SRI VENKATESWARA COLLEGE OF ENGINEERING
(Autonomous)

Karakambadi Road, Opposite LIC Training Centre, Tirupati – 517 507.
Accredited by NBA (B.Tech – CSE, ECE and EEE) & NAAC with 'A' Grade
Approved by AICTE, New Delhi, permanently affiliated to JNTUA, Ananthapuramu

INFORMATION TECHNOLOGY POLICY

Rules and Regulations

.

Contents

Introduction

Sri Venkateswara College of Engineering (Autonomous) provides access to high-end infrastructure and IT services to students, faculty and researchers.

The Technical IT Support Team maintains the policies governing the use of Information Technology services and resources at the College. The team also monitors the usage of the IT appliances and applications across the campus and gives immediate support in case of any internet, hardware, software or system related issues.

Need for IT Policy

The purpose of the IT policy is to maintain, secure, and ensure legal and appropriate use of Information Technology infrastructure established by the Institution. The policy aims to protect the confidentiality, integrity, and security of the information assets that are accessed, created, managed, and/or controlled by the College. The Information assets of the college include computer systems, network devices, software, intranet, internet services, IT appliances, Software applications and other IT related hardware and software related services.

Objectives of IT policy

- To provide all required IT resources to all stakeholders as per academic guidelines laiddown by UGC & AICTE.
- To provide IT infrastructure that would enable the students and faculties identify opportunities, improve performance and understand IT environment.
- Leveraging IT as a tool for socio-economic development.
- Initiating and implementing green computing methods at the campus to create andfoster an eco-friendly environment.
- Specifying a common interface to all the applications to ensure high degree of consistency from one to the next application with the best utilization factor for all IT resources.
- To ensure an effective annual maintenance plan this ensures maximum uptime of systems and devices.
- To ensure all IT resources are updated and available to students as per policies laid down by the college.
- To regularly monitor processes for software updates, firewall protection, anti-virus updating, network device status, system files cleaner, new web access policies, back- ups to ensure uptime of IT resources.

Roles & Responsibilities of the IT Committee

- Prepare the Annual IT Budget of the institution and place it for approval before the Principal and Management to ensure that the steps are taken towards technology advancements.

- Plan at the end of each academic year for the up gradation of IT infrastructure for the next academic year, to support evolving requirements of the learner and educator communities of the institution.

- Progress action plans to respond quickly and appropriately to IT maintenance issues and difficulties as per proper channel.

- Administer all IT related work and conduct annual stock taking of IT hardware and assets used for academic and administrative purpose.

- Educate all teaching staff, non-teaching staff and students on the importance of sensitive and purposeful usage of computers and other IT related equipment on campus.

- Do periodic checkups of the computer stock registers maintained in all the laboratories.

- Do regular backups of servers, services and maintenance if it is necessary.

Hardware and Software Procurement Policy

- All IT systems are purchased through purchasing department by the recommendation of principal along with warranty and after expiration of this warranty; they are efficiently maintained through an effective maintenance policy which is aligned with the distributors and vendors.

- Maintenance includes OS re-installation, virus scans, bandwidth capacity monitoring, internet downtime, communication cable fault, UPS monitoring, firewall renewal, antivirus upgrades, device replacements, Software upgradations, utilization and maintenance of software etc.

- All departments are provided with desktop computers/laptops with internet connectivity and a printer. Systems are purchased at the request of the head of the Department which goes through multiple levels of approvals from the principal and financial authority. Troubleshooting / replacements are handled by external service engineers as per maintenance policy of the college.

- All systems and network devices are connected to electrical points through UPS. Regular 24/7 power supply is provided to web servers through recharging batteries. Regular battery maintenance is undertaken for all UPS.

- Care is taken at the time of installation to create separate paths for network cables distinct from those for electrical wires, to avoid noise in data communication. All

the network equipments are monitored and weekly checks are performed by the team of experts which ensures that the quality checks are in place and the integrity is maintainedinside the college premises.

- All files and printers shared through network are well protected with passwords to ensure integrity of data is maintained.
- The monitoring activities and supports are performed with the help of the daily tracking system which is deployed inside the campus and has been used by the all effectively.

Hardware Installation Policy

- Computer systems on campus are administered by system administrators and technical experts.
- All devices are installed by technical experts who are deployed inside the campus from 8:30 am to 5:30 pm.

Software Installation Policy & Licensing

- Open source software policy covers all computers on campus, and it is utilized effectively.
- OS is installed by technical experts on call as per maintenanceagreements.
- Application Software Licenses are well maintained and renewed regularly to ensurevalid and current updates to all application software.
- Utilization is also measured by the system admin's to assess the current usage of thesoftware applications, internet usage across the campus.

Network (Intranet & Internet) Use Policy

The Technical Support Team is responsible for maintaining internet and intranet services ofthe college.

