



# MANGALAM

## COLLEGE OF ENGINEERING

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### Information Technology Policy with effect from 11.09.2021

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### Introduction

The Mangalam College of Engineering, from its inception in the year 2002, has IT Policy, which provides the policies and procedures for the selection and use of IT infrastructure within the campus. All the employees and students must follow the Policy.

Mangalam College of Engineering will keep all IT policies current and relevant. Therefore, from time to time, it will be necessary to modify and amend some sections of the policies and procedures.

Any suggestions, recommendations, or feedback on the policies and procedures specified in this are welcome.

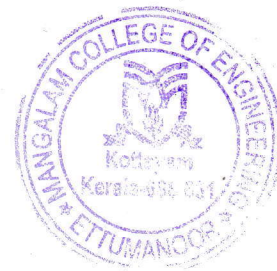
These policies and procedures apply to all employees and students.

The policy is approved by the Board of Governance (BoG).

Mangalam College of Engineering has an extensive and comprehensive policy to bring radical changes in ICT implementation in the fast-changing technological scenario.

The Information Technology Cell (ITcell) of the college has been assigned the responsibility to develop and manage the IT-infrastructure and services for the college. ITcell is headed by the Administrator and supported by a technical team. ITcell has formulated and monitoring IT service management policies for the college. IT service management policies of the college are classified into the following groups:

1. IT Security Policy.
2. Email policy.
3. IT Data Backup policy.
4. Software purchasing policy.
5. Hardware purchasing policy.
6. Policy for the use of Software.
7. IT Procurement Policy.
8. Bring your own device policy.
9. E-waste Policy







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### 1 Policy for the use of Software

#### 1.1.1 Purpose of the Policy

This Policy provides guidelines for software use for all employees within the campus to ensure that all software use is appropriate.

#### 1.1.2 Software Licensing

All employees of the campus will follow all computer software copyrights and terms of all software licenses.

Where licensing states limited usage (i.e., number of computers or users, etc.), it is the IT Cell's responsibility to ensure these terms are followed.

The Department lab staff is responsible for completing a software audit of all hardware twice a year to ensure that software copy rights and license agreements have adhered.

#### 1.1.3 Software Installation

Mangalam College of Engineering is to be the registered owner of all software.

Only software obtained in accordance with the getting software policy is to be installed on the campus's computers.

All software installation is to be carried out by the lab instructor in coordination with IT Cell.

A software upgrade shall not be installed on a computer that does not already have a copy of the original version of the software loaded on it.

Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software, and necessary application software) installed. Respecting the country's anti-piracy laws, College IT policy does not allow any pirated / unauthorized software installation on the college-owned







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computers and the computers connected to the college campus network. In the absence of such undertakings, College will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individual rooms.

### 1.1.4 Software Usage

Only software purchased in accordance with the getting software policy is to be used within the campus.

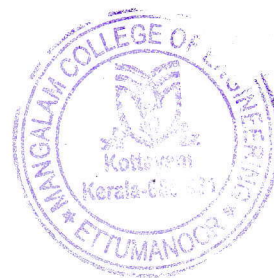
Before using any software, the employee must receive instructions on any licensing agreements relating to the software, including any restrictions on the use of the software.

All employees must receive training for all new software. It includes new employees to be trained to use existing software appropriately. This will be the responsibility of the lab instructor / IT Cell.

Employees and students are prohibited from bringing software from home and loading it on to the campus's computer hardware.

Unauthorized software is prohibited from being used on the campus. This includes the use of software owned by an employee and used within the campus.

The unauthorized duplicating, acquiring, or use of software copies is prohibited. Any employee who makes, acquires or uses unauthorized copies of software will be referred to The Academic Coordinator for disciplinary action. The illegal duplication of software or other copyrighted works is not condoned within this campus, and The Academic Co-ordinator is authorized to undertake disciplinary action where such event occurs.





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## 2 IT Security Policy

At Mangalam College of Engineering, we acknowledge the importance of the security of information.

### 2.1.1 Purpose of the Policy

This Policy ensures the user of Mangalam College of Engineering secured data access across the campus.

### 2.1.2 Password Policy

Staff and student of the College will be using numerous accounts across campus.

