



# **THE MADURA COLLEGE**

An Autonomous Institution affiliated to Madurai Kamaraj University

Re-accredited (3<sup>rd</sup> cycle) with 'A' grade by NAAC

Vidya Nagar, T.P.K. Road, Madurai – 625 011

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## **POLICY ON AUGMENTATION, UTILIZATION AND MAINTENANCE OF INFORMATION TECHNOLOGY INFRASTRUCTURE**

### **Preamble**

Information and Communication Technology has become a formidable part of the educational infrastructure. With e-resources and MOOCs becoming part of the curriculum and ICT tools enhancing / supporting the teaching learning process to a large extent, it is imperative to have a policy on augmentation, maintenance and utilization of IT infrastructure in the campus.

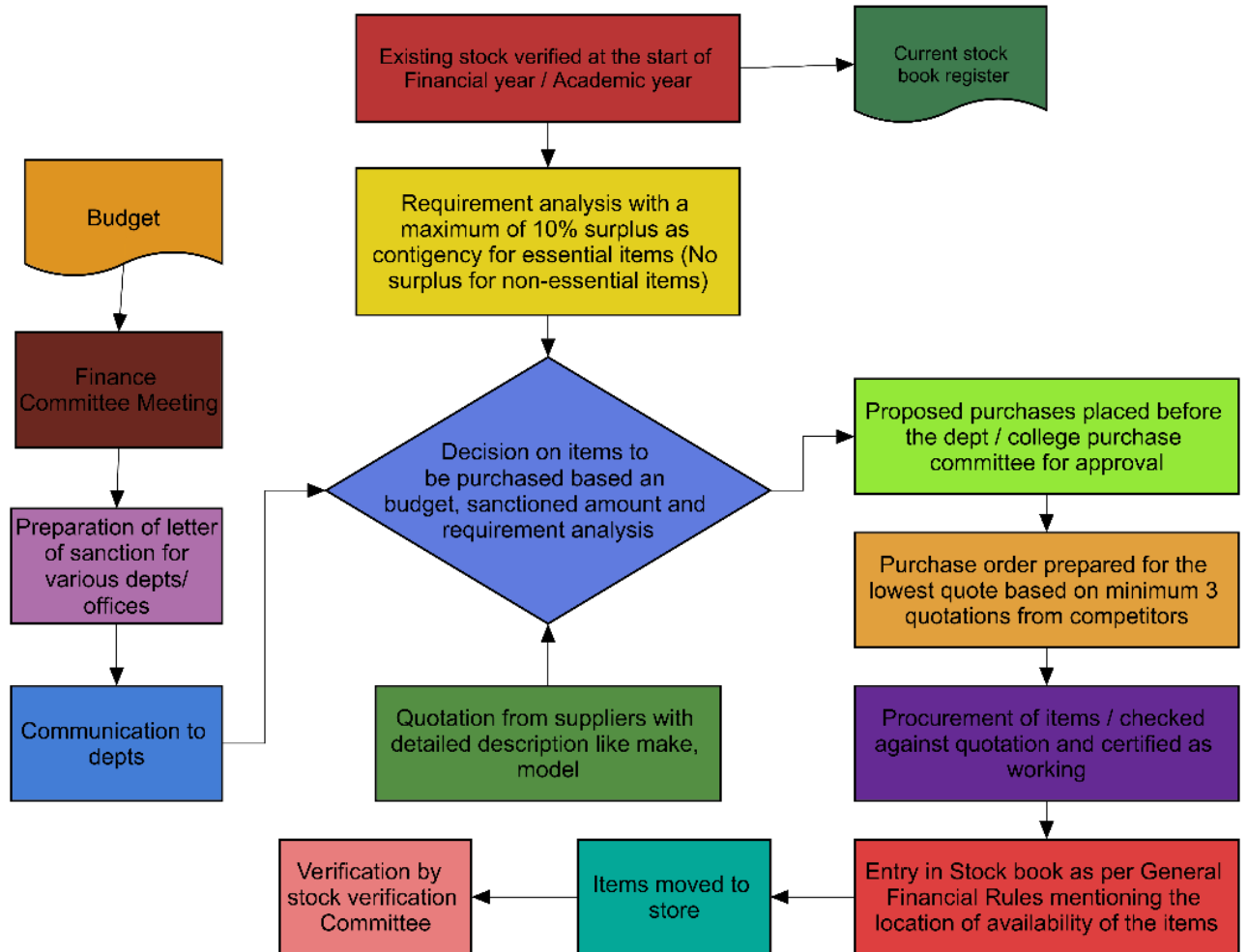
### **General**

- Each and every department will be provided with at least four computers and at least three computer dedicated for the use of students. Wherever utilization is higher, a higher number of computers would be considered.
- To ensure optimal utilization of the IT infrastructure, emphasis would be placed on developing centralized facilities wherever possible.
- The college is placing emphasis on use of open source software as far as possible.
- All utilization of IT facilities including the use of internet to be logged by the heads of various departments as required by the law.
