CRITERION IV

Infrastructure and Learning Resources

4.3.1: Institution has an IT policy covering Wi-Fi, cyber security, etc., and allocated budget for updating its IT facilities

CONTENT
IT POLICY
LIST OF IT FACILITIES
ALLOCATED BUDGET FOR IT FACILITY

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

August 2022

IT Policy

The IT infrastructure of the Institution is regularly updated. The requirements will be obtained from the departments as the first step. Based on the requirements, quotations will be drawn from three vendors. The vendor for the purchase of IT equipment will be decided after obtaining approval from the Secretary. The students will give feedback about the computers and other equipment which will be updated by the Hardware Engineer.

The Institution has 5 Computer labs and 432 Computers. There is 1 browsing centre and 32 high-speed internet FTTH connections with Wi-Fi facility. During the COVID-19 pandemic, the Wi-Fi connections were of great assistance to the teachers in handling online classes. The College has licensed Office Windows 10 software, 100 nos., CLARITY S Net 1 no. and 42 K7 Antivirus. There is separate software namely Easy 5.0 for Students' Admission, Fees payment, and Examination section. There are 57 LCD Projectors and 5 Smart Boards. Video Conferencing facility is available in the Seminar Halls, Auditorium, e-Conference Hall and DC Meeting Hall.

1. Systems and Procedures for maintaining and Utilizing Computers

Computer Maintenance is very important for keeping the computer systems running smoothly in an educational institution. Computers shall be maintained in accordance with good maintenance practices. To ensure the effective functioning of computer systems, the following procedures for maintenance and utility are laid down:

- The Programmer is in-charge of maintaining computer systems in a Laboratory.
- The Programmer shall make sure that the configuration of each system is displayed. He / she shall maintain Stock Register with Date of Purchase of Equipment, Bill copy of each purchase obtained from the College Office, Serial numbers of Monitors, Hard Disks, RAMs, SMPS, Keyboards, Mouse, CD Drive (if any) details of the unused Hard Disks, RAMs and other equipment.

➢ The System Administrator shall enable the programmers to install the current Operating System updates, software, maintain current and uniform anti-virus software in all the computer systems.

➢ The Programmer shall ensure that every CPU is locked and sealed.

➢ A Log Register shall be maintained and duly signed by the respective practical in-charge.

➢ The Programmer shall be ready for an Audit likely to be held every three months. The Auditor Team shall comprise of the Administrative Advisor, IQAC Coordinator, ISO Coordinator, Bursar, Respective Head, System Administrator, Hardware Engineer.

➢ In case of malfunction of any systems in the Laboratory, the Programmer shall inform the System Administrator. The System Administrator shall fill in the prescribed Form for Repair. He / She shall instruct the hardware engineer to repair the same. If there is any request of any spare, it may be notified to the System Administrator, the Purchase Coordinator and the Bursar.

➢ After purchasing the spares, an entry shall be made in the maintenance register by the Purchase Coordinator and the bill copies of the purchased spare may be handed over to the Hardware Engineer, the Programmer and the concerned HoD.

➢ The Hardware Engineer shall also keep and maintain the spare parts purchased with proper approval from the concerned HoD.

2. **Systems and procedures for maintenance and utility of LCD Projectors and Smart Boards**

➢ The Hardware Engineer shall be responsible for the maintenance of LCD Projectors and Smart Boards.

➢ The Hardware Engineer shall fill up the prescribed Form for Repair in the event of any malfunction.

➢ The filled in Form for Repair shall be signed by the Purchase Coordinator and the Bursar.

➢ After purchasing the spares, the Hardware Engineer shall avail the outsourcing services based on circumstances.

3. Systems and procedures for maintenance and utility of Software, Wi-Fi, LAN, Broadband and Telephone connections

- ➤ The Software in-charge is responsible for the maintenance of software in computer systems.

- ➤ He/she shall enable the programmers to install the current Operating System updates, software, maintain current and uniform anti-virus software in all the computer systems.

- ➤ He/she is also the in-charge of the record keeping and maintenance of Wi-Fi, LAN, Broad bands and telephone connections.

- ➤ In the event of any malfunction of the available software, the Administrative Heads shall inform the Software in-charge.

- ➤ The Software in-charge shall fill in the prescribed Form for Repair, requesting any software, duly signed by the Bursar and the Purchase Coordinator.

- ➤ After purchasing the software, an entry shall be made in the maintenance register by the Purchase Coordinator and the bill copies of the purchased software may be handed over to the Software in-charge and the Programmer.

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SADAKATHULLAH APPA COLLEGE
Rahmath Nagar, TIRUNELVELI - 627 011.

