



**Kongunadu**  
College of Engineering & Technology  
[Autonomous]



Approved by AICTE,

Affiliated to Anna University,

Accredited by NBA (CSE, ECE, EEE, Mech), NAAC,

Recognized by UGC with 2(f) & 12(B) An ISO 9001:2005 Certified Institution

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## Vision

“To become an internationally Renowned Institution in Technical Education, Research and Development by Transforming the Students into Competent Professionals with Leadership Skills and Ethical Values.”

## Mission

- Providing the Best Resources and Infrastructure
- Creating Learner-Centric Environment and Continuous Learning
- Promoting Effective Links with Intellectuals and Industries
- Enriching Employability and Entrepreneurial Skills
- Adapting to Changes for Sustainable Development

## Quality Policy

To strive continuously for producing the best results in terms of knowledge, self- discipline and application of the knowledge acquired.

## 1. Introduction

Information Technology (IT) services at Kongunadu College of Engineering and Technology (KNCET) began in 2007. Currently, more than 4,500 users, including students, faculty, and staff, are connected to the Kongunadu College of Engineering and Technology network. With the growing use of computers and digital devices, the demand for IT services has increased significantly.

The IT services provided include campus networking, intranet and Internet facilities, email services, and software and hardware solutions. Additionally, the IT department manages the institute's website (<https://www.kongunadu.ac.in>) and oversees campus e-surveillance. The entire campus is equipped with a WI-FI network, ensuring seamless digital connectivity.

While the benefits of improved information flow have enhanced social and academic interactions, they have also introduced threats to the infrastructure and its users. Managing IT services at KNCET has thus become a significant challenge.

In alignment with the institute's long-term vision, a systematic IT policy is essential to provide state-of-the-art services and to avoid arbitrary decisions that could hinder long-term growth.

## 2. Scope

The scope of the IT Policy is to establish a governance framework for delivering state-of-the-art IT services while ensuring the safety and integrity of both users and the Institution.

## 3. Purpose

The IT services facility is established and maintained primarily for official purposes, including academic and administrative activities. While personal use is permitted, any unauthorized, illegal, or commercial use of the KNCET IT facility will result in the user being barred from accessing it. Additionally, disciplinary action will be initiated in accordance with institute rules or applicable legal provisions.

The Internet/Intranet should be used exclusively for official or educational purposes and must not be used for activities such as hacking, spamming, phishing, or any other form of improper network usage. Sending unsolicited emails or engaging in inappropriate use of the network is strictly prohibited.

## 4. Coverage

**The Policy broadly covers the following:**

- Security and privacy
- Hardware and Software
- Network Management
- Communication – Email, Wi-fi, Internet, Intranet and Website
- Monitoring and E-Surveillance
- Data Backup and Recovery
- Legal and Regulatory Compliance

## 5. Applicability

This IT policy applies to all users, both on-campus and off-campus, who utilize any component of the hardware, software, or communication assets of KNCET. The policy covers the following:

- Any user accessing the network, on-campus or off-campus, using their personal computer or smart device.
- Institute associates (including faculty, students, and staff) using institute-provided hardware on the institute network, whether on-campus, off-campus, or at any remote location

## 6. Rules And Regulations for IT Services

### 6.1 Purchase and Installation

- **Hardware**

It is recommended that all IT non-consumables, including computers, LCDs, smart or display boards (such as desktops, laptops, servers), and their peripherals, be purchased with an on-site comprehensive warranty.

- **Software**

Any computer or device used on the KNCET campus must have authorized and legally procured operating systems and applications. Pirated or unauthorized software is strictly prohibited for installation, use, or distribution on institute-owned or personal computers/devices connected to KNCET networks or used on the KNCET campus.

The legal responsibility for such matter's rests with the concerned user (for individual machines) and the Head of the Department or administrative head for shared machines or devices.

It is recommended that open-source and legally 'free' software be used when the user and department is unable to purchase authorized licenses for commercial software.

