Sadakathullah Appa College

*An Autonomous Institution, Re-Accredited by NAAC at an 'A++' Grade, *ISO 9001 : 2015 Certified*

AQAR

(2021 – 2022)

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

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

CONTENT
IT POLICY
LIST OF IT FACILITIES
ALLOCATED BUDGET FOR IT FACILITY

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

IT Policy

The IT infrastructure of the Institution is regularly updated. The requirements will be obtained from the departments as the first step. Based on the requirements, quotations will be drawn from three vendors. The vendor for the purchase of IT equipment will be decided after obtaining approval from the Secretary. The students will give feedback about the computers and other equipment which will be updated by the Hardware Engineer.

The Institution has 5 Computer labs and 432 Computers. There is 1 browsing centre and 32 high-speed internet FTTH connections with Wi-Fi facility. During the COVID-19 pandemic, the Wi-Fi connections were of great assistance to the teachers in handling online classes. The College has licensed Office Windows 10 software, 100 nos., CLARITY S Net 1 no. and 42 K7 Antivirus. There is separate software namely Easy 5.0 for Students' Admission, Fees payment, and Examination section. There are 57 LCD Projectors and 5 Smart Boards. Video Conferencing facility is available in the Seminar Halls, Auditorium, e-Conference Hall and DC Meeting Hall.

1. Systems and Procedures for maintaining and Utilizing Computers

Computer Maintenance is very important for keeping the computer systems running smoothly in an educational institution. Computers shall be maintained in accordance with good maintenance practices. To ensure the effective functioning of computer systems, the following procedures for maintenance and utility are laid down:

➢ The Programmer is in-charge of maintaining computer systems in a Laboratory.

➢ The Programmer shall make sure that the configuration of each system is displayed. He / she shall maintain Stock Register with Date of Purchase of Equipment, Bill copy of each purchase obtained from the College Office, Serial numbers of Monitors, Hard Disks, RAMs, SMPS, Keyboards, Mouse, CD Drive (if any) details of the unused Hard Disks, RAMs and other equipment.

- The System Administrator shall enable the programmers to install the current Operating System updates, software, maintain current and uniform anti-virus software in all the computer systems.

- The Programmer shall ensure that every CPU is locked and sealed.

- A Log Register shall be maintained and duly signed by the respective practical in-charge.

- The Programmer shall be ready for an Audit likely to be held every three months. The Auditor Team shall comprise of the Administrative Advisor, IQAC Coordinator, ISO Coordinator, Bursar, Respective Head, System Administrator, Hardware Engineer.

- In case of malfunction of any systems in the Laboratory, the Programmer shall inform the System Administrator. The System Administrator shall fill in the prescribed Form for Repair. He / She shall instruct the hardware engineer to repair the same. If there is any request of any spare, it may be notified to the System Administrator, the Purchase Coordinator and the Bursar.

- After purchasing the spares, an entry shall be made in the maintenance register by the Purchase Coordinator and the bill copies of the purchased spare may be handed over to the Hardware Engineer, the Programmer and the concerned HoD.

- The Hardware Engineer shall also keep and maintain the spare parts purchased with proper approval from the concerned HoD.

2. **Systems and procedures for maintenance and utility of LCD Projectors and Smart Boards**

- The Hardware Engineer shall be responsible for the maintenance of LCD Projectors and Smart Boards.

- The Hardware Engineer shall fill up the prescribed Form for Repair in the event of any malfunction.

- The filled in Form for Repair shall be signed by the Purchase Coordinator and the Bursar.

- After purchasing the spares, the Hardware Engineer shall avail the outsourcing services based on circumstances.

3. Systems and procedures for maintenance and utility of Software, Wi-Fi, LAN, Broadband and Telephone connections

- ➤ The Software in-charge is responsible for the maintenance of software in computer systems.

- ➤ He/she shall enable the programmers to install the current Operating System updates, software, maintain current and uniform anti-virus software in all the computer systems.

- ➤ He/she is also the in-charge of the record keeping and maintenance of Wi-Fi, LAN, Broad bands and telephone connections.

- ➤ In the event of any malfunction of the available software, the Administrative Heads shall inform the Software in-charge.