- Computers and internet facilities provided to the departments and offices are to be used only for the purpose for which they are intended including but not limited to academics, administration and research. Unauthorized and unintended utilization of IT facilities is strictly prohibited.

### **Augmentation**

Augmentation of IT infrastructure would be done based on the need and utility. When optimal utilization of resource is not feasible, augmentation would be done at the centralized facility to ensure optimum utilization. The SoP for the purchase of equipment would be followed for the augmentation of IT infrastructure.

# Purchase of Equipment / Fixed Assets



## Optimal utilization

Utility and optimum utilization of the resource would be considered and audited at regular intervals. Sub-optimal utilization would lead to annexation of the facility and shift to a centralized facility.

## Software

The college encourages and supports the use of open source operating system and software wherever possible. In instances where open source alternatives are not available, proprietary software may be utilized as per licensing terms and conditions of the software. Utilization of unauthorized software in the college campus is strictly prohibited.

## Security

Cybersecurity is a reality. Hence all possible efforts like

- Regular updation of operating system software
- Use of internet security software
- Use of Internet content filtering software

Should be made.

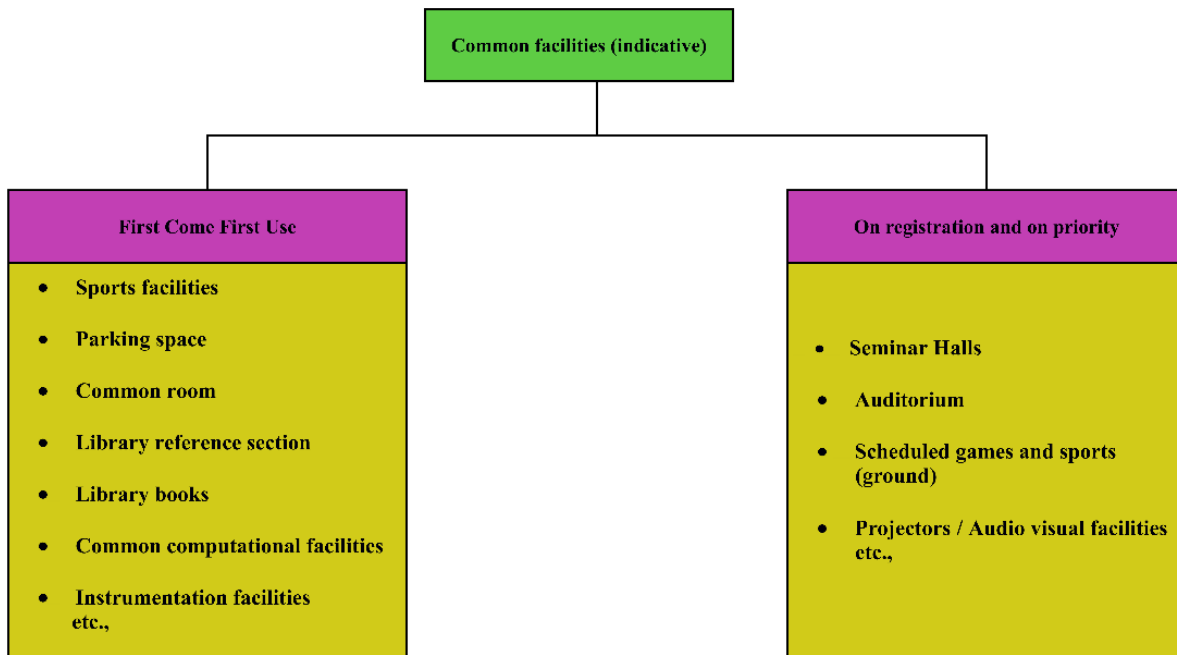
In all centralized facilities, routers with content filtering / parental control features alone need to be installed.