- **Anti-Virus**

All institute-owned computers and devices, as well as those connected to the KNCET network, must have proper antivirus software installed, which should be active and regularly updated. The IT Operations and Support Team (ITOS) will typically secure campus-wide licenses and install appropriate antivirus software on all computers and devices. However, the

user and the Head is responsible for ensuring that the computers under their control are adequately secured with antivirus software. Assistance from ITOS may be requested if necessary. Computers without updated antivirus software will be disconnected from the network without prior notice, as they pose a security risk to other users on the network.

## **6.2 Maintenance**

- **Single User Desktop/Laptop/Device**

For any desktop, laptop, or device installed in an office and used primarily by a single user, the responsibility for its maintenance lies with the user.

- **Multiple User Desktop/Laptop/Device**

For a desktop, laptop, or device installed in any department, office, or central area with multiple users, the Head of Department or administrative head shall be responsible for its maintenance.

- **Computer Laboratory**

In a computer laboratory where multiple users (students, faculty, or staff) are using computers, the responsibility for maintenance lies with the HOD, administrative head, or designated authority.

## **6.3 Maintenance Procedure**

- **During the Warranty Period**

Any complaints should be lodged directly with the manufacturer or vendor. This should preferably be done by the concerned user who is responsible for that computer/device. If the manufacturer/vendor fails to rectify the complaint and resolve the issue appropriately, the matter should be reported to the Purchase Department to initiate suitable action, including the potential blacklisting of the manufacturer/vendor.

- **After expiry of warranty period**

The Hardware Engineer hired specifically for this purpose and placed under the control of Institute ITOS, will attend to the complaint and rectify the is only for those computers and devices which are not under warranty. If there are any replacement or repair of equipment



required as reported by the Hardware Engineer, the concerned user/Head will follow Institute Purchase procedure to arrange the spares.

## **6.4 Uninterrupted Power Supply (UPS)**

All servers, desktops, and peripherals (excluding laptops and iPads) should be connected to an Uninterruptible Power Supply (UPS) unit to ensure smooth functioning during brief power cuts and to protect equipment from power surges. The power supply to the UPS should be maintained adequately to ensure regular battery charging. In this regard, the user or Head may coordinate with the Institution Electrical Supervisor to ensure proper maintenance.

## **6.5 Disaster Preparedness & Data Back-Up**

Individual users are advised to perform regular backups of their important data on external storage devices, as recovering data can be difficult in case of a hard disk failure.

## **6.6 Usage of Email Account**

User accounts for KNCET network domain users will be created and maintained by ITOS. The user ID will follow the format 'username@kongunadu.ac.in'. The use of the official user ID or the KNCET network (both on campus and remotely) by any user automatically binds them to the Terms and Conditions of ethical use as defined in the Institute Statutes and IT Policy, which may be updated from time to time.

- **Account Guidelines**

- **Account Creation**

IDs for all users will be created and maintained by ITOS. All faculty and staff (on campus) of KNCET are eligible for a KNCET account.

- **Dormant Account**

Users should regularly access the email facility. If a user is inactive for more than 90 days, their account may be deactivated without further notice by ITOS.

- **Account Closure**

If a faculty or staff member retires or leaves KNCET for any reason, their user ID will be closed 90 days after the date of retirement or departure.

- **Individual Password Guidelines**

- Users should immediately change the password received from ITOS upon their first login.
- Passwords should never be shared with others, as this can lead to misuse. The account owner will be held responsible for any misuse.
- Auto-saving of passwords in the KNCET email service is not permitted on any computer due to security concerns.
- Passwords must be changed immediately if there is any suspicion that they have been disclosed or compromised.
- If a password is shared with support personnel for troubleshooting, it must be changed immediately after the session.
- Users must change their passwords periodically and will not be able to reuse previous passwords.
- The "Remember Password" feature of applications should not be used.
- Passwords should be a combination of upper- and lower-case characters (e.g., a-z, A-Z), digits (e.g., 0-9), and special characters (e.g., @#\$%^&\*) to reduce the risk of hacking and identity theft.