- ➤ The Software in-charge shall fill in the prescribed Form for Repair, requesting any software, duly signed by the Bursar and the Purchase Coordinator.

- ➤ After purchasing the software, an entry shall be made in the maintenance register by the Purchase Coordinator and the bill copies of the purchased software may be handed over to the Software in-charge and the Programmer.

PRINCIPAL

PRINCIPAL
SADAKATHULLAH APPA COLLEGE
Rahmath Nagar, TIRUNELVELI - 627 011.

Sadakathullah Appa College

AQAR

(2021 – 2022)

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

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

List of IT Facilities

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

Sadakathullah Appa College

*An Autonomous Institution, Re-Accredited by NAAC at an 'A' Grade, *ISO 9001 : 2015 Certified*

4.3.1 Updation of IT Facilities

List of IT Facilities and Allocated Budget

Sl. No.	Location	WIFI Description	Floor
1	Principal's Room	Airtel Fibre 100 Mbps	
2	Principal's Office		
3	Vice Principal's Office	From Principal's Office (Wifi)	Ground
4	Office	BSNL Fibre 100 Mbps	Ground
5	Commerce	Airtel Fibre 100 Mbps	Ground
6	Zoology	Airtel Fibre 100 Mbps	Ground
7	Chemistry	Airtel Fibre 100 Mbps	Ground
8	Book Depot	From Office Network	Ground
9	Tamil	Airtel Fibre 100 Mbps	Ground
10	English	Airtel Fibre 100 Mbps	Ground
11	Dean Office	Airtel Fibre 100 Mbps	Ground
12	Arabic	Airtel Fibre 100 Mbps	Ground
13	Library	Airtel Fibre 100 Mbps / With Static IP	Library Block
14	Physical Education	BSNL (Shifting Under Process)	Physical Education Block
15	Committee Office	BSNL Fibre 40 Mbps	First
16	Physics	Airtel Fibre 100 Mbps	First
17	History	BSNL Fibre 100 Mbps	First
18	Commerce SF	Airtel Fibre 100 Mbps	Second
19	Attendance	Airtel Fibre 100 Mbps	First
20	Mathematics	Airtel Fibre 100 Mbps	First
21	Auditorium	From BBA (Airtel)	First

22	Microbiology	Airtel Fibre 100 Mbps	First
23	Research Commerce	From Research Center	First
24	Research Center	Airtel Fibre 100 Mbps	First
25	DLC	Airtel Fibre 100 Mbps	First
26	IQAC	Airtel Fibre 100 Mbps	First
27	Seminar Hall	Airtel Fibre 100 Mbps	First
28	PG Research Department	BSNL BroadBand 8 Mbps	First
29	Controller of Examination	BSNL Fibre 100 Mbps	First
30	Nutrition Dietetics	Airtel Fibre 100 Mbps	Second
31	DC Meeting Hall	Airtel Fibre 100 Mbps	Second
32	B.Com. Finance	Airtel Fibre 100 Mbps	Second
33	BBA	Airtel Fibre 100 Mbps	Second
34	English SF	Airtel Fibre 100 Mbps	Second
35	PG Computer Science	Net from Lab	Second
36	Computer Science LAB I	NISS Fibre 100 Mbps	Ground
37	Computer Science LAB II	Airtel Fibre 100 Mbps	Ground
38	Computer Science LAB III	NISS Fibre 100 Mbps	Second
39	Language LAB	Airtel Fibre 100 Mbps	Second

27/07/22

PRINCIPAL

PRINCIPAL
SADAKATHULLAH APPA COLLEGE
Rahmath Nagar, TIRUNELVELI - 627 011.

