MUTHAYAMMAL ENGINEERING COLLEGE

(An Autonomous Institution)

(Approved by AICTE, New Delhi, Accredited by NAAC & Affiliated to Anna University)

Rasipuram - 637 408, Namakkal Dist., Tamil Nadu.

Estd. 2000

INFORMATION TECHNOLOGY POLICY

- IT Policy of MEC is documented for the purpose transparent usage of various IT resources in the academic area within the Campus.

- The faculty, students, staff, departments are granted permission to use the Institute's information technology infrastructure as per the Guidelines of IT policy of MEC. The violations of IT policy may even result in disciplinary action against the lawbreaker by the authorities.

- The computers and peripherals purchased by MEC is entered in the common stock register and is distributed to various departments based on their requirements

- Computers purchased should preferably with comprehensive warranty period. After the expiry of warranty, computers would be maintained by **Network Maintenance Cell or by the Service Engineers**

- Computer Centre is responsible for maintenance of the institute owned computer systems and peripherals that are under warranty or out of the warranty.

- The computers and peripherals should be connected to the electrical point through UPS. Further, it is provided with proper earthling

- File and print sharing facilities are installed where it is required. The files are protected with password facilities

- The computer systems have been updated with latest/required version of OS

- All the computer systems were installed with anti-virus software and is active at all times

- Any computer that will be connected to the institute network should have an **IP address** which is assigned by the Network Maintenance Cell

- A person who is an in charge of Network Maintenance Cell receives complaints from the users and resolve the problem within a limited period of time

- Network Maintenance Cell reviews the existing networking facilities periodically and recommended the need for possible expansion

- The Institution Internet networking, a private Local Area Network (LAN) it has entrusted in firewall. Institution provides 1GBPS Internet bandwidth for the campus use

- Network Security ensured the dedicated hardware firewall of Fortinet.

- Any compliance in the system of computing will be done through email.

- The institute's e-mail service is effective through which information is communicated to all faculty members and also used for academic and other official purposes. Staff and faculty may use the email facility with their User ID and password.

- User should not share his/her email account with others, as the individual is responsible for the same

- Departments are responsible to send updated information time to time about the events to be organized, laboratory equipments, details of faculty and other facilities to host in the Web pages of MEC.

- Wireless infrastructure inside the campus and hostels is provided to enhance the accessibility of internet for academic purposes and to browse exclusive online resource of students and faculty members. Students can access the uninterrupted Wi-Fi through several hotspot inside the campus throughout the day

- Signs will be significantly placed at considered points and at entrance and exit points of the campus to notify staff, students, visitors and members of the public that a CCTV/IP camera mechanism is in use.

- It is the responsibility of the user to know the IT policy and ensure proper usage of the institute's technology and information resources.

- An e-Waste bin is arranged in the campus for the disposable of small sized e-Waste. However the Large un-serviceable e-Waste such as computers, printers, cables, floppies, CD's, mouse, key board and other peripheral devices etc. are disposed through seller as per guidelines of implementation for e-Waste

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