- **Attachment File Size**

The size of the file attachments in an outgoing e-mail is restricted to 25 MB. Larger file size attachments can be sent through other devices.

- **Safety Precautions**

- Users should avoid opening emails or attachments from unknown or suspicious sources. Even if the email is from a known source, users should verify the authenticity of attachments before opening them. This is essential for ensuring the security of the user's device and the KNCET network, as such messages may contain viruses.
- Users should never leave their account open when leaving their computer or device unattended, as this could lead to unauthorized use of the account, for which the user would be responsible.

- Emails identified as spam will be placed in the SPAM folder. Users should regularly check the SPAM folder to ensure no trusted emails have been mistakenly classified as spam. If a trusted email is found, it should be moved to the Inbox.

## **6.7 Website Content Management System**

The information on the official KNCET website, <https://www.kongunadu.ac.in>, will be created and maintained by the Website Coordinator in consultation with the HODs, faculty members, administrative heads, and other bodies of the Institute. Updates should be sent by the concerned HOD, faculty members, and administrative heads to the Website Coordinator for uploading and updating the website. Any information available on the website is considered to be authentic therefore, the concerned HOD (for the department's webpages), individual faculty (for their personal pages), and heads are responsible for the authenticity of the information related to their department, individual pages, or any sub division/section. It is advisable for the concerned HODs, faculty members and heads to periodically review the content.

## **6.8 Network Management (Intranet & Internet)**

- The ITOS is responsible for the design, implementation, and maintenance of all networks within KNCET.
- ITOS will allocate static IP addresses to all devices on the network and reserves the right to change these allocated addresses at any time, with due notification to the user.
- Users should not change the allocated IP address for their device nor use the same address on any other device, even if the device belongs to the same user or department.
- ITOS will decide whether to allocate static or dynamic IP addresses based on requirements.
- Services such as HTTP/HTTPS/FTP/DHCP should not be run at the departmental level without prior consent from ITOS.
- Wireless LAN (Wi-Fi) will be provided wherever possible. The IP addresses for the Wi-Fi network will be provided by a centrally managed DHCP server.
- Devices such as routers, switches, access points, and software hotspots, which affect network security, are not allowed to be connected to the network without prior consent from ITOS.

- All network traffic will be logged and monitored centrally on the firewall, switches, and servers.
- Logs will be stored on devices as per the available space on servers.
- Reports of the sites visited by an individual user will be logged, recorded, and provided to institute authorities upon request.
- While efforts will be made to provide Wi-Fi coverage across the campus, users should be aware that there may be variations in signal strength. Users should not claim WLAN coverage as a right.
- Wi-Fi access will primarily be provided to registered users, though it may be extended to guests with authorization from the respective authority.
- ITOS will generate guest access keys on prior requests, and departments are responsible for maintaining user credentials in a logbook before distributing the keys.
- WLAN access may be temporarily provided at locations with existing access points for group access during official conferences, seminars, or similar events. Requests must be made to ITOS at least 3 working days before the event.
- Users will be required to register their devices with ITOS for WLAN access.
- Wireless devices without antivirus protection will be denied WLAN access. If any device is found to be infected with a virus, it will be disconnected from the Wi-Fi network until it is cleaned. The device owner will be solely responsible for removing the virus.
- ITOS will register devices for WLAN access but is not responsible for resolving networking or software issues that arise within the device during registration.
- WLAN will be provided only at designated common areas in hostels, as identified by the Hostel Warden.
- Students residing in hostels may access WLAN on laptops, desktops, or notebooks only. WLAN access on mobile devices will not be provided.
- Faculty members and officers may typically be granted WLAN access for desktops and laptops by the respective authority. They may also register one personal mobile device. Requests for additional devices must be submitted to ITOS for consideration. Internet traffic will be monitored and filtered centrally.