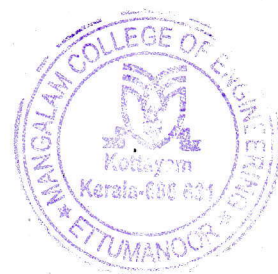
- Official college e-mail ID
- Student and Staff Network Management
- Student & Staff management (e-Live)
- Network authentication.
- E-learning library contents.
- Learning Management System (LMS)

All these accounts are password protected. A firm password policy ensures that the student and staff should change the one-time password at first login. It also ensures that the mobile number and alternative email id is registered for a password reset.

### 2.1.3 Network Security Policy

A high-end Hardware firewall monitors the data access across campus. A usage log report is maintained on a regular basis. Firewall unit governs data security across campus WIFI and LAN.

It may be noted that any Hardware/software that is running on a computer, which is not updated or not renewed after its expiry, is of practically no use. If these responsibilities appear beyond the end user's technical skills, the end-user is responsible for seeking assistance from lab instructor.







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### 2.1.4 Network VLAN Policy

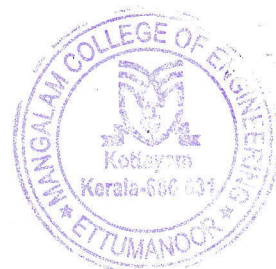
**IP Address Allocation:** Any computer (PC/Server) connected to the College network should have an IP address assigned by the ITcell. Following a systematic approach, the range of IP addresses allocated to each building is via a dedicated VLAN. This centralized firewall takes care of IP allocation and lease time. When a new server is installed and requires a static IP the concerned user can approach ITcell for a Static IP address.

**DHCP and Proxy Configuration by Individual Departments / Users:** Use of any computer at end-user location as a DHCP server to connect to more computers through an individual switch / hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered an absolute violation of IP address allocation policy of the College. Similarly, the configuration of proxy servers should also be avoided, as it may interfere with the service run by ITcell.

## 3 Email Policy

Recognizing the advantages of effective email service for its Staff, the Mangalam College of Engineering, through the Information Technology Cell (ITcell). Factors taken into account in this will include:

- Scalability of email system
- Integration with standard desktop environment across multiple platforms
- Compatibility with other systems in use across the Internet
- Powerful administrative interfaces
- Accessible via browser interface
- spam free
- support pop3 and imap





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### 3.1.1 Purpose of the Policy

This Policy provides guidelines to create and use of Mangalam College of Engineering email.

### 3.1.2 Access to Mangalam College of Engineering Email Environment

Access to the Mangalam College of Engineering environment shall be available to all users with authorized accounts as specified in the Acceptable Use of IT policy. Access shall be available through local on-campus or remote off-campus means.

Mangalam College of Engineering facilities are not to be used for commercial purposes other than those which are directly related to the business of the Mangalam College of Engineering.

#### 3.1.2a Applying For An Email Account (Staff)

A request letter for email account creation should be forward to the IT Cell with appropriate signatures.

#### 3.1.2b Gaining Access (Staff)

Use of the email client (such as gsuite) on a staff desktop machine is the preferred method of access. This is the fastest, easiest, and most comprehensive method for accessing email.

An alternate method is to use a web browser to access the email account via a web browser. This method is best used within the Mangalam College of Engineering when Staff is at a different location from their staff desktop machine, as it provides for simple access to email.

#### 3.1.2c Responsibilities of Use of Mangalam College of Engineering Email Facilities

Each person who has access to the email facilities provided by the Mangalam College of Engineering has the responsibility use those facilities according to the Acceptable Use of the Policy.

### 3.1.3 On-line Mail box Space Management

The mail box space is unlimited for Staff.







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### 3.1.4 Usernames and Passwords

The ITCell will assign a Username and Password for each person given access to the Mangalam College of Engineering email facilities. Users may change their passwords at any time.

Username and passwords are subject to guidelines defined in the Username and password Policy. ITCell has the responsibility for assigning an email address to an appropriate username.

The IT Acceptable Use policy provides additional guidance on user accounts and passwords.

### 3.1.5 Format of Staff Email Addresses

#### 3.1.5a Staff

Staff will have an email address of the format: `firstname.lastname@mangalam.in`

In some cases, alternative forms of email address may also be assigned to Staff, such as `nickname.Lastname@mangalam.in`

In the case of staff members with the same name, a middle initial will be used to differentiate the two users, such as `firstname.middleInitial.Lastname@mangalam.in`

### 3.1.6 Deleted Accounts

#### 3.1.6a Procedures relating to email when a staff member leaves

- When a staff member's email account is to be deleted because they leave the Mangalam College of Engineering, the person requesting the deletion must get prior letter permission from the officials.
- It is the responsibility of the departing staff member to tidy up their email account before their departure. Messages which relate to Mangalam College of Engineering business should be retained or archived appropriately. Messages which remain in the email account will be viewed by other Staff once the departing staff member has left or can be delegated to another staff member.





