the parent body of the college.
- Extending the Software development services to the others at a nominal cost.
- Providing internship opportunities to select students every year.
- Creating job-ready IT professionals through on the job training programmes.

12. Cyber Security

The college takes every step to protect its data from hackers. With this aim, a reporting system is in place to act on security breaches. Security breach information is to be brought to the notice of the web administrator.

The college is conscious of the possibility of targeting the personal information of staff and students stored in the ERP system and submitted officially to government agencies like NAAC, AISHE, NIRF and UGC. Therefore, monitoring and updating of security information are carried out periodically by the web administrator. The college relies on the antivirus, and anti-malware facilities in-built in the systems in the college to prevent hacking.

The college envisions conducting periodic security training to staff on cyber-attacks in general and ransomware, phishing, protecting personal, financial and other important data. The responsibility of conducting these programmes at least once a year is entrusted to the NCITC coordinator. The ICT wing of the college will also conduct annual cybersecurity audits to detect lapses in the security systems.

13. Use of Wi-Fi

Permission must be obtained from the Web Administrator before connecting any new device to the college network. In order to regulate the use of Wi-Fi connectivity available in the college campus, all the users of Wi-Fi are recognised and allotted unique IPs. Students and staff members who want to use the college internet in their personal devices are required to submit an application to the Principal in the prescribed format available with the web administrator.

13.1. IP allocation and authentication through Firewall

Access to Wi-Fi internet provided by the college is restricted through IP allocation and Firewall Authentication. Certain websites are denied access to prevent abuse of the internet on the campus. The list of websites that are not permitted or accessed using the college internet are maintained and updated every year by the Web Administrator, with the concurrence of the Principal.



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Faculty Members and students who require IP addresses for their devices are required to give a requisition in the prescribed format available with the web administrator. One person will be allotted only one IP address for use in mobile devices, irrespective of the number of devices used by the person. However, all desktop PCs regularly used by the faculty members will be provided a separate IP address. Besides, all parts of the College network will be protected by a Firewall.

14. Protecting the Intellectual Property Rights on Digital Assets

The college resolves to protect its digital assets from being copied or abused by any others. It envisions registering the copyrights for assets like college logos. The college also uses other methods like encoding, encryption or watermarking to prevent unauthorised use of assets such as photographs, videos owned by the college, e-content and other learning sources displayed through the website and official social networking channels of the institution.

15. Confidentiality and Privacy of Official Data

Different individual members of the college community who have access to the college database and various personal details of students are expected to respect the privacy of students and maintain complete confidentiality while dealing with student details. It is the policy of the college not to share the database of students to anyone, even for holding campus placement drives. However, the details of students who have signed up for a placement drive may be shared to the firm concerned, with a request to respect the privacy of students. Further, it is the policy of the college not to spam the mailboxes of students with any kind of promotional content.

16. Data back-up and recovery

The web administrator is responsible for periodically taking the back-up of the college ERP, website and other data. Further, whenever needed, the Web Administrator is expected to conduct security audits in the IT systems in use in different sections of the college, in consultation with the Principal, employing the resources available in the college to check possible security issues and threats.

17. Institutional Email

All faculty members and students are provided with institutional email addresses by the college. The email addresses are to be used for all official and college related activities and communications. The email address allotted to students will be discontinued three months after completion of their programme of study. Separate email addresses will be provided to students who are joining higher studies in the college.

18. Dealing with security breaches

All events of security breaches noticed by the stakeholders are to be reported to the web-administrator at the earliest. In the event of a security breach aimed at sabotaging the college domain, website or ERP system the following protocols are to be followed:

- a. The Web Administrator takes immediate possible action to prevent further damage.
- b. Report the matter to the Chairperson of the IT Cell.
- c. Use the services of the IT support providers for assistance.
- d. File FIR in the nearby police station (Cybercrime)



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e. Efforts to strengthen the IT control systems to prevent similar attacks in future.

19. Disciplinary Action

The College reserves the right to check compliance with the policy from time to time. Any breach of this policy will lead to disciplinary action, in accordance with the rules of the college.

20. E-Waste management

The college follows the guidelines of the Government of India, Government of Tamil Nadu and Corporation of Chennai in managing the E-Waste generated in the college.

21. Roles and responsibilities

The key responsible people in the IT related activities of the college include 1) System & Web Administrator 2) Assistant Web Administrators, 3) Hardware Engineers, 4) System Assistants, and 5) Technical Assistants

21.1) System & Web Administrator

System & Web Administrator reports to the Head of the Department of Computer Science and is responsible for the following.

- Overall, in charge of the IT infrastructure and Resources in the college.
- Monitors the bandwidth of the internet and takes necessary steps in case of any issues.
- Manages the Website, Mobile Apps, and ERP systems of the college
- In-Charge of updating the website and suggesting changes in the website templates, and other software tools like IQAC ERP.
- Keeps the passwords to operate backend rights on website and admin tools in ERP.
- Serves as Single Point of Contact for outside agencies, including vendors and AMC related personnel.
- Manages all the activities related to IT related purchases.
- Maintain Firewall and other security systems.
- Provide internet connectivity as per the instructions of the HOD of Computer Science and VP administration.
- Allocate and manage IP addresses to individuals and Departments.

21.2) Assistant Web Administrators

Assistant Web Administrators report to the Web Administrator and are responsible for the following.

- Assist System & Web Administrator in all his activities.
- Helps IQAC in data processing.

21.3) Hardware Engineers

Hardware Engineers report to the Head of the Department of Computer Science and are responsible for the following.

- Installation of the new PCs allocated to various sections.
- Installation of Internet connectivity.
- Manage Software purchased for the college.



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- Respond to calls from diverse sections of the college for maintenance and repair.
- Periodic maintenance of all IT infrastructure
- Maintenance of stock register for the entire college for audits.
- Identify and reporting abuse of IT resources by any individuals
- Purchase peripherals and parts as per the instructions of the Vice Principal (Admin)
- Configuration of the IP provided by the Web Admin
- Periodic (at least once in three months) PC health Check-up along with PCs with the help of Technical Assistants

21.4) System Assistants

Reports to the respective Heads of Departments and carries out the following:

- Upgradation of required software in accordance with the changes in the syllabus.
- Open and close the labs under their charge.
- Maintain all the systems under their care and report hardware and software issues to the heads concerned.
- Help students during practical classes, demos and practical examinations.
- Ensure cleanliness and hygiene of the lab and the systems.
- Maintain the inventory of assets in the labs.
- Serving as teaching assistants during practical/theory sessions.
- Maintaining login details of the students using the lab.
- Allocation of systems to students.

21.5) Technical Assistants

Technical Assistants Report to the respective Heads of Departments and carries out the following:

- Maintenance of Digital lab.
- Assist the system assistants in resolving technical issues.
- Ensure the proper use of hardware by the students.
- Help in resolving any technical issue during the use of the labs and other systems in their departments.
- Assist Hardware engineers in Periodic PC health Check up.




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