- Website filtering will be carried out based on categories determined by the UTM (Unified Threat Management/Firewall) vendor, following the recommendations of the institute's authority.
- Students wishing to whitelist a particular website should submit a request through their Head of Department. Faculty and staff may directly send requests to ITOS for site listing consideration.
- Any sites that are incorrectly rated or unrated should be reported to ITOS via a note or email, and efforts will be made to address the issue promptly.

## **6.9 Video Surveillance Policy**

Cameras will be strategically placed across the campus, primarily at the entrances and exits of buildings and other key areas. No cameras will be hidden, and all will be positioned to avoid focusing on the private areas of accommodation, including frontages and rear sections. Clear signage will be prominently displayed at key locations, such as campus entry and exit points, to notify staff, students, visitors, and the public about the presence of CCTV/IP camera systems.

While every effort will be made to maximize the system's effectiveness, it cannot be guaranteed that every incident occurring within its coverage area will be detected.

- **Objectives of the System**

The system has been installed by the institute with the primary purpose of reducing the threat of crime, protecting the institute's premises, and ensuring the safety of all staff, students, and visitors, while maintaining respect for individuals' privacy.

- Prevent individuals with criminal intent from carrying out unlawful activities.
- Assist in the prevention and detection of crime.
- Facilitate the identification, apprehension, and prosecution of offenders in relation to crime and public order.
- Support the identification of activities or events that might warrant disciplinary action against staff or students and provide evidence to managers, staff, or students involved in such disciplinary or other proceedings.

- **Conditions for Covert Camera Usage**

- With the Principal's approval, CCTV camera footage may be shown.
- Informing the individual(s) concerned that recording is taking place would seriously undermine the purpose of the recording.
- There is reasonable cause to suspect that unauthorized or illegal activity is occurring or is about to occur

- **Recording**

Digital recordings are made using digital video recorders operating in time lapse mode. Incidents may be recorded in real time. Images will normally be retained for 15 days from the date of recording, and then automatically overwritten and the log updated accordingly. Once a hard drive has reached the end of its use it will be erased prior to disposal and the log will be updated accordingly. All hard drives and recorders shall remain the property of institute until disposal and destruction.

- **Access to images**

All access to images will be recorded in the access log register and restricted to staff who require access in accordance with the system's purposes.

- **Access to images by third parties**

Disclosure of recorded material will only be made to third parties in strict accordance with the purposes of the system and is limited to the following authorities:

- Law enforcement agencies where recorded images would assist in a criminal inquiry and/or the prevention of terrorism and disorder.
- Prosecution agencies.
- Relevant legal representatives.
- The media, where assistance from the general public is required in identifying a victim or perpetrator of a crime.
- Individuals whose images have been recorded and retained, unless disclosure would prejudice criminal investigations or proceedings.
- Emergency services in connection with the investigation of an accident.



## **7. MAINTENANCE POLICY**

Kongunadu College of Engineering and Technology is committed to ensuring the effective maintenance of its academic and physical infrastructure to provide a conducive learning environment. A well-defined maintenance policy has been established to ensure the optimal utilization of resources, minimize depreciation, and uphold safety and sustainability standards.

This policy outlines systematic procedures for maintaining academic facilities, laboratories, libraries, IT infrastructure, transportation, and campus amenities. The responsibilities are assigned to respective departments, ensuring regular monitoring, timely repairs, and preventive maintenance. Additionally, the college emphasizes eco-friendly practices, including green campus initiatives and sustainable resource management.

By adhering to this maintenance policy, the institution aims to enhance operational efficiency, extend the lifespan of its facilities, and create a safe, clean, and well-equipped environment for students, faculty and staff.

### **7.1 Maintenance and Utilization of Laboratory**

A structured approach is followed to ensure the proper maintenance and utilization of laboratory facilities, prioritizing regular upkeep, calibration, and repair of equipment to support uninterrupted academic and research activities.

