



SSINSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,
and The Directorate of Medical Education, Chennai.

4.3.1 IT FACILITIES



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SS INSTITUTE OF PHARMACY **INFORMATION TECHNOLOGY (IT) POLICY**

1. Introduction

SS Institute of Pharmacy aims to provide a technology-enabled environment that supports teaching, learning, research, and administration. This policy outlines the general guidelines for maintaining and improving the institution's IT facilities, ensuring reliable internet connectivity, and promoting efficient and responsible use of digital resources.

2. Purpose

- To ensure that IT resources meet the current and future needs of students and staff.
- To provide reliable internet connectivity across the campus.
- To promote the effective and fair use of institutional IT resources.
- To support a safe and secure digital environment.

3. IT Facilities and Upgradation

- The institute reviews its IT infrastructure periodically and makes upgrades when needed.
- Departments can request new systems, software, or upgrades through the IT department.
- Outdated systems (typically 4–5 years old) are identified and considered for replacement based on performance and usage.
- The institution allocates funds annually for improving IT infrastructure based on academic requirements.

4. Internet Connectivity

- The campus is equipped with high-speed internet connectivity and Wi-Fi access in key areas including classrooms, labs, library, and administrative blocks.
- The internet bandwidth is upgraded as required, depending on the number of users and academic activities like online learning, webinars, and research work.
- Basic monitoring tools are used to ensure stable connectivity and to address downtime or network issues promptly.

5. Software and Tools

- The institution uses licensed software for academic and administrative purposes.
- Open-source alternatives are encouraged when suitable and cost-effective.
- Software requirements from faculty and departments are reviewed by the IT team before implementation.



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6. IT Support and Maintenance

- A basic support system is in place to assist with technical issues during working hours.
- Regular maintenance is conducted for computers, networking equipment, and other digital tools.
- The institute maintains essential service agreements for critical systems and network infrastructure.

7. Responsible Use

- Users are expected to use IT resources respectfully and primarily for academic or institutional purposes.
- Unethical or inappropriate use (e.g., illegal downloads, tampering with systems) is discouraged and may be addressed as needed.
- General awareness about digital safety and basic cybersecurity is shared with students and staff from time to time.

8. Policy Review

- This policy is reviewed every two years or as needed based on changing academic or technological needs.
- Feedback from departments and users is considered during the review process.

9. Record Maintenance

- The IT department keeps basic records related to:
 - Purchases of hardware and software
 - Internet bandwidth usage (summary)
 - Support and service logs
 - Software licenses and upgrades

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