



National College

(Autonomous)
College with Potential for Excellence
Nationally Re-accredited at 'A+' Grade by NAAC
A Unit of Dr.V. Krishnamurthy Educational Foundation



Tiruchy - Dindigul Road, Karumandapam, Tiruchirappalli - 620 001

Policy Document on Information and Communication Technology

Preamble

Living in the internet and computer yuga has its own challenges. There is a perceived gap between access to technology and the wherewithal to provide that technology. The college wants to ensure that all the stakeholders including, students, research scholars, teaching staff and non-teaching staff should have equal access to technology on campus. The college is further determined to ensure that technology enhanced education is in place and will augment and maintain the IT infrastructure. The college periodically updates its website and provides adequate information to seekers in a transparent manner.

Computer Labs

The college has adequate IT infrastructure to support the learning of variety of courses. The six computer laboratories with four hundred and forty-five computers provide adequate IT support to both staff and students. Besides, every department is provided with computers with internet connectivity. Workstations provide the needed practical and computing experience to the students. The systems are fully networked under LAN environment. The two tower servers ensure the smooth computing operations in the two computer labs. The computers are soft powered by Windows operating systems as per the requirements.

Tasks:


- Set up, sustain, and enhance the college's IT infrastructure.
- Manage hosting and regular updates of the college website.
- Oversee e-learning resources and digital content in the library.
- Ensure appropriate utilization for academic and administrative purposes by beneficiaries.
- Provide built-in checks to prevent misuse, with disciplinary actions against defaulters.

IT Infrastructure Components:

- LAN/Wi-Fi connectivity.
- Infrastructure for ICT-enabled teaching and learning modules.
- Digital library facilities and e-learning resources.
- Biometric attendance monitoring system.

Administrative Activities:

- Financial management.
- Admission process.
- Fee payments.
- Attendance maintenance (biometrically for staff).
- Examination process.


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Academic Activities:

- Utilizing computer laboratory facilities.
- Internet browsing for academic content in the classroom.
- Organizing online classes, webinars, conferences.
- Preparing and uploading digital content to create repositories.
- Accessing e-resources in the library.

Beneficiaries:

- Faculty, students, and doctoral scholars.
- Non-teaching staff.
- Vendors and visitors.

Computing Accessibility:

- Maintain a sufficient number of desktop PCs to provide access to all users.
- Quality systems with 10th generation i5 processors, 8GB RAM, and 1TB hard disks.
- Fully licensed software agreements with vendors.
- Robust LAN infrastructure (200MBps bandwidth) and Wi-Fi coverage.
- LCD projectors in lecture halls.
- Audio-Visual Studio for developing e-content modules.

Security Measures:

- 24/7 surveillance system with CCTV cameras.
- Biometric and RFID attendance systems for staff and hostels students.

IT Management Structure:

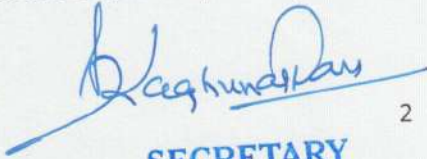
- System Administrator oversees all aspects of IT infrastructure.
- Web Administrator manages hosting and updates of the college website.
- Departmental Web In-Charges nominated by Heads of Departments assist the Web Administrator.

Usage Policy:

- Facilities are strictly reserved for academic or administrative purposes.
- Users are prohibited from playing/downloading videos, games, cinematic content, or accessing erotic websites.
- Faculty/scholars are permitted to access library databases for research purposes only.
- Disciplinary actions for misuse include imposition of fines, account suspension, or complete withdrawal of access privileges.


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