- The college has 250 Mbps and 100 mbps internet bandwidth from Airnet, with 300 mbps and 300 mbps from BSNL. The whole campus is WI-FI enabled and internet availability is there at thenook and corner of the college campus for using at ease.
- All systems are networked and secured with firewall kerio control server.
- Firewalls are installed to provide protection against cyber-attacks, ransomware, ormalicious network access attempts.

Wi-Fi Use Policy

« The Campus is fully Wi-fi enabled.
- Access points are located on all floors in the main block and the annex block, thereby giving access to all class rooms, seminar halls, laboratories, digital libraries, staff rooms and the administrative wing.

- Each faculty is given an individual authorized ID and Password to access the internet.
- Students are also given Wi-Fi access.
- Access points are also added based on evolving requirements.
- Guests, resource persons and speakers are given access to Wi-Fi as per requirement.
- Firewall protection and restricted access to certain websites are enabled to maximize security.

E-Mail Account Use Policy

- All faculty, students and administrative staff members are given individual institutional email ids and password.
- Passwords are confidential and sharing such credentials is strictly prohibited.
- Attempting to access another member's login is strictly prohibited.
- All email communication must adhere to institutional and ethical guidelines and should be completely free of offensive or controversial content (creation/distribution).
- Users should not share their email account(s) with others.
- Students are given email ID with unlimited space for online classes. They are also given access to all facilities offered by Google Workspace for Education.

Web Server Hosting Policy

- The college maintains three windows servers and one firewall kerio control server (linux) for its intranet and internet services.
- The college website is accessible at https://www.svcolleges.edu.in/. Information on the website is updated daily by the college IT team.
- Users are given Login IDs and passwords to access server information, subject to restricted access policies.
- All systems networked to servers are given relevant IP addresses.
- Servers are protected from virus attacks and intrusions.
- Periodical updates of OS and other security software are systematically implemented.
- Regular backup processes are followed periodically.

Institute Database Usage Policy

- The institute has its own database creation and access to information policies.
- Information access is restricted for persons outside the institution.
- Any request for information/data is forwarded to the Principal's Office.
- Strict disciplinary action will be taken against any individual or company who conducts unlikely event of any tampering or deletion of the institution's data.

Faculty Use Policy

- The concerned department incharge is responsible for computers and devices of their respective departments, and for ensuring compliance with institutional and

process-specificpolicies.

- Passwords are confidential and sharing these would be in direct violation of institutionalpolicy.
- Unauthorized use of another's individual identification and authorization access is strictly prohibited.

Students Usage Policy

- Sharing of passwords, or other confidential information is strictly prohibited.
- Students are responsible for careful and judicious usage of computers in all Labs.
- Accessing another user's personal private data is not allowed.
- Downloading, sharing or using copyrighted material of institution including music,movies, software or textbooks without prior approval is prohibited.
- Connecting to the institution's restricted-access resources is prohibited.
- Connecting personal devices to the institution internet without approval is prohibited.
- Downloading of any unethical photos or videos will not be encouraged and strict actions will be taken against those individuals.

Video Surveillance Policy

- CCTV is installed in majority of the places.
- Videos are monitored on a regular basis.
- Unauthorized access to the Control Room is not permitted at any time.
- Footages are given on demand and with prior approval from the principal.
- Live coverage is monitored by the Principal, Vice Principal and Administrative Head.

Anti-virus Protection Policy

- All computer systems in the college are covered under anti-virus protection.
- Application and Data Web Servers are secured with antivirus protection.
- Network Manageable switches provide a seamless network with secure, scalable and robust performance.

Maintenance Policy for Systems and Network

- All Lab systems are maintained and overseen by lab assistants, system administratorand lab faculty in-charge.
- Technical problems such as power issues, booting, network problem, software installation, hardware troubleshooting, hardware replacement, and internet issues are handled by Technical staffs.
- Major Networking issues and Operating system failures are restored by Systemadministrator and technical experts on call through proper channel.
- Regular system formats, junk clearance and cache clearance are performed at

regular intervals.

- UPS maintenance and monitoring of battery levels are undertaken regularly.
- All Desktop systems are connected to network switches and maintenance of networkcables are done regularly.
- Internet cables are well planned across the campus and networking is well designed.

Online Classes and Online Examinations - Policy

- Google Workspace, webex, zoom etc. for Education is the official platform for all online classes.
- Faculties are enabled to create course classrooms and enroll students.
- All students are given individual login IDs and passwords to access google classrooms.
- Classes are scheduled through google meet, for which attendance is recorded by therespective faculty.
- Faculty regularly conduct assignments, quizzes and online assessments and evaluatethe same through online platforms.

Online Meetings/ Conferences/Workshops Policy

- Heads of Departments are given access control to create online meetings forwebinars/Conference/Workshops with prior approval front Principal.
- Departments are encouraged to use streaming integrated with YouTube to reach a larger audience.

Remote Support Policy

- The Technical Support team is responsible for enabling remote access.
- Remote access is given using tools such as Anydesk, Ammy Admin, Team viewer etc.