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- New messages which arrive for a deleted email account in the three-month period will not be automatically redirected to an email account external to the Mangalam College of Engineering. Personal mail messages for the former staff member will be on forwarded (if a forwarding e-mail address is known) on the request of the departing staff member. Mangalam College of Engineering e-mail messages will not be disclosed nor forwarded to the former staff member.

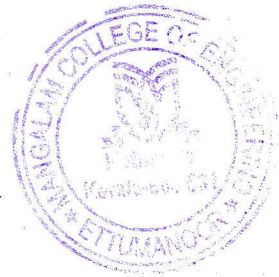
After three months, the entire mailbox for the former staff member will be archived and then deleted from the address book.

### 3.1.7 Use of Email Signatures

#### 3.1.7a Include a signature file on all e-mail

The signature can be added with appropriate syntax.

Do not include drawings, pictures, maps, graphics in your signature or an inspirational or another type of quotation at the end. Such material is unnecessary in business communication and may not be well-received.







#### 4 IT Backup Policy

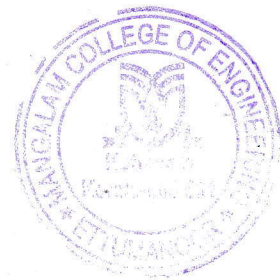
At Mangalam College of Engineering, we acknowledge the importance of data and its accessibility. Data that is generated has many formats, for example, staff data, student's data, and library data, etc.

##### 4.1.1 Purpose of the Policy

This Policy provides guidelines to the laboratory staff or instructors and Admin to make the most use of appropriate data and its backup procedures.

##### 4.1.2 Backup Procedure and Policy

- Student's files are stored safely on the system running Windows 2008 server OS which is configured as Active Directory Server/ File Server.
- The lab instructor creates valid Login ID for all the staffs and students. The log-In ID is their respective name and last name.
- A user can login on to any machine. On successful Login, he / she has access to all the resources of the local machine and also to his/ her Network folder on the FTP servers
- Configuration and data backup of Firewall, Access Controller unit, automatically carried out daily by administrator.
- Student admission/ course registration/ attendance/ fees/ exam all data is stored at the server and replicated to backup server.





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### 5 Software Purchasing Policy

#### Purpose of the Policy

This Policy provides guidelines for the campus purchase of software to ensure that all campus software is appropriate, value for money, applicable, and integrates with other campus technology. This Policy applies to software obtained as part of a hardware bundle or pre-loaded software.

#### Procedures

##### 5.1.1 Request for Software

All software, including types of non-commercial software such as open-source, freeware, etc. must be approved by ITcell before using or downloading such software.

##### 5.1.1a Purchase of software

The purchase of all software must adhere to this Policy.

The purchase of software should be from authorized partners or reputable software sellers.

All software purchases should be supported by standard support requirements, subscription period, and compatibility with the campus's server and hardware system.

The Academic coordinator must authorize any changes from the above requirements.

##### 5.1.1b Obtaining Software and renewal

The college procures software and licenses from time to time. The perpetual license is for a lifetime. The renewal of the Academic license is carried out based on requirement.

##### 5.1.1c Obtaining Open Source or Freeware Software

Open source or freeware software can be obtained without payment and usually downloaded directly from the internet.

ITcell approval is required if open source or freeware software is needed.

All open-source or freeware must be compatible with the campus's hardware and software systems.







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### 6. Hardware Purchasing Policy

Computer hardware refers to the physical parts of a computer and related devices. Internal hardware devices include motherboards, hard drives, and RAM. External hardware devices include monitors, keyboards, mice, printers, and scanners, etc.

#### Purpose of the Policy

This Policy provides guidelines for the campus purchase of hardware to ensure that all hardware technology for the campus is appropriate, value for money, and, where applicable, integrates with other technology for the campus. The objective of this Policy is to ensure that there is minimum diversity of hardware within the campus.

