

Date:16-10-2017

INFORMATION TECHNOLOGY (IT) POLICY

Introduction

IT policy of this institution assures the quality of the IT infrastructure, which includes computers, intranet, internet, and Wi-Fi facilities as per the requirements of students and faculty. This policy describes the guidelines for purchasing IT infrastructure, its upgradation, periodical maintenance, and information security. These procedures apply to all stakeholders.

The main aspects of the IT policy are to

- Provide IT infrastructure for the academic laboratories, research laboratories, departments, sections, and offices.
- Upgradation of advanced configuration systems in CSE and IT departmental laboratories every five years or existing configuration till they work satisfactorily as per the JNTUK curriculum requirements (whichever is earlier)..
- Upgradation of systems to a high configuration in other departmental laboratories and sections every five years or existing configuration till they work satisfactorily as per the JNTUK curriculum requirements (whichever is earlier).
- Regular maintenance of the systems for proper functioning.
- Budget provisions to upgrade and expand systems and services.
- Provide digital content through intranet and internet.
- Maintenance of UPS, antivirus for systems security, and cyber security.
- Maintenance of critical data and necessary backups.
- Provide and maintenance of separate internet to the examination cell and their upgradation.
- Use and promote open-source software and disposal of old computer systems.

Hardware, software purchase procedure

Computer hardware refers whole or the physical parts of a computer and related devices. Internal hardware devices include motherboards, hard drives, and RAM. External hardware devices include monitors, keyboards, mice, printers, and scanners.

- With the approval of the institute head, any peripherals of the computers/software are purchased.
- Planning and Monitoring Committee (ITIDC) follow the below procedure for purchasing computers and their peripherals, software, and UPS, which cost more than Rs. 50,000.

- Based on the department's curriculum necessities, HoD sends a request letter to the PMC for approval.
- Then the respective department receives three quotations from three potential suppliers and prepares the comparative statement.
- The concerned departmental head places a letter with the attachment of quotations cum comparison statement to the principal.
- The principal sent the proposal to the review and recommendations of the purchase committee.
- Based on the recommendations of the purchase committee and subsequent approval from the management, PMC releases the purchase order to the supplier following the terms and conditions.
- After the receipt of the items PMC enter them into the central stock register and distribute them to various departments as per their earlier request.
- The concerned department laboratory, section, and office personnel must thoroughly verify the received items during establishment and must enter them into the stock register.

Utilizing open-source software

- Based on the various departments' curriculum necessities, HoD sends a request letter to the PMC for approval.
- After that, the programmer installs the approved freeware in the systems after checking their compatibility with the systems' configuration.
- PMC must authorize any modifications from the above procedure.

Purchased Software usage

- The software purchased based on PC and management approval will be used on the systems within the VNITSW. System administrators do the renewal of the software as per PMC guidelines.
- Before using any software, the students and employees must adhere to the policy and regulations of the concerned software.
- The programmers, the concerned lab in charge, and the faculty will undergo training on all new softwares.
- Employees and students should not load the licensed software on their laptops/desktops.

- They are also not supposed to install unauthorized software without the approval of PMC.

Information Technology Security procedure

This policy provides guidelines for protecting and using information technology assets and resources within the institute to ensure data and assets' integrity, confidentiality, and availability.

- The programmers/attendants should shut down the computers in each laboratory, department, section, and office and lock the respective room properly after work.
- PMC monitors the physical existence of systems and their peripherals in coordination with system administrators and programmers.
- Personal systems and laptops are to be taken care of by an individual faculty.
- To safeguard the data, students and faculty members have to utilize the intranet service and e-mail. The students and faculty do not have to use external devices on the institute systems.
- In case of intentional damage to the systems, the concerned persons must attend disciplinary action per the institute procedure.
- The staff and students are instructed not to share the official documents without the prior approval of the competent authority in social media or any external source.
- The system administrator takes backup to safeguard the essential documents with the approval of PMC.

Intranet Management Information System Access

Network (Intranet & Internet) Use Policy

- As per the IT policy, I/C System Cell will be responsible for providing network connectivity to the institute through authenticated network access.
- The PMC is responsible for the ongoing maintenance and support of the network. The system administrator reports the network problems of the institute to the service provider.

IP Address Allocation

- Any computer connected to the institute network should have an IP address assigned by the I/C System Cell
- A systematic approach decides the range of IP addresses allocated to each block.

- So, the I/C System Cell allocates an IP address using Local Area Network (LAN) with Dynamic Host Configuration Protocol (DHCP) to any computer connected to the network from the corresponding block.

Internet Access

- The new faculty/staff submit a request letter to the Principal for internet access through LAN/Wi-Fi.
- The I/C System Cell solves the problems that arise from the network.

Website Policy

The web developer continuously monitors and updates the institute website following the guidelines of Principal.

- Domain name registered to the VNITSW.
- Date of renewal for the domain name.
- Hosting service provider and expiry date of hosting
www.vignannirula.org

The web developer must maintain the register up to date and inform the renewal date to the I/C System Cell.

- The institute website must continuously update the following information after the approval of the respective authorities.
 - Governance
 - Academics
 - Departments
 - Student Corner
 - Placements
 - Research

PRINCIPAL

Principal
Vignans Institute of
Technology & Science for Women
Pedapalakaruru Road, GUNTUR-522 009