- **Maintenance of Laboratory**

- Each department is responsible for maintaining its respective laboratories, with faculty members and lab technicians managing daily operations.
- A designated lab in-charge ensures proper handling, storage, and maintenance of equipment.
- Stock registers are maintained in all departments to track equipment and consumables.
- Regular inspections and preventive maintenance schedules are followed to minimize equipment breakdowns.
- Lab Technicians are available in laboratories to assist in operations and maintenance.
- Periodic calibration of instruments is conducted to ensure accuracy and reliability.



- Instruments and equipment are serviced and calibrated regularly for optimal performance.
  - Software and hardware in computer labs are updated and serviced as needed.
  - Outdated or non-functional equipment is replaced as per institutional guidelines.
  - Laboratories are maintained in a clean and organized manner to ensure a safe working environment.
  - Fire safety equipment, first-aid kits and emergency protocols are regularly checked and updated.
  - Hazardous chemicals and materials are stored and disposed of as per safety regulations
  - An inventory of lab equipment, chemicals and consumables is maintained to track usage and procurement needs
  - Usage logs and maintenance records are updated regularly for auditing and compliance purposes
- **Utilization of Laboratory**
    - Lab timetables are prepared and followed as per the schedule to ensure organized usage
    - Theory courses are integrated with practical components to enhance learning outcomes
    - The laboratory is utilized for real-time projects, mini and major projects and hackathons
    - Faculty and research scholars carry out their research using laboratory resources
    - Specialized equipment is made available for research-based projects and academic development
    - Utilization registers are maintained in all laboratories to track usage by Students, Faculty and Researchers

## **7.2 Maintenance and Utilization of Library Policy**

The policy aims to provide students, faculty, and researchers with a well-organized, resourceful, and technology-enabled learning environment.

- **Maintenance of Library**

- The library is regularly maintained to ensure a clean, quiet, and conducive environment for learning.
- Books, journals, and digital resources are periodically reviewed for quality and relevance.
- Damaged books and materials are repaired or replaced as per institutional guidelines.
- Books are arranged separately for basic Science, Engineering, Management, reference materials, competitive exam preparation as well as holistic and linguistic books
- Carrying out extensive annual and internal stock verification to maintain resource accuracy.
- Computer facility available to access and verify book availability.
- Monitoring attendance of library users through a Student E-Gate entry system.
- Displaying new arrivals in a separate rack for easy access.
- Placing Ph.D. theses and Project Reports in separate racks in the reference section for scholarly use.
- The library is equipped with computers, digital resources, and internet access for academic and research purposes.
- Library management software (LMS) – OPAC is used to streamline book lending, return, and tracking processes.
- Hardware and software systems are maintained and updated regularly.
- Fire extinguishers and safety measures are in place for emergency preparedness.

- Books and electronic resources are stored in a carefully maintained environment to prevent damage.
- **Utilization of Library**
  - Library services can be utilized by all the students, faculty and research scholars as per the institution's guidelines.
  - Books, journals, and reference materials can be borrowed and returned within the specified time frame.
  - A utilization registers and digital tracking system is maintained for monitoring book usage.
  - Digital library is available for users to download e-books and e-journals.
  - A dedicated rack is available with books and periodicals for competitive exam aspirants.
  - Faculty and students can utilize the library space for academic discussions, study sessions, and research work.
  - Displaying useful newspaper clippings, career opportunities, awards, scholarships, and research grants at the entrance of the library.
  - Orientation sessions and workshops are conducted to educate users on the effective utilization of library resources.
  - Awareness programs on digital resources and research databases are organized regularly.

### **7.3 Maintenance and Utilization of Sports Facilities**

All sports facilities, including playfields, courts, tracks, floodlights, the gym and the indoor stadium are properly maintained with the assistance of labourers. The physical director oversees the entire sports infrastructure, including inventory management and maintenance.

- **Maintenance of Sports Facilities**
  - Tracks and fields are watered and rolled once a week.
  - Kabaddi and volleyball courts are watered, and markings are done daily.

