

IT INFRASTRUCTURE POLICY



GAYATRI VIDYA PARISHAD
COLLEGE FOR DEGREE AND PG COURSES (AUTONOMOUS)
Affiliated to Andhra University // Accredited by NAAC and NBA
VISAKHAPATNAM

Purpose of IT Policy

- **Ensure Security and Compliance:** To maintain, secure, and ensure the lawful and appropriate use of the College's IT infrastructure on campus.
- **Protect Information Assets:** To establish strategies and responsibilities across the College for safeguarding information assets that are accessed, created, managed or controlled by the institution.
- **Guide Stakeholders:** To serve as a reference for stakeholders on the use of the College's computing resources, including hardware, software, email, information resources and both intranet and Internet access.
- **Define Acceptable Use:** To outline acceptable behaviors and actions, as well as to specify prohibited activities and policy violations.

Scope of IT Policy

- **Applicability:** The College IT Policy applies to all technology managed centrally by the College or by individual departments, as well as to information services provided by the College administration, departments or any member of the College community.
- **Resource Coverage:** This policy extends to resources managed by departments, including the Library, Computer Labs, Laboratories, and Administrative Offices of the College.
- **Personal and Research Devices:** Computers, Laptops, mobiles owned by individual students or staff members used for academics/ research/ personal purposes when connected to the campus network, must adhere to the College IT policy's guidelines.
- **Stakeholder Compliance:** All faculty, students, staff, departments, authorized visitors, visiting faculty and any others granted access to the College's IT infrastructure must comply with the policy guidelines.
- **Policy Focus Areas:** The IT policy encompasses the following areas:
 - IT Hardware Installation and Maintenance Guidelines
 - Software Installation and Licensing Guidelines
 - Network (Intranet & Internet) Use Guidelines
 - Email Account Use Guidelines
 - Website Hosting Guidelines
 - College Database Use Guidelines
 - Role of Network/System Administrators




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IT Hardware Installation and Maintenance Guidelines

- **Responsibility for Installation and Maintenance:** System Administrators are responsible for the installation and maintenance of IT hardware.
- **Requesting Hardware:** Faculty members and staff of the departments submit requests for IT hardware to the respective HOD based on their academic needs.
- **Procurement Process:** IT hardware procurement should be initiated according to the availability of stock and the requirements submitted by departments.
- **Stock Register Update:** The new hardware purchased must be updated in stock register immediately upon procurement.
- **Approval Requirement:** IT hardware installation and maintenance services will only be provided after receiving approval from the concerned Head of the Department, Director and the Principal as shown in ANNEXURE-I
- **Periodic Maintenance:** System Administrators must perform periodic maintenance of computer systems and all maintenance activities should be recorded in the Maintenance Register.
- **Hardware Movement Tracking:** The movement of IT hardware within or outside the college must be documented in the Movement Register.
- **Responsibility for Hardware:** Faculty or departments are responsible for the IT hardware assigned to them. Any damage, loss, or theft must be addressed by the respective faculty or department.

Software Installation and Licensing Guidelines

- **Authorized and Open Source Software:** The College IT policy permits the installation of authorized and open source software on College computers. Departments or individuals found violating this policy will be held personally responsible.
- **Preference for Open Source:** Open source software should be used on systems wherever feasible.
- **Licensed Software:** Only licensed software should be installed on College systems.
- **Data Backups:** System administrators are responsible for taking periodic backups of data, which should be stored on external hard drives.




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Network (Intranet & Internet) Use Guidelines

- **IP Address Assignment:** Any computer (PC/Server) connected to the College network must have an IP address assigned by System Administrators.
- **IP Address Usage:** An IP address allocated to a specific computer system must not be used by any other computer, even if that computer belongs to the same individual and connects to the same port.
- **IP Address Changes:** Changing the IP address of any computer by staff or students is strictly prohibited.
- **Network Configuration:** Only System Administrators are authorized to configure network settings.
- **Running Server Software:** Departments or individuals connecting to the College network via LAN may run server software only with prior notification to System Administrators.
- **Remote Network Access:** Accessing remote networks through the College's network connection must adhere to the policies and rules of those remote networks.
- **Internet and Wi-Fi, Cyber security etc., Use:** Internet and Wi-Fi facilities should be used exclusively for academic and administrative purposes. Institution is regularly upgrading its infrastructure covering Wi-Fi, cyber security, software upgradation, ICT enabled teaching learning.

Email Account Use Guidelines

- **Faculty Email Provision:** Every faculty member is provided with an email account.
- **Primary Use:** The email facility should be used primarily for academic and official purposes, with limited use for personal matters.
- **Prohibited Uses:** Using the email facility for illegal or commercial purposes constitutes a violation of the College IT policy and may result in the withdrawal of the email service.
- **Privacy and Security:** Faculty members must not intercept or attempt to access other users' email accounts, as this infringes on their privacy.
- **Individual Responsibility:** Each individual is ultimately responsible for ensuring that their email account complies with the College's email usage policy and remains free from any violations




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Web Site Hosting Guidelines

- **Purpose:** The College website should be used to provide academic and administrative information to its stakeholders.
- **Content Management:** The Website updating Committee is responsible for updating and maintaining the website content.
- **Page Maintenance:** Ensure that all web pages are up-to-date, proofread, and tested for functionality before publishing. Regularly test and update links to maintain accuracy.
- **Content Accuracy:** All content hosted on the website must be correct and clearly presented.
- **Official Web Pages:** Departments, associations of teachers, employees, and students may have official web pages on the College website. These pages must adhere to the College's Web Site Creation Guidelines.
- **Data Security:** The Website Updating Committee must implement appropriate measures to ensure the security of data hosted on the website.