Hoardings on cyber etiquettes must be placed in centralized computational facilities.

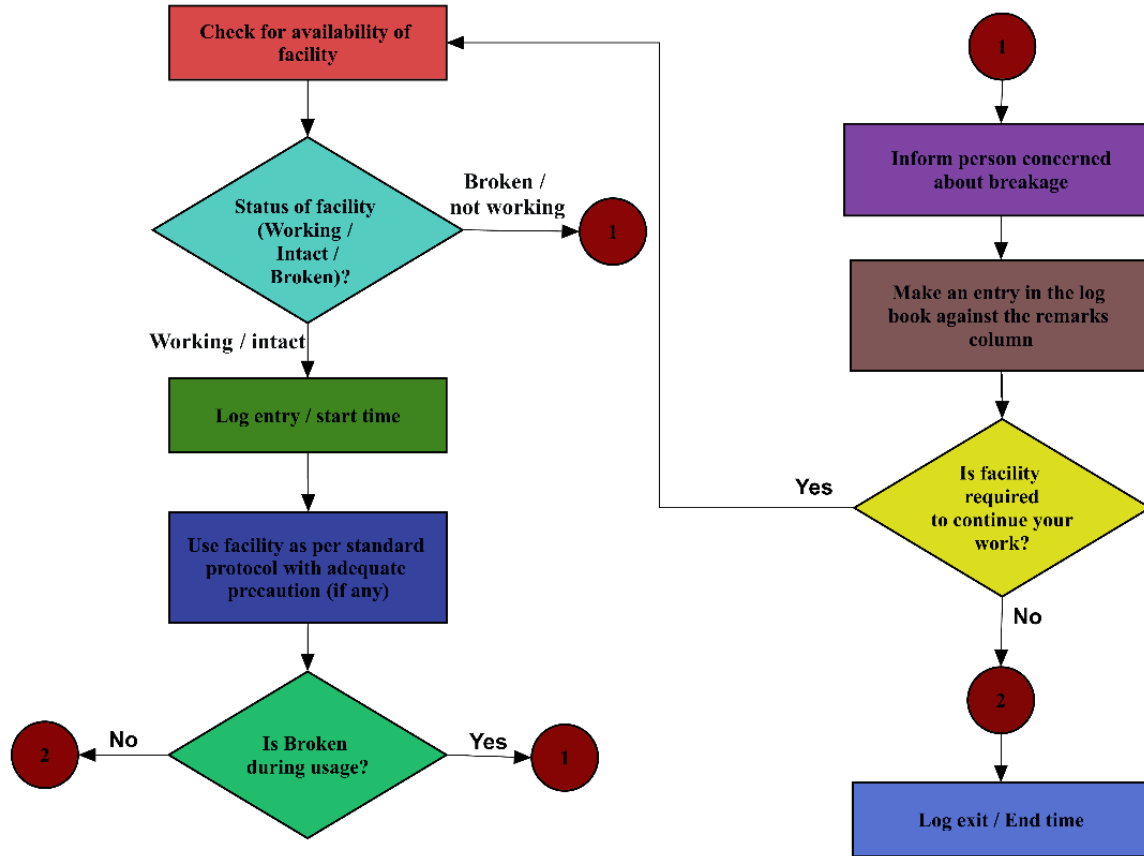
## Utilization

- Utilization of all facilities would be on first come first use basis as per the standard operating procedure for utilization of centralized facilities.
- Every single utilization must be logged as required by law.

