



SREE RAMA
ENGINEERING COLLEGE

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(Approved by AICTE, New Delhi - Affiliated to JNTUA, Ananthapuramu)

An ISO 9001:2015 & ISO 14001:2015 certified Institution

Rami Reddy Nagar, Karakambadi road, Tirupati-517507

Purpose of IT Policy:

- To ensure, secure, and maintain legal and appropriate use of information technology, the College has established congenial infrastructure on the campus.
- To establish Standard Operating Procedures (SOP) for protecting the information assets that are accessed, created, managed, and/or controlled by the College.
- To work as a facilitator to stakeholders who use computing facilities such as computer hardware, software, email, information resources, intranet, and internet access facilities in the College.
- To give guidelines and information about acceptable and unacceptable actions or policy violations.

Scope of IT Policy

- College IT Policy applies to technology administered by the College centrally or by the individual departments and also to information services provided by the College administration, or by the individual departments, or by individuals of the College community.
- The IT policy is also applicable to the resources administered by the departments such as the Library, Computer Labs, Laboratories, and Administrative Offices of the College.
- Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subject to the Do's and Don'ts mentioned in the College IT policy.
- In addition, all the members of faculty, students, staff, departments, authorized visitors/visiting faculty, and others may be permitted to use the information technology infrastructure of the College, complying with the guidelines.

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IT policies broadly concentrate on the following aspects:

- IT hardware installation and maintenance guidelines.
- Software installation and licensing guidelines.
- Network (Intranet & Internet) use guidelines.
- E-mail account use guidelines.
- Web site hosting guidelines.
- College databases use guidelines.
- Role of network/system administrators.

IT Hardware Installation and Maintenance Guidelines

- IT hardware installation and maintenance is maintained by system administrators
- Members of faculty and departments can submit their IT hardware requirements for their academic requirements.
- Purchasing IT hardware should be based on the availability of stock and the requirements of the departments.
- The details of the purchase of IT hardware should be entered in the stock register.
- IT hardware Installation and maintenance services are provided only after receiving approval from the concerned Head of the Department and the Principal.
- Maintenance of Computer Systems should be exercised periodically by System Administrators and the same need to be recorded in the maintenance register.
- The movement of IT hardware within the college or outside the college should be recorded in the movement register.
- The major e-waste such as written-off instruments /equipment, CRTs, printers, computers, batteries should be disposed of regularly.
- The Faculty or the department is solely responsible for the IT hardware provided to them and any damage or loss or theft should be borne by them only.


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Preventive Maintenance activities :

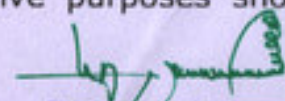
- Empty the recycle bin. Delete .tmp files, Junk files, Checks browser history, and cache files, Cleanout Windows temporary Internet files, Check the operating system updates and applications, takes inventory, checks the power sources, network, and air conditioning equipments.
- Server firmware and bios updates are done frequently.
- Every system is checked and cleaned/air blown.
- Updating malware scan software.
- Updating antivirus software regularly.
- Regular service and maintenance of computer peripherals within the college is done by the in-house technicians of the network department.

Purchase of new IT Equipment

Purchase of new computers, laptops, and other IT equipment is done periodically as per the requirement, syllabus demands & budget assigned. The requisition for new IT equipment is raised by the Head of the Department or System Administrator in the proper requisition format before the purchase committee for the approval.

Software Installation and Licensing Guidelines

- College IT policy allows authorized and open source software installation on the College computers. In case of any violation, the College will hold the Department/Individual personally responsible.
- Open-source software should be used in the systems.
- Licensed software is recommended to be installed in the systems.
- Latest endpoint security antivirus software should be procured and installed in each system.
- Data should be stored in External Hard Disks/NAS periodically by the system administrators for backup purposes.
- Software used for academic and administrative purposes should adhere to ISO standards.


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Network (Intranet & Internet) Use Guidelines

- Any computer (PC/Server) connected to the College network should have an IP address assigned by the System administrators.
- An IP address allocated to a particular computer system should not be used for any other computer even if that computer belongs to the same individual or is connected to the same port.
- Change of the IP address of any computer by staff or student is strictly prohibited.
- Configuration of a network will be done by system administrators only.
- Individual departments/individuals connecting to the College network over the LAN may run server software only after bringing it to the knowledge of the system administrators.
- Access to remote networks using a College's network connection must comply with all policies and rules of those networks.
- Internet and Wi-Fi facilities should be used for academic and administrative purposes only.
- Ensure that each student/User is connected/ permitted with the speed of 1 Mbps and 5 GB Download.