#### Procedures

##### 6.1.1 Purchase of Hardware

The purchase of all desktops, servers, portable computers, computer peripherals, and devices must adhere to this Policy.

The procurement has to specify the budgetary source (ex. College/Research/TEQIP/Govt etc.)

The procurement requisition form is duly signed by the head of the department, Academic coordinator, Principal and Chairman.

##### 6.1.1a Purchasing Desktop and Laptop computer systems

The desktop computer systems purchased must run a relevant operating system here, e.g., Windows 7 and above, Linux versions, and integrate with the existing hardware to connect the campus servers.

The desktop computer systems must be purchased as standard desktop system bundle and must be such as HP, Dell, Lenovo, ASUS, etc.

The desktop computer system bundle must include:

Desktop tower

The desktop screen of {insert screen size here}







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Keyboard and mouse you may like to consider stating if these are to be wireless

{Name of the operating system, e.g., Windows 7, and software, e.g., Office 2007 here}

{Other items here, such as speakers, microphone, webcam, printers, etc.} The

minimum capacity of the desktop must be:

- i3, 4<sup>th</sup> Generation of computer (GHz-giga hertz) here}
- 2/4GB memory (RAM) size
- 4 number of USB ports
- Optional: such as DVD drive, microphone port, etc.

The Academic coordinator must authorize any change from the above requirements.

All desktops' purchases must be supported by 3/3/3 years warranty and be compatible with the campus's server system.

### 6.1.1b Purchasing Server Systems

Are commended IT specialist can only purchase server systems.

Server systems purchased must be compatible with all other computer hardware on the campus.

All purchases of server systems must be supported by 3/3/3 guarantee and warranty requirements.

The Principal and Academic coordinator must authorize any change from the above requirements.

The latest and existing hardware technology will be covered under AMC for better availability.

### 6.1.1c Purchasing computer peripherals

Computer system peripherals include add-on devices such as printers, scanners, external hard drives, etc.

Computer peripherals can only be purchased where they are not included in any hardware purchase or are considered to be an additional requirement to existing peripherals.

Computer peripherals purchased must be compatible with all other computer hardware and software on the campus.

The department head can only authorize the purchase of computer peripherals based on requirement. The standard warranty must support all purchases of computer peripherals.





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### 7 IT Procurement Procedure

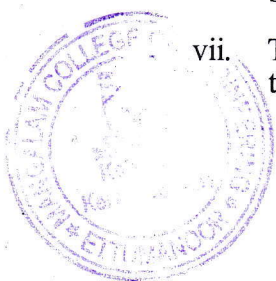
At Mangalam College of Engineering, we acknowledge the importance of procurement of the right goods at the right cost. There are three sections for procurement viz equipment, Software's, and Consumables. The procurement is done through college funds, research grants, other Govt. grants, etc.

#### 7.1.1 Purpose of the Procedure

This procedure provides guidelines to make the most of your budget, to procure quality goods and services in the right quantity at the lowest price possible, and at the right time, from the best vendor out there.

#### 7.1.2 Procurement Procedure

- Upon receiving permission for procurement duly signed by head of the department and Academic coordinator and principal. Letter has to be forwarded to the ITC Cell.
- ITC Cell will process the requisition based on the category.
- For Equipment and Software:
  - i. The specification and details are verified.
  - ii. The quotation request is sent to minimum of three authorized vendors and suppliers to quote with detailed specification.
  - iii. The quotation is received in the sealed and closed envelope.
  - iv. The procurement committee is formed and consists of the department head for the department whose procurement is being carried-out, Admin, The Academic coordinator, COO and the Principal (*in special cases where the budget is high Finance Officer and two more heads and the management will be included in the committee*).
  - v. The sealed quotation is opened in the committee meeting.
  - vi. The comparative statement is generated from the quotations received based on the specification, cost, warranty, payment terms and delivery.
  - vii. The negotiation meeting will be conducted and purchase order is issued to the vendor.







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### 8 Bring Your Own Device Policy

At Mangalam College of Engineering, we acknowledge the importance of our own laptops and mobile technologies in improving campus communication and productivity. In addition to the increased use of own laptop and mobile devices, Staff and students have requested the option of connecting their laptop and mobile devices to Mangalam College of Engineering network and equipment. We encourage you to read this document in full and to act upon their commendations. This Policy should be read and carried out by all Staff and students.