- The basketball court is cleaned daily and repainted annually.
  - Hockey and football fields are cleaned, watered, and rolled once a week.
  - Gym equipment is cleaned and lubricated daily.
  - Indoor sports facilities are maintained daily.
- 
- **Utilization of Sports Facilities**
    - All students are encouraged to participate in at least one sport.
    - Separate playfields and courts are provided for boys and girls during practice sessions.
    - Identified sports players and students admitted under the sports quota receive regular training in the morning at 6:00 AM – 7:45 AM and evening at 5:15 PM – 7:00 PM
    - Meditation and yoga classes are conducted regularly at the yoga centre both morning and evening session
    - The gym is open to all students during morning and evening hours.
    - Athletic training is provided daily in both morning and evening sessions, including specialized training for specific athletic disciplines.

## **7.4 Maintenance and Utilization of Computers**

Computers are regularly maintained through software updates, antivirus protection, and hardware inspections to ensure optimal performance. Students and faculty have scheduled access to computer labs for academic and research purposes. Proper guidelines are followed to ensure efficient usage and longevity of the systems.

- **Maintenance of Computers**
  - The System Admin and Network Admin handle the maintenance of computers, printers, scanners, LAN, networking, switches, Wi-Fi, and internet connectivity.
  - Regular checks ensure proper functioning of installed software, with updates or reinstallation as needed.

- Older computers with low configurations are upgraded or replaced with high-end systems.
  - All academic, administrative, and hostel buildings are connected via optical fiber cable for campus-wide Wi-Fi.
  - System file cleaning and defragmentation are performed periodically.
  - Fire extinguishers are strategically placed and refilled at regular intervals.
  - Uninterrupted power backup is provided to all computers through online UPS and a generator system.
- **Utilization of Computers**
    - A well-structured timetable is prepared for all practical courses to avoid scheduling conflicts.
    - Online tests (MCQs), quizzes, and IIT Spoken Tutorials are conducted regularly.
    - Students are encouraged to pursue online MOOC courses, NPTEL SWAYAM, industry certifications, value-added courses, and research activities.
    - Computer laboratories remain open beyond regular working hours for students and research scholars.
    - Students utilize computer systems to access, download, and study e-content and digital resources.

## **7.5 Maintenance and Utilization of Classrooms**

The System Admin oversees the maintenance of ICT tools and smart boards in classrooms, ensuring a clean ambiance and proper ventilation. Academic buildings, classrooms, and seminar halls are well-lit with LED lights. Classrooms are primarily utilized for teaching and learning, as well as for value-added courses, competitions, association meetings, and competitive exam training sessions.

## **7.6 Other Support Facilities**

The ATM, canteen, medical room, stores, and reprography services are well maintained by the respective in-charges to ensure smooth operation and accessibility for students and staff.

## 8. 5S Policy

To implement 5S standards with a positive spirit and teamwork to achieve consistent and sustained growth. 5S is a workplace organization methodology used in industries and educational institutions to improve efficiency, cleanliness, and discipline. The 5S system consists of five principles: Sort, Set in Order, Shine, Standardize, and Sustain. Implementing 5S at KNCET helps create a well-organized, safe, and efficient learning environment.

To ensure effective implementation and identify findings and observations, ten team coordinators are assigned to audit other teams according to an internal schedule approved by the captain. They are required to submit audit reports based on their assessments. Following the internal audits, the Steering Committee Audit, comprising the Captain, Coordinator, Deputy Coordinator, and all ten team coordinators, conducts a comprehensive audit of the entire institution. The audit reports, supported by photographic evidence, are discussed in meetings to take necessary actions. If required, the mentor's suggestions are also considered.

The Steering Committee Audit is conducted on the first Wednesday of every month, and meetings are held on the first and third Thursday of each month to sustain the 5S standards on campus. This 5S policy is implemented to identify and rectify problems promptly.



**IQAC**

**w.e.f - 21/01/2022**