Email Account Use Guidelines

- Every member of the faculty is provided with an E-mail.
- The E-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the E-mail facility for illegal/commercial purposes is a direct violation of the College's IT policy which may lead to terminate the faculty from services.
- Faculty should refrain from intercepting or trying to break into others' email accounts, as it is breaching the IT policies.
- Impersonating the email account of others will be taken as a serious offense under the College IT security policy.
- It is ultimately each individual's responsibility to keep his/her e-mail account free from violations of the College's email usage policy.

Website Hosting Guidelines

- The College website should be used to provide academic and administrative information for its stake holders.
- Website Update Committee is responsible for the content update and maintenance of the website.
- Maintenance of up-to-date pages is mandatory. Proofread pages and test links before updating them on the Web, and this should be a regular practice.
- The contents hosted on the website should be correct and clear.
- The departments and associations of Teachers/Employees/Students may have an official Web page on the Website. Official Web pages must conform to the College Website Creation Guidelines.
- LMS can be linked to the website so that Faculty may post class materials (syllabi, course materials, resource materials, etc.) on the Web to facilitate Learning.
- Website update committee needs to take appropriate steps to safeguard the security of the data hosted on the website.

College Database Use Guidelines

- The database maintained by the college administration under the College's Governance must be protected.
- College is the data owner of all the data generated in the college.
- Individuals or departments generate portions of data that constitute the College's database. They may have custodianship responsibilities for portions of that data.
- The College's data policies do not allow the distribution of data that is appeared to a person outside the College.
- Data from the College's database including data collected by departments or individual faculty and staffs for internal College purposes only.
- One's role and function define the data resources that are needed to carry out one's official responsibilities/rights. Through its data

access policies, the College provides information and data available based on those responsibilities/rights.

- Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys, and other requests for data. All such requests are to be forwarded to the Principal Office of the College.
- Requests for information from any courts, attorneys, etc. are handled by the Office of the College and departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies are to be forwarded to the Principal Office of the College for the response.
- At no time, may information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation, or other purposes.
- All reports for UGC, MHRD and other government agencies will be prepared/compiled and submitted by the Principal, Controller of Examinations and Finance officer of the College.
- Tampering of the database by the department or individual user comes under violation of IT policy.
- Certain violations of IT policy laid down by the College by any College member may even result in disciplinary action against the offender by the College authorities. If the matter involves illegal activities, law enforcement agencies may be involved.

Responsibilities of Network/System Administrators


- To design a College network and perform backbone operations.
- To follow global naming & IP addressing conventions.
- To review the existing networking facilities and the need for possible expansion.
- To Configure and maintain wireless Local Area Networks.
- To configure and maintain IT facilities provided in classrooms, Labs,

and Seminar halls.

- To receive and address complaints from users of the college network.
- To maintain servers in the server room.
- To look into the maintenance of computer hardware, peripherals, and networking devices.
- To discourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

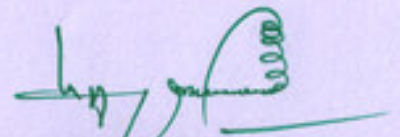
E-waste Management

- The Institution has undertaken several E-waste Management initiatives to create an eco-friendly environment on the campus.
- E-waste management: electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff, and the major repairs are handled by the Technical Assistant and are reused.
- Old configuration computers and LCD Projectors are transferred to the schools run by our education society.
- The major e-waste such as written-off instruments/equipment, CRTs, Printers, Computers is soldout.
- UPS Batteries are recharged/repaired/exchanged by thesuppliers.
- Electronics gadgets, circuits, kits have been written off on regular basis and then it is sold out to buyers.
- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs, and electronic items are collected from every department and office and delivered for safe disposal.
- The waste compact discs and other disposable non-hazardous items are used by students for decoration.
- The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.


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Annual Maintenance Contract:

- The AMC shall consist of configuration and preventive & corrective maintenance of servers, computers, and printers. The maintenance of equipment covers all the parts of PCs, operating systems, network operating systems, formatting of servers and PCs, removal of viruses.
- The maintenance contract will include necessary repairs to the installed systems and replacement of defective/damaged parts, components, and other accessories free of cost.
- The Supplier will supply and replace genuine and quality spare parts free of cost except for consumables (cartridges, ribbon, etc). The replaced spare part used for replacement should have a warranty for some minimum periods.
- The details of spare parts removed and replaced shall be duly entered into the register and signed by both clients and contractor's agents. This agreement includes all the components of computers & peripherals e.g. CPU, Monitor, Printer, