



**THE STANDARD FIREWORKS RAJARATNAM COLLEGE FOR WOMEN (AUTONOMOUS),  
Sivakasi**

(Affiliated to Madurai Kamaraj University, Reaccredited with "A" Grade by NAAC,  
College with Potential for Excellence by UGC & Mentor Institution under UGC PARAMARSH)

**NAAC SSR Cycle IV (2015-2020)**

**4.3 IT Infrastructure**

**4.3.1 IT Policy of the Institution**

## **IT Policy of the Institution**



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## **Information Technology Policy**

<http://sfrcollege.edu.in/infrastructure/it-policy>

**The Standard Fireworks Rajaratnam College** has a sophisticated IT/ICT infrastructure with a hardware base of high end branded computers installed with **Windows 10 and Mac operating systems** and latest software frequently enriched and upgraded for harmonious content delivery.

A multi-pronged IT policy addressing usage and security has been developed and disseminated to faculty, students and non-teaching staff. Policy awareness is ensured and strict adherence is expected.

### **IT Management:**

- Expedited transfer of technological knowledge to the students through well-trained staff and efficient hardware architecture
- Ethically Performed Student Data Stacking and Retrieval.
- Providing Demo and Hands-on training to facilitate proper utilization of IT facilities

### **IT Usage policy:**

- Informed and efficient usage of Information Technology features like Internet, Wireless resources, Official websites, ERMS, LMS, and Remote Login facilities of Collegiate and E-Library resources.
- **Prohibition of**Unwarranted accessing and downloads of fraudulent, harassing materials.
- **Regulation of Social Media Usage**
- **Restrictions against Personal and Commercial Use** – Prohibition of usage of IT resources for personal/commercial use or any purpose forfeiting the mission of the institution

### **IT security policy:**

- **Antivirus/Firewall Features:** Installation of Unified Threat Management (Cyberoam Firewall SophosXG210), regular updating of anti-virus and security features
- **E-Piracy-free Campus** - Ethical replication of software for institutional use
- Continual E-Risk Perception and Mitigation
- **Policy Review:** Biennial Review of Policy to incorporate developments and eliminate redundancy

### **IT Maintenance policy:**

- A clear campus network mapping scheme to troubleshoot network-related issues quickly and easily
- Regularization in storage of student work in the form of computer files
- Upkeep of accessories like UPS, batteries, *etc.*