Sadakathullah Appa College

*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, * ISO 9001: 2015 Certified *

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

4.3.1: Institution has an IT policy covering Wi-Fi, cyber security, etc., and allocated budget for updating its IT facilities

List of IT Facilities

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4.3.1 Updation of IT Facilities

List of IT Facilities and Allocated Budget

Sl. No.	Location	Broadband Connection/WIFI Description	Floor
1	Principal's Room	Airtel Fibre 100 Mbps	Ground
2	Principal's Office		
3	Vice Principal's Office	From Principal's Office (Wifi)	
4	Office	BSNL Fibre 100 Mbps	Ground
5	Commerce	Airtel Fibre 100 Mbps	Ground
6	Zoology	Airtel Fibre 100 Mbps	Ground
7	Chemistry	Airtel Fibre 100 Mbps	Ground
8	Book Depot	From Office Network	Ground
9	Tamil	Airtel Fibre 100 Mbps	Ground
10	English	Airtel Fibre 100 Mbps	Ground

11	Dean Office	Airtel Fibre 100 Mbps	Ground
12	Arabic	Airtel Fibre 100 Mbps	Ground
13	Library	Airtel Fibre 100 Mbps / With Static IP	Library Block
14	Physical Education	BSNL (Shifting Under Process)	Physical Education Block
11	Dean Office	Airtel Fibre 100 Mbps	Ground
12	Arabic	Airtel Fibre 100 Mbps	Ground
13	Library	Airtel Fibre 100 Mbps / With Static IP	Library Block
14	Physical Education	BSNL (Shifting Under Process)	Physical Education Block
15	Committee Office	BSNL Fibre 40 Mbps	First
16	Physics	Airtel Fibre 100 Mbps	First
17	History	BSNL Fibre 100 Mbps	First
18	Commerce SF	Airtel Fibre 100 Mbps	Second
19	Attendance	Airtel Fibre 100 Mbps	First
20	Mathematics	Airtel Fibre 100 Mbps	First
21	Auditorium	From BBA (Airtel)	First
22	Microbiology	Airtel Fibre 100 Mbps	First
24	Research Commerce	From Research Center	First
25	Research Center	Airtel Fibre 100 Mbps	First
26	DLC	Airtel Fibre 100 Mbps	First
27	IQAC	Airtel Fibre 100 Mbps	First
28	Seminar Hall	Airtel Fibre 100 Mbps	First
29	PG Research Department	BSNL BroadBand 8 Mbps	First
30	Controller of Examination	BSNL Fibre 100 Mbps	First

31	Nutrition Dietetics	Airtel Fibre 100 Mbps	Second
32	DC Meeting Hall	Airtel Fibre 100 Mbps	Second
33	B.Com. Finance	Airtel Fibre 100 Mbps	Second
34	BBA	Airtel Fibre 100 Mbps	Second
35	Mathematics SF		Second
36	English SF	Airtel Fibre 100 Mbps	Second
37	PG Computer Science	Net from Lab	Second
38	Computer Science LAB I	NISS Fibre 100 Mbps	Ground
39	Computer Science LAB II	Airtel Fibre 100 Mbps	Ground
40	Computer Science LAB III	NISS Fibre 100 Mbps	Second
41	Language LAB	Airtel Fibre 100 Mbps	Second

21/07/22

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CRITERION IV

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Allocated Budget for updating IT - Facilities

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

August 2022

Sadakathullah Appa College (Autonomous),
Rahmath Nagar Tirunelveli - 627011.

Sl. No	Particulars	2015-2016		2016-2017		2017-2018		2018-2019		2019-2020		2020-2021		2021- Till Date		Grand Total	
		TOTAL	AMOUNT	TOTAL	AMOUNT	TOTAL	AMOUNT	TOTAL	AMOUNT	TOTAL	AMOUNT	TOTAL	AMOUNT	TOTAL	AMOUNT	Total	Amount
1	COMPUTER	8	287400	-	-	1	20000	-	-	10	347000	-	-	103	5013500	122	5667900
2	UPS	3	5250	-	-	-	-	-	-	-	-	-	-	89	350269	92	355519
3	BATTERY	1	7700	-	-	-	-	-	-	-	-	-	-	18	15300	19	23000
4	LCD PROJECTOR	-	-	-	-	-	-	-	-	-	-	10	319000	32	1253867	42	1572867
5	ANTIVIRUS	-	-	27	9380	23	28960	1	450	-	-	-	-	35	18250	86	57040
6	PRINTER	3	102100	2	83650	1	7250	-	-	-	-	-	-	5	223940	11	416940
7	PENDRIVE	-	-	-	-	-	-	-	-	-	-	-	-	8	4540	8	4540
8	MONITOR	-	-	-	-	-	-	-	-	-	-	-	-	1	8000	1	8000
9	LABTOP	-	-	-	-	-	-	-	-	-	-	-	-	1	43000	1	43000
10	NETWORK & SECURITY			4	4970	22	27376	8	15830							34	48176
11	EASY SOFTWARE			4	152175	3	121800	3	174000	8	473385	4	183580			22	1104940
12	WEB CHARGES			1	20000	3	24110	8	91090	3	40840	3	39352	13	668713	31	884105
	TOTAL	15	402450	38	270175	53	229496	20	281370	21	861225	17	541932	305	7599379	469	10186027

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