#### 8.1.1 Purpose of the Policy

This Policy provides guidelines for the use of personally owned notebooks, smart phones, and tablets for campus purposes. All Staff and students who use or access Mangalam College of Engineering technology equipment and / or services are bound by this Policy's conditions.

Each employee who utilizes personal mobile devices agrees:

- Not to download or transfer campus or personally sensitive information to the device. Sensitive information of campus or personal information that you consider sensitive to the campus, for example, intellectual property, other employee details, etc.
- To make every reasonable effort to ensure that Mangalam College of Engineering information is not compromised through the use of laptop and mobile equipment in a public place. Screens displaying sensitive or critical information should not be seen by unauthorized persons and all registered devices should be password protected
- Not to share the device with other individuals to protect the campus data access through the device.
- To abide by Mangalam College of Engineering internet policy for appropriate use and access of internet sites etc.
- Not to connect USB memory sticks from an untrusted or unknown source to Mangalam College of Engineering equipment.





## 9 E-wastagePolicy

At Mangalam College of Engineering, we acknowledge the importance of e-wastage. E-waste is generated as a result of any of the below- mentioned reasons:

Upgrade and innovation in technology.

Life style changes.

End of the intended usage.

The write-off method is often used for IT goods considered non-repairable and obsolete to the College.

### 9.1.1 Purpose of the Policy

The e-waste management policy plays a crucial role in achieving sustainable e-waste management. This policy aims to ensure that effective procedures are implemented for the handling, storage, transportation, and disposal of e-waste generated from the activities onsite.

### 9.1.2 Procedure of the Policy

ITcell will initiate the processes the e-waste at the campus. The priority is given to repair and reuse. Later if it is non-repairable and obsolete, then the new item is procured. Finally, the scrapping of e-waste takes place if the above two clauses did not fit in.



