GOVERNMENT ARTS COLLEGE (AUTONOMOUS),
SALEM - 637007
(Affiliated to Periyar University, Salem-11 & Re accredited with B grade by NAAC)

INFORMATION TECHNOLOGY POLICY

Preamble

Information Technology (IT) policy administers and ensures the usage of IT and ITES that are provided to the departments, library, office, COE and laboratories. Every stake holder of the institution is expected to be familiar and practice with this policy.

Scope

The usage of IT resources is aimed at promoting the vision and mission of the institution in effective teaching, learning, research and extension activities.

Objectives

To ensure the integrity, reliability, availability, maintainability, auditability of IT and ITES

To ensure that all users have to strictly follow the the procedures and facilitate the implementation of this policy

Policy Statement

The users shall make effective usage of computer systems, internet and institutional websites for various applications including office automation and online fee payment.

The institution shall periodically advise the users to comply with the policies and obligations

Users shall abide by the rules of the institution while interacting social media, mailing lists, news rooms and blogs.

Users shall abide by the rules of the institution while collecting data, data processing, updating and transferring to various authorities and ensure privacy, confidentiality and security.

Operating Aspects

The Institute shall endeavor to ensure fair implementation of this policy so as to meet with the objectives of its formulation
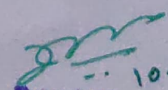
The respective heads of the departments shall be responsible for the compliance of the Institutional policy related to the handling of information resources.

Budgetary Provisions

Internet facility for all departments with high speed bandwidth funded by the institution.

The automation of the examination process is funded by an autonomous fund.

Periodical updations and maintenance of computer laboratories and CLP provided by the government of Tamil Nadu.

10.11.2020

Principal
Government Arts College
Autonomous) SALEM-7
O. O. Code No. Cl 201

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Responsibility

Internet facility is provided to all faculty members and non teaching members.

Internet facility is provided to all laboratories, CLP, library and seminar hall.

Website updations and maintenance of the institution at the department of computer science.

Procurement of hardware,software,maintenance and updates as and when required are done according to the norms governed by the state government of Tamil Nadu.

Implementation

IT Policy has been implemented through the approval of the principal with the support of stakeholders who are associated with this institution.

An exclusive committee has been constituted for IT and E Governance.

Approval and Review

Information and Technology Policy will be reviewed once in three years or as and when required. The Principal of the institution will be the authoritative of the policy.

IT & Cyber security Committee

1. Principal of the institution - Chairperson
2. IQAC Coordinator - Secretary

Members

1. Deputy Controller of examinations -
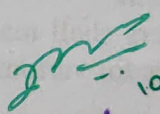2. Heads of Computer Science & Computer Applications
3. Member E Governance Committee
4. Member of Computer Literacy Programme
5. Member of Campus Wifi Establishment Committee
6. Member of Campus surveillance Committee
7. Representative from office

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