ARUL ANANDAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (3rd cycle) by NAAC with 'A' Grade - CGPA 3.66
on a 4-point scale
Karumathur - 625 514, Madurai District, Tamilnadu

IT POLICY

Arul Anandar College is facilitated with extensible computing infrastructure for both public and private domains. Parents of students and other stake holders are provided with online access to view academic profile and other profiles of the college. Students and staff of the college could access their own profile to create, edit and view in a secured and user-friendly mode. Confidential data are accessible only to the authenticated persons. The same may be made available to other responsible persons with due permission by the Principal or the Secretary.

1. Software and Hardware Purchase and Deployment

The college upgrades ICT enabled infrastructure periodically by procuring suitable software and hardware for the enhancement of teaching-learning and networking capabilities. The college is determined to fulfill the needs and demands of automation. The IT policy of the college ensures authenticity of installation of new software tools, responsibility of maintenance and timely renewal of all software of the institution. It also guarantees constructive installation and fitment of necessary hardware components and their interfaces with latest configuration.

Procedures

- The Executive Board of Management in consultation with a team of experts decides any major upgrading or migration of software or programme.
- The departments or sections that need the installation or purchase of software/hardware make a formal request to the Secretary through the Principal.
- The Secretary under the guidance of the Executive Board of Management and in consultation with a team of experts approves the requisition.
- The approved proposal is forwarded to the Purchase and Physical Inventory Committee to invite quotations.

ARUL ANANDAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (3rd cycle) by NAAC with 'A' Grade - CGPA 3.66
on a 4-point scale
Karumathur - 625 514, Madurai District, Tamilnadu

- The Purchase and Physical Inventory Committee along with the team of experts and Heads of the Departments or Sections analyze the features of the product, and finalize the vendor and product, and place order with the approval of the Secretary.

- Newly purchased software tool is deployed within specified security layers of the college.

- System administers deploy the new software and adhere to license agreements.

- System administers may get the support of technicians of the company depending on the professional needs and purpose.

- Based on the opinion of users, the Secretary renews the license of purchased software product.

- System administrators and technicians install the hardware in consultation with experts and Head of the respective Department or Section.

- System administrators maintain the warranty and technical details of the software/hardware. A copy of the same is maintained with the Head.

3. Data Collection and Accessibility

The college classifies its data into persistent data and continuously evolving data. At the time of the first entry, either by admission or by appointment, the persistent (basic) profile, such as name, date of birth, gender, is registered. The academic performance and daily attendance are treated as continuously evolving data and updated periodically.

Procedures

- The college office records the persistent data of individuals and update evolving data that are officially relevant.

- Members of ERP and Web Committees collect and store evolving data of the institution and individual CVs.

- The collection frequency depends on the type of data.

- The persistent data collection is done only once and will be used until the data become inapt.

ARUL ANANDAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (3rd cycle) by NAAC with 'A' Grade - CGPA 3.66
on a 4-point scale
Karumathur - 625 514, Madurai District, Tamilnadu

- The collection of evolving data is updated continuously and cumulatively.
- The confidential data are kept in higher abstracted level of storage by the respective office or section.
- The level of confidentiality of data is determined by the Principal.
- The college clearly defines an abstraction between student and faculty in both data collection and distribution.
- Accession is restricted to data access portals, such as Student Login, Faculty Login and Administrator Login, respectively.
- Modification of content is allowed only with the permission of the Principal.

4. Internet Accessibility

- The entire college campus is enabled with high-speed Wi-Fi service, at the data access rate of 100 Mbps.
- The access of internet is provided with domain system control.
- The surfing of net is controlled by means of Firewall security system.
- The identity of Wi-Fi users is registered with physical address of computing device used for browsing.
- Domain name registration, provision of user login credentials and content modification are carried out by the system administrators.

5. ERP and Automation

The college appoints an exclusive ERP team to develop, deploy and maintain online and offline automation. The automation covers academic, administrative and financial activities of the college. The team networks the functions and data of different offices, departments and units.
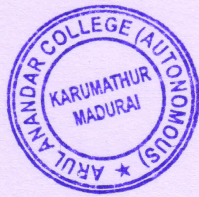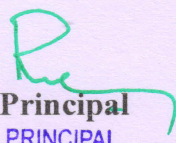
ARUL ANANDAR COLLEGE

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (3rd cycle) by NAAC with 'A' Grade - CGPA 3.66
on a 4-point scale
Karumathur - 625 514, Madurai District, Tamilnadu

The following automation systems have been successfully deployed:

- Institutional Details
- Reports of Activities
- Achievements and Awards
- Financial Administration and Accounting
- Fee Payment System
- Examination and Evaluation System
- Library Automation System
- Staff Profile
- Staff Salary
- Student Profile
- Student Admission
- Student Attendance
- Automated and triggered SMS circulation system

Principal
PRINCIPAL
Arul Anandar College
Karumathur-625 514
Madurai Dt.