### Utilization of Common facilities



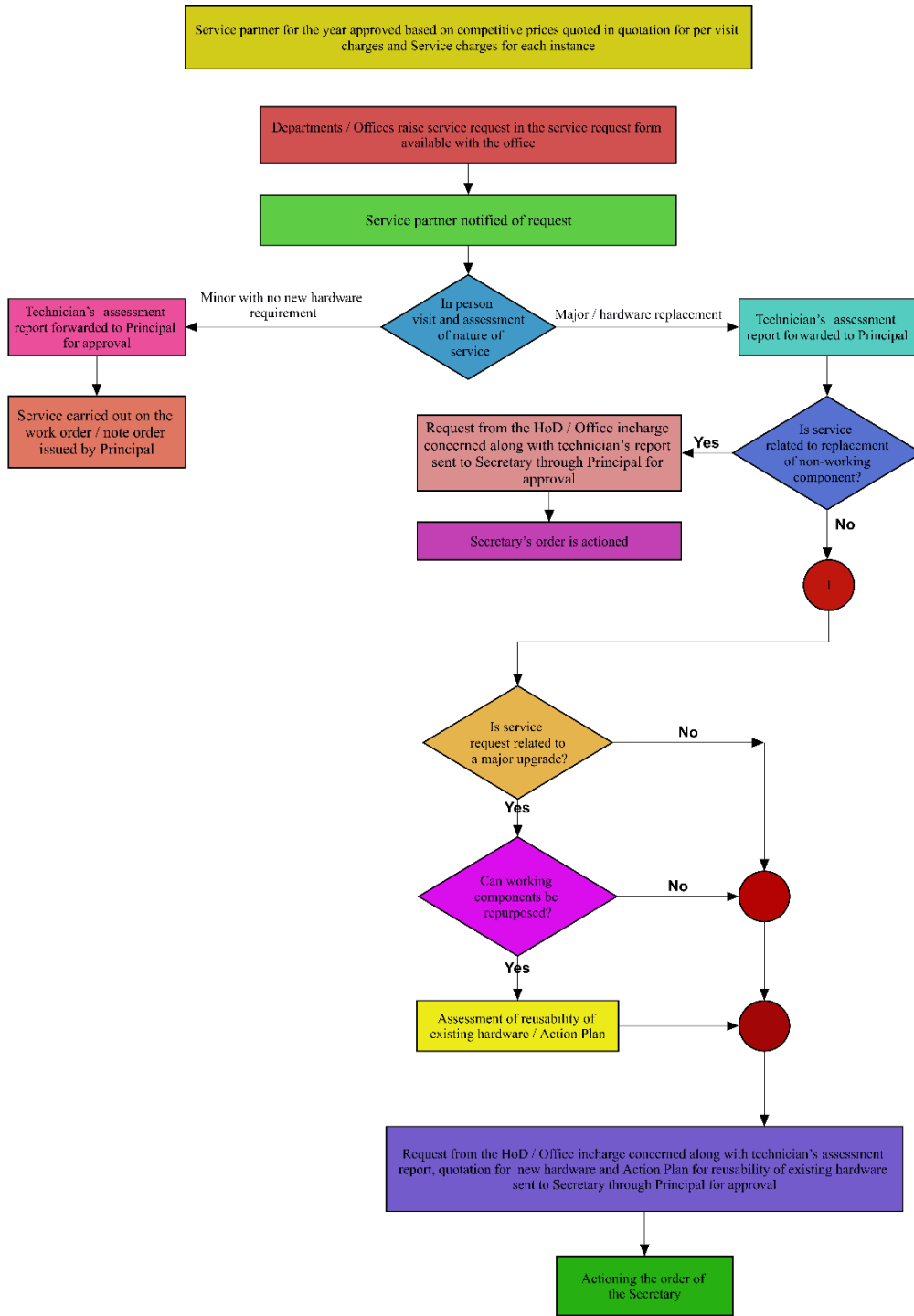
## First Come First Use Facilities



### Maintenance

- All heads of departments / offices in possession of IT infrastructure must ensure use of all IT facilities as per standard operating procedures devised for the purpose.
- The standard operating procedure for the maintenance / repair of IT facilities must be followed.

## Servicing the IT infrastructure of the College



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*[Handwritten Signature]*  
Principal

**PRINCIPAL**  
**THE MADURA COLLEGE (Autonomous)**  
**MADURAI - 625 011**