CRITERION IV - INFRASTRUCTURE AND LEARNING RESOURCES

4.3 - IT Infrastructure

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

DECLARATION FOR THE YEAR 2023-2024

This is to certify that the institution has an IT policy.

The IT policy document is enclosed as proof.

CRITERION INCHARGE

IQAC COORDINATOR

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

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IT Policy

Availability and utilization of cutting-edge Information Technology (IT) resources and infrastructure of an organization make its product and process qualitative as well as effective. IT infrastructures have become the most important resources in Technical Educational Institutions. Realizing the significance of these, IFET College of Engineering (IFETCE) took initiative on a strong IT policy from 2009 onwards, starting from the User Policy, Network Policy, Desktop Policy, Server Policy and Internet Policy, have amplified in many folds.

At present, the institution has 796 systems connected with the network spreading over the entire campus including hostel through Single/Multi-core Fiber Optic with the redundancy of 100/1000 Mbps. The institution is maintaining a managed Intranet and Firewall' Policy based Internet Connection. The campus is also enabled with Secured Wi-Fi Access. The total Internet bandwidth is 100 Mbps (Leased Line with 1:1).

At Data Centre, all the Servers like, Active Directory, DHCP. DNS and application servers are running along with the Routers, Firewalls and Layer L2 and L3 switches. This 1T policy also applies to the resources administered by the central administrative departments such as Library, Computer Laboratories, offices of the Institute and hostel. This policy applies to the following stake holders of Students, Faculty members, Administrative staff (Technical/non-Technical).

All the computing devices that connected to the internal network must comply with the following policies:

- User Account Management
- Email
- Internet
- Password
- Wireless (Wi-Fi) Connectivity.

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System level and user level passwords must comply with the Password policy. Authorized users must not share their login ID(s), account(s), password or similar information used for identification and authentication purposes. Providing access to another individual s either deliberately or through failure to secure its access is prohibited.

User Account Management:

- All accounts created must have an associated filled in form request and approved by the Head of the Institution (Attached Annexure-I).
- All accounts must be uniquely identifiable using the assigned username
- All default passwords for accounts must be constructed in accordance with the Password Policy.
- All accounts must be disabled immediately upon notification of any employee's termination.

E-Mail:

- Incoming email must be treated with the utmost care due to the inherent information security risk. All email is subjected to inbound filtering of email attachments to scan for viruses, malicious code or spam. Spam will be quarantined for the user to review for relevancy. Introducing a virus or malicious code could wreak havoc on the ability to conduct academic activities. If the automatic scanning detects a security risk, it must be immediately notified.
- Anti-spoofing practices have been initiated for detected spoofed emails. All users should be diligent in identifying a spoofed email. If email spoofing has occurred, it must be immediately notified to the network administrator.
- Incoming emails are scanned for malicious file attachments. If an attachment is identified as having an extension known to be associated with malware, or prone to abuse by malware or bad actors or otherwise poses heightened risk, the attachment will be removed from the email prior to delivery.
- Email rejection is achieved through listing domains and IP addresses associated with

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malicious actors. Any incoming email originating from a known malicious actor will not be delivered.

- Any email account misbehaving by sending out spam will be shutdown. A review of the account will be performed to determine the cause of the actions.
- Sending email that may be deemed intimidating, harassing, or offensive is considered as prohibited.
- Using email for conducting personal business is prohibited
- Using email for the purposes of sending SPAM or other unauthorized solicitations is prohibited.
- Knowingly sending or forwarding email with computer viruses is prohibited.

Internet:

- Users are prohibited from downloading and installing software on their PC without proper authorization. Technical controls may be utilized to limit the download and installation of software.
- Downloaded software may be used only in ways that confirm to its license and copyrights.
- Users are prohibited from using the Internet to deliberately propagate any virus, worm, Trojan horse, trap-door, or other malicious program.
- All user activity on IT assets is subject to logging and review. IFETCE has the right to monitor and log all aspects of its systems including, but not limited to, monitoring internet sites visited by users, monitoring chat and newsgroups, monitoring file downloads and all communications sent and received by users.
- Users are prohibited from attempting to access or accessing inappropriate sites from any PC. If a user accidentally connects to a site containing such material, the user must disconnect at once and report to the network administrator.

Password:

- Passwords must adhere to a minimum length of 8 characters.
- Passwords must contain a combination of alpha, numeric and special characters, where the computing system permits.

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- Passwords must not be easily tied back to the account owner such as: username, nickname, relative's names, birth date, etc.
- Passwords must not be dictionary words or acronyms.

Wireless (Wi-Fi) Connectivity

- Access will be given once the requisition approved by the authorised authority is submitted. (Annexure-2)
- Device details and MAC ID details are to be entered correctly and it will be verified by the network administrator.
- Check the security level of the network by choosing the most secure connection. A MAC ID protection mechanism is used with the passphrase.
- Authentication will be based on the User Level for staff members.
- Scheduled timings are there to access the internet at all locations.
- Turn off your wireless network on your computer, tablet or phone when you are not using it to prevent automatic connection to open and possibly dangerous APs. Set your device to not to connect automatically to public or unknown and untrusted networks.

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Annexure- I

New Employee - ID Request & Security Agreement		**IFET College of Engineering Villupuram -605 108**	
Name (In capital letter):			
Father's / Husband Name:		Date of Birth:	
Full residential Address:			
		E-mail ID:	
Contact No:		Joining Date:	
Designation:		Department:	
Briefly state why system access is required	EMAIL ID/ SERVER ACCESS / INTERNET BROWSING		
(Please read thoroughly before signing)			
Issuance of this logon ID and confidential password provides you with the ability to use the IFET College of Engineering (IFETCE) computing facilities. This logon ID may allow you to access private or confidential Information of IFETCE, which may include proprietary details and trade secrets ("Confidential Information"). As a condition of providing you a logon ID, you must execute this agreement that makes you aware of your responsibilities related to Confidential Information contained within the computer systems and restrictions that you shall agree to regarding such Your logon ID and password must be kept strictly confidential. If you suspect that others may know your password, you should change your password immediately. You shall not access or place yourself in a position to access any confidential information, which is not necessary to perform your specific job requirements. You shall inform IFETCE, if you do inadvertently access Confidential Information and shall deliver to IFETCE all copies of such information. You are reminded of your obligations to not use or disclose any confidential information to any third party as required by the secrecy. You are liable for any negligent or willful misuse or damage to the computer system or other property of IFETCE traceable to you. All electronic messages and attachments are the property of IFETCE and can be obtained and viewed at any time pursuant to existing company procedures, with or without prior notice. All accesses and access attempts to information are recorded by logon ID. You are responsible for any breach of security traceable to your assigned logon ID and password and legal action, appropriate to the severity of the security			
Signature:		**Date:**	
APPROVAL:			
IFETCE PRINCIPAL:			
Signature:		**Date:**	
(FOR IT DESK USE)			
USERNAME ALLOTED FOR ADS:			
USERNAME ALLOTED FOR FIREWALL:			
CREATED BY:			

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Annexure- II

IFET College of Engineering Villupuram - -605 108	
Declaration form of Wi-Fi Connectivity	
Staff Registration form	
General Information (In Capital Letters)	
Name	
Gender	
Department	
Staff ID	
Designation	
Residential Address	
Mobile Number	
Email ID	
Technical Information	
Type of Device	
Device Details	Make: Model: Serial No:
Operating System Installed	
I hereby declare that the above information given by me is true and correct.	
Date:	Signature of the staff
For Office Use:	
Verified by	
Name:	
Date:	Signature

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