



14.07.2020

## IT (INFORMATION TECHNOLOGY) POLICY

### Objectives & Salient features:

- i) Governance of computing and networking resources across the computers.
- ii) IT management committee approves IT specification as per COA norms, purchase and installations according to standards and guidelines.
- iii) Accessibility control of IT resources.
- iv) Adherence to policy during purchase itself.

### Action plan & Process of implementation and adherence to the policy

- i) **Access control policy:** Administrator, teaching faculty, administrative staff, technical staff are categorized and privileges of access is provided based on the approval of director. Authentication to some of the services is through active directory.
- ii) **Data log and retention policy:** All data pertaining to web servers, firewall and access logs are stored and retained.
- iii) **Confidential data access policy:** Payroll, marks and employee details maintained has controlled access to approved personnel only.
- iv) **User account creation and maintenance policy:** Categories like faculty, staff and students is maintained, and their accounts are terminated on leaving the institution.
- v) **Video surveillance policy:** Server and critical IT infrastructure are under continuous surveillance. The recordings are reserved for a period of 15 days.
- vi) **Accessibility of internet:** Internet access through firewall is provided through LAN and wi-fi to all computers at the institution.
- vii) **Adherence:** The policy is enforced through server, firewall and subnet restrictions.

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