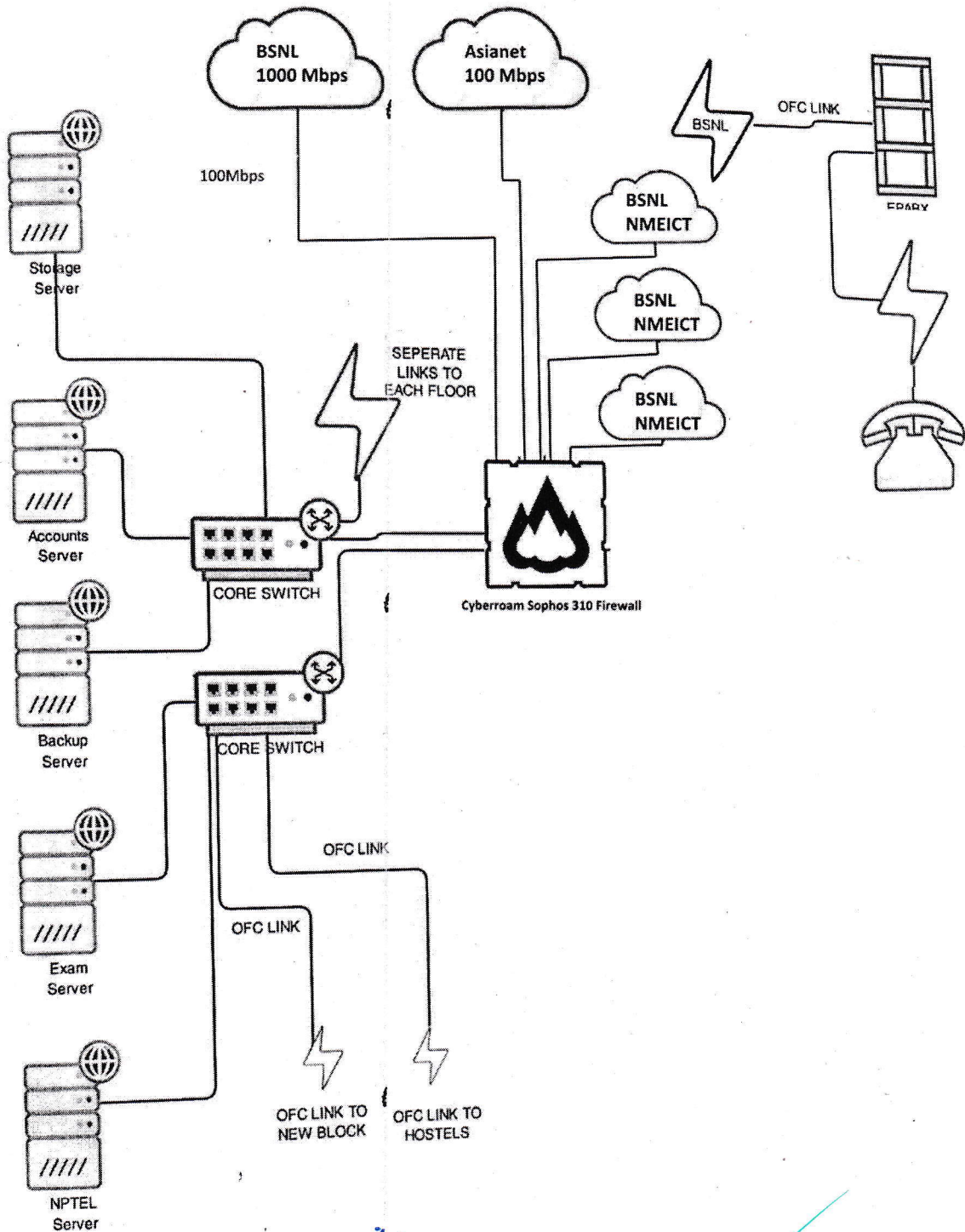


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### 10. Mangalam College of Engineering Network Backbone



*Gathin*

ITCell  
System Admin  
Jathin Jayakumar

Internal Quality Assurance Cell (IQAC) PRINCIPAL  
Mangalam College of Engineering  
Kottayam