Sadakathullah Appa College

*An Autonomous Institution, Re-Accredited by NAAC at an 'A++' Grade, *ISO 9001 : 2015 Certified*

AQAR

(2021 – 2022)

CRITERION IV

INFRASTRUCTURE AND LEARNING RESOURCES

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

Allocated Budget for updating IT-Facilities

Submitted to

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC)

2021 -2022

S.No.	Date	Details	Bill No.	Amount
1	13-07-2021	Laser Printer	C-ADP2122-13251	18700
2	14-07-2021	Computer Tools	PRE/2021/0051	1520
3	16-07-2021	Laptop	C-ADP2122-13877	43000
4	19-07-2021	UPS(20)	C-ADP2122-14304	42000
5	03-08-2021	Easy Software Charge	PGST 187	34800
6	05-08-2021	Web charge	#INV-000003	15340
7	06-08-2021	Pendrive	PRE/20-21/0070	1350
8	09-08-2021	Web charge	#INV-000001	122500
9	11-08-2021	Easy Software Charge	PGST 197	92800
10	12-08-2021	Antivirus	C-ADP2122-18707	4719
11	17-08-2021	Pendrive	PRE/20-21/0071	1350
12	24-08-2021	CMOS Battery	C-ADP2122-20872	90
13	27-08-2021	Monitor	C-ADP2122-21273	8000
14	01-09-2021	Catridge Toner	C-ADP2122-22110	2400
15	03-09-2021	Dspace Repository	2021-2022/M93	17650
16	08-09-2021	Easy Software Charge	PGST 240	40883
17	13-09-2021	Projector Service	118	1000
18	17-09-2021	Router	C-ADP2122-24671	1050
19	06-10-2021	Easy Software Charge	PGST 266	52200
20	13-10-2021	Pendrive	C-ADP2122-28741	880
21	21-10-2021	Projector Service	119	600
22	22-10-2021	Projector Spares	120	3500
23	25-10-2021	AutoLib Software	AL/SS/2021-22/10/38	119200
24	26-10-2021	Monitor Spare	1306	600
25	02-12-2021	Easy Software Charge	PGST 318	34800
26	28-12-2021	Networking - Library	RMV2021-2022/392	82490
27	29-12-2021	Motherboard/ VGA/ RAM	C-ADP2122-40076	4200
28	19-01-2022	VGA cables	C-ADP2122-43030	3240
29	19-01-2022	Motherboard/ Antivirus	C-ADP-2122-43029	9370
30	27-01-2022	Cartridge Toner	C-ADP-2122-44475	2450
31	09-02-2022	Web charge	#INV-000023	12740
32	12-02-2022	Keyboard	C-ADP-2122-47268	500

33	14-02-2022	UPS Battery	C-ADP2122-47322	2550
34	15-02-2022	OneDrive	405-1840301	4925
35	22-02-2022	Mouse/ USB Port	C-ADP2122-48604	800
36	25-02-2022	10KvA UPS with Battery	B-ADP-2122-17808	298743
37	28-02-2022	Battery / Power Cable	256	1700
38	10-03-2022	Server/ Monitor	C-ADP-2122-50982	68000
39	10-03-2022	Computer - i7	C-ADP-2122-51007	68500
40	21-03-2022	Laser Printer	C-Adp-2122-52591	16500
41	21-03-2022	Laser Printer	C-Adp-2122-52542	16500
42	25-03-2022	Xerox RC Printer	286	172240
43	26-03-2022	Computers (75)	PRE2122/0168	3615000
44	28-03-2022	UPS, Cables, Ceiling Kit	PRE/21-22/0170	387160
45	28-03-2022	Projectors	PRE/21-22/0169	988800
46	29-03-2022	UPS Battery / HDD / Mouse	C-ADP-2122-53647	36350
47	29-03-2022	Server / Monitor	C-ADP-2122-53641	68000
48	29-03-2022	VGA cables	C-ADP-2122-53648	600
49	29-03-2022	UPS	C-ADP-2122-53643	2200
50	29-03-2022	Keyboard / Mouse / Monitor	C-ADP-2122-53640	53300
51	30-03-2022	Computer (25)	C-ADP-2122-2663	1212500
52	31-03-2022	Monitor / Antivirus / Keyboard	PRE2122-0181	34350
53	13-04-2022	HDMI Cable	C-ADP-2223-1710	550
54	27-04-2022	Monitor / Mouse	C-ADP-2223-3693	9000
55	07-05-2022	Networking - LL Lab	RMV/SL/22-23/43	69960

Total   79,04,150