



RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

(Affiliated to Bharathiar University, Re-Accredited by NAAC with 'A' Grade,

Approved by AICTE and Recognized by UGC under section 2f & 12B)

Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021

RATHINAM

COLLEGE OF ARTS & SCIENCE

Rathinam Techzone, Pollachi Road, Eachanari
Coimbatore – 641021

Information Technology- Policy



RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)
(Affiliated to Bharathiar University, Re-Accredited by NAAC with 'A' Grade,
Approved by AICTE and Recognized by UGC under section 2f & 12B)
Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021

Information Technology- Policy

Introduction:

Rathinam College of Arts and Science has clear Information Technology Policy for adopting technologies and providing IT enabled service to all its stakeholders. The policy provides a framework for the use of IT infrastructure and also lays down a platform to make all the institution tasks IT enabled, it also outlines a mechanism for maintaining and establishing the Information Technology infrastructure at Rathinam College of Arts and Science. Every year the required funds are allocated in the budget for the expansion and update of IT facilities.

Scope and Purpose of the Policy:

The purpose of the policy is to maintain, secure, and ensure legal and appropriate use of Information Technology within the Rathinam College of Arts and Science. The policy provides a blueprint for the growth of the institution. It provides strategies and responsibilities for protecting integrity, confidentiality and availability of Information assets that are accessed, created, managed and or controlled by Rathinam College of Arts and Science.

The policy is applicable to all the stakeholders (Students, Research Scholars, Faculty members, Employees, Non-Teaching, Technical, Guests) of the Rathinam College of Arts and Science, those utilize the IT resources of the Rathinam College of Arts and Science.

Facilities Provided to the Stakeholders:

- Email – official email in Microsoft Office 365 is provided to all the students admitted in Rathinam College of Arts and Science. All the employees (Teaching, Non-Teaching, Technical, Non-Technical, administrative staffs) of the Rathinam College of Arts and Science are given an email ID. All kinds of official communication should be done only through the official email Provided.
- The official email provided will be electronic passport for the student to access the e-resources like – NLIST, Knimbus Digital Library, ERP, Learning Management System.



RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

(Affiliated to Bharathiar University, Re-Accredited by NAAC with 'A' Grade,

Approved by AICTE and Recognized by UGC under section 2f & 12B)

Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021

- The ERP and LMS are the resources controlled by the Information Technology department in third-party Cloud. The cloud space, traffic and the bandwidth are managed by the IT admin and the required facilities are extended to the stakeholders as and when required.
- In collaboration with JIO, the entire campus is Wi-fi enabled. In addition to the JIO Wi-Fi, IT department has extended the Wi-Fi facility in the Computer Labs and all the class rooms. The Wi-Fi available in the Campus is available to both the students and staff members on registration based. The Wi-Fi required person has to register their device MAC address with the IT department. The registration is a one-time process.
- Classrooms in RCAS is installed with ICT facility (Smart Board, LCD Projector, Smart TV, Audio facility and Wifi) is maintained by the IT Admins. Monthly audit should be conducted to verify the readiness of the equipment's and the utilization.
- Computer Laboratory and the Computers available in the Department, administrative offices are maintained by the IT admins. Monthly audit should be conducted to verify the readiness of the equipment's and the utilization.
- Printers available in various locations are maintained and the tonners are refilled as and when required.
- To recover and resolve the issues of the stakeholders inside the campus related to IT, a helpline email is provided. itsupport@rathinam.in. Whenever an issue related to IT arises, the concerned person shall send an email to the email id mentioned above, immediately the IT department will resolve the problem.

Procurement of IT Facilities:

As per the yearly plan and the request made by the departments for the extension and upgrade of the IT facilities are made with the approval of the committees.

Maintenance of IT Facilities:

The IT facilities within the campus was maintained by the IT department headed by the IT Manager. The issues related to Hardware and Software; reported by the lab admins are resolved by the IT team. If the external service or support required, the same was done on-demand basis.



RATHINAM COLLEGE OF ARTS & SCIENCE (AUTONOMOUS)

(Affiliated to Bharathiar University, Re-Accredited by NAAC with 'A' Grade,

Approved by AICTE and Recognized by UGC under section 2f & 12B)

Rathinam Techzone Campus, Pollachi Road, Eachanari P.O, Coimbatore – 641 021