College Database Use Guidelines

- **Data Protection:** Databases maintained by the College administration under the College's e-Governance framework must be protected.
- **Ownership:** The College is the owner of all institutional data generated within the College.
- **Data Distribution:** The College's data policies prohibit the distribution of identifiable data to external entities.
- **Internal Use:** Data from the College's database, including data collected by departments or individual faculty and staff, is intended solely for internal College purposes.
- **Data Access:** Access to data is determined by one's role and function within the College. Data access is provided based on official responsibilities and rights as outlined by the College's data access policies.
- **Database Tampering:** Tampering with the database by any department or individual is a violation of the IT policy. Tampering includes unauthorized alterations to data or systems.
- **Disciplinary Action:** Violations of the IT policy may result in disciplinary action by College authorities. If illegal actions are involved, law enforcement agencies may be engaged.




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Responsibilities of Network/System Administrators

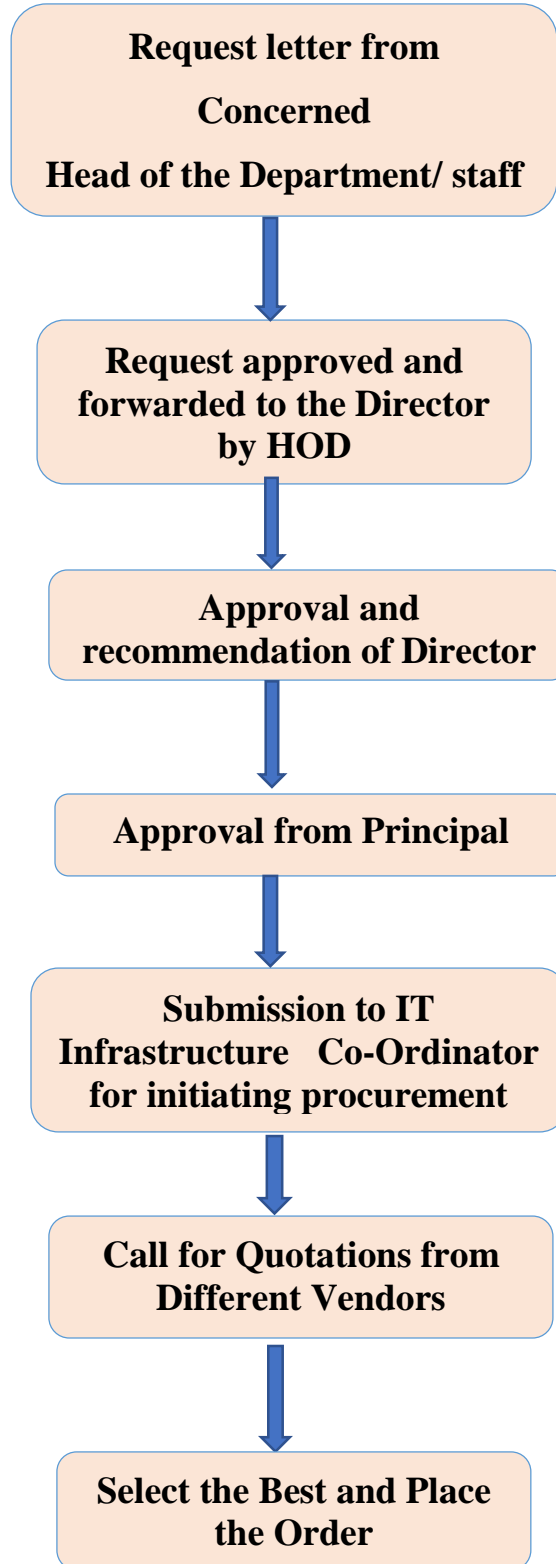
- **Network Design:** Design and perform backbone operations for the College network.
- **Naming & IP Addressing:** Adhere to global naming and IP addressing conventions.
- **Network Review:** Review existing networking facilities and assess the need for possible expansion.
- **Wireless Networks:** Configure and maintain Wireless Local Area Networks (WLANs).
- **IT Facilities:** Configure and maintain IT facilities provided in classrooms, labs, and seminar rooms.
- **User Complaints:** Receive and address complaints from users of the College network.
- **Server Maintenance:** Maintain servers in the server room.
- **Hardware and Networking:** Oversee the regular maintenance of computer hardware, peripherals, and networking devices.
- **Unauthorized Software:** Discourage and prevent the installation of unauthorized software on computer systems.




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Annexure -I

Procedure to procure the New item / Replacement




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