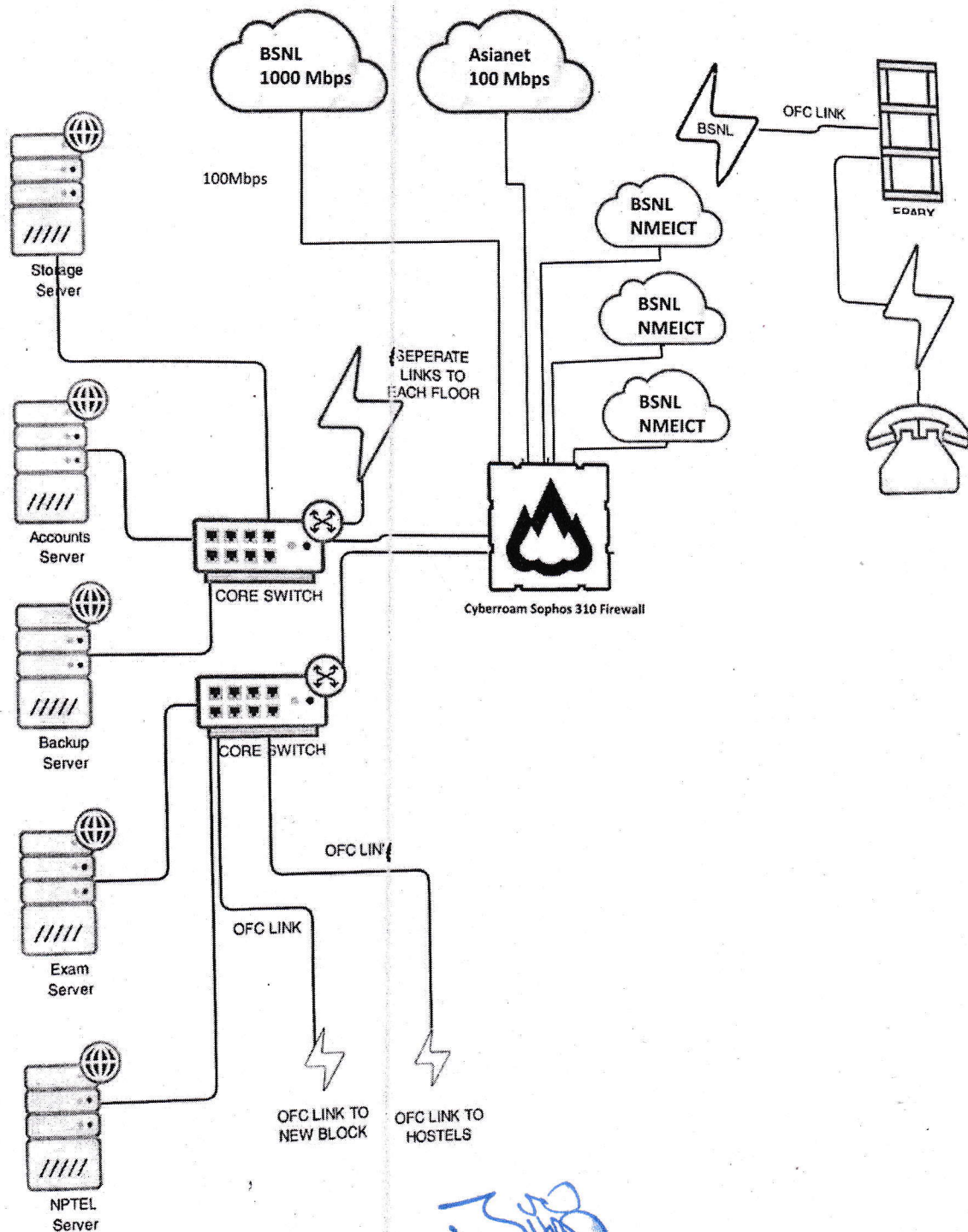


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### 10. Mangalam College of Engineering Network Backbone



CHAIRMAN



## **Library Book Acquisition Policy- 2018**

Presently Mangalam Central Library has a fairly comprehensive book procurement procedure. However, It is being felt that the framework needs little bit modifications to make it more efficient and transparent. Therefore, some changes in the present procedure and also some new methods of procurement of books – both print and online have been introduced w.e.f. 07<sup>th</sup> May 2018. This has been approved by the Central Library Council in its meeting held on 15.01.2018.

### **Book selection**

The Library staff usually recommends general reference books. Publishers and Vendors are increasingly providing electronic lists of titles available for purchase, printed catalogues and other printed announcements. These are being displayed in the library notice board. Besides catalogues, book reviews in important magazines and databases are also a basis for recommending books for the library. Periodic book fairs are being conducted by renowned publishers and vendors in our institute for faculty member's and student's selection.

### **Book Purchasing Procedure**

- The Faculty members and students can recommend books and other publications for purchase to the Central Library after the book fair. It is desired that the list of books requisitioned by the Faculty members for purchase for each department be always routed through the respective Head of the departments.
- The Library would then check for duplication and place the list of recommended books before the Central Library Council for its review.
- Once approved by the Central Library Council for purchase, library staff re-checks the library OPAC to eliminate any duplicate orders etc.
- The Library then prepares the final list of books and obtains financial sanction for their acquisition from the Librarian/Principal/Chairman as per the financial powers delegated to each authority.
- On the recommendations of the faculty members the Library may purchase multiple copies of only those books which are found to be in great demand.
- The library will change the earlier practice of ordering books through a select list of approved vendors.

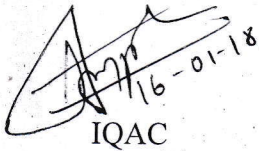
### **Subscription to Print/e-Journals and online Databases**

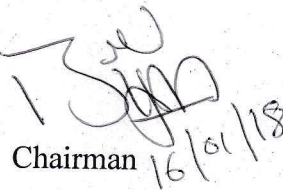
- The Department-wise lists of Print/e-Journals are compiled and displayed in the Central Library notice board.

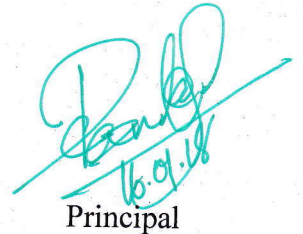


- Recommendations are received from the various Departments to subscribe/renew the Print/e-Journals.
- After obtaining necessary approval and sanction from the competent authority Librarian/Principal/Chairman, the Print/e-Journals are subscribed/renewed through the subscription agents keeping in view their past service records. Some Print/e-Journals are also ordered directly from the publishers.

- The bills are received from the vendors along with the price proof and the proof of exchange rate as which prevails on the date of remittance to the publisher.
- The payment for Print/e-Journals subscription is made as per the bank exchange rates prevailing on the date of billing.
- The supplementary bills are accepted in case there is rise in price of the Print/e-Journals and exchange rate.

  
16-01-18  
IQAC

  
16/01/18  
Chairman

  
16.01.18  
Principal

Internal Quality Assurance Cell (IQAC)  
Mangalam College of Engineering  
Kottayam, India - 686 631

