



**MES MAMPAD COLLEGE  
(AUTONOMOUS)**

(Accredited by NAAC with A grade)  
Affiliated to University of Calicut

Institutional Policy

# IT Policy

## IT PLAN

The purpose of IT plan is to inform all the members of MES Mampad College (faculty, staff, students, alumni, guests, etc) of what can be expected in terms of Information Technology. It is intended to support the educational, instructional, research and administrative activities of the college and the use of these resources is a privilege that is extended to members. This covers the use of all computers and other related hardware such as printers and projectors, and the use of the network infrastructure. The IT policy of the college is formulated to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established on the campus, and provide guidelines on acceptable and unacceptable use of IT resources of the college.

### Objectives

1. This policy governs the use of “IT Resources”, which include IT services, facilities, and equipment the College own or operate for the use of employees, students and others.
2. Take appropriate steps to ensure the security of college Information Resources, by adhering to all applicable security measures including using and safeguarding all necessary passwords.
3. As an academic institution, the College fully endorses academic freedom of speech on social networking sites.
4. College provides LINWAYS academic management system. Linways is a fully hosted cost effective and innovative learning management system which provides centralized and automated administration.
5. 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.
6. 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.
7. College website is handled by Website Coordinator and IT administrator. Updating of news, exam announcements, and seminar brochures should be sent to Website coordinator after getting permission from Principal.

8. Video surveillance cameras will be installed at strategic points which include entrance and exit, Library, main pathways of building. Only the Principal will have the access to the recorded footages.

9. The college is providing Wi-Fi facility to all departments. The internet usage provides guidelines for acceptable use of the organisations internet to devote internet usage to enhance work productivity and efficiency.

10. To provide login id and password to all students for accessing the inflibnet facility of the library.

11. The entire faculty, students, staff, departments, authorised visitors/visiting faculty and others who may be granted permission to use the information technology infrastructure of the college, must comply with the guidelines.

### **The Responsibilities of IT Coordinator**

a. Scrutinize the requests of purchases, maintenances and give necessary instructions to the sub centres namely, Computer centre and Network Automation and Communication centre

b. Assist Principal in inviting tenders, and conduct purchases from vendors as per the directions from Principal.

