



IT Policy

The Purpose of IT Policy:

The College has established an IT policy to ensure the secure, legal, and appropriate use of information technology infrastructure across the campus. This policy aims to establish Standard Operating Procedures (SOP) for safeguarding information assets managed by the College and facilitating stakeholders' use of computing facilities.

Scope of IT Policy:

The College's IT Policy applies to all technology administered centrally or by individual departments, including information services provided by the College administration or individuals within the College community. It encompasses resources such as the Library, Computer Labs, Laboratories, and Administrative Offices. Additionally, it extends to computers owned by individuals or research projects connected to the campus network.

IT policies focus on the following areas:

- Hardware installation and maintenance guidelines.
- Software installation and licensing guidelines.
- Network (Intranet & Internet) use guidelines.
- Email account use guidelines.
- Website hosting guidelines.
- College databases use guidelines.
- Role of network/system administrators.


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IT Hardware Installation and Maintenance Guidelines:

- Hardware installation and maintenance are overseen by system administrators.
- Faculty and departments can submit their IT hardware requirements for academic purposes.
- Purchasing IT hardware is based on departmental requirements and stock availability.
- Maintenance activities are recorded in maintenance registers.
- Movement of IT hardware within or outside the college is documented.
- Disposal of major e-waste is conducted regularly.

Preventive Maintenance activities:

- Regular checks and cleaning of systems and peripherals.
- Updating firmware, antivirus software, and malware scan software.
- Service and maintenance of computer peripherals by in-house technicians.

Purchase of New IT Equipment:

- Purchase is based on departmental requirements and budgetary provisions.
- Requisitions for new equipment are raised by department heads or System Administrators.
- Approval is obtained from the purchase committee.

Software Installation and Licensing Guidelines:

- Authorized and open-source software installation is allowed.
- Licensed software is recommended.
- Latest endpoint security antivirus software should be installed.
- Data backup on External HardDisks/NAS is conducted periodically.

Network (Intranet & Internet) Use Guidelines:

- IP addresses are assigned by System Administrators.
- Configuration of the network is handled by system administrators.
- Internet and Wi-Fi facilities are for academic and administrative use only.

Email Account Use Guidelines:

- E-mail facilities are primarily for academic and official purposes.
- Using email for illegal or commercial purposes is prohibited.
- Unauthorized access or impersonation is strictly prohibited.

Website Hosting Guidelines:

- The College website provides academic and administrative information.
- Updates are maintained by the Website Update Committee.
- Website content must be accurate and conform to guidelines.

College Database Use Guidelines:

- Data from College's database is for internal purposes only.
- Data distribution to external entities is prohibited.
- Requests for information from external entities are handled by the College office.

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Responsibilities of Network/System Administrators:

- Designing and maintaining College network.
- Configuring and maintaining IT facilities.
- Addressing user complaints.
- Discouraging unauthorized software installation.

E-waste Management:

- E-waste management initiatives are undertaken to promote eco-friendliness.
- Repairs and reuse of electronic goods are prioritized.
- Disposal of e-waste is conducted responsibly.
- Awareness programs are conducted for students.

Annual Maintenance Contract:

- AMC covers configuration and maintenance of servers, computers, and printers.
- Genuine spare parts are provided for replacement.
- Details of maintenance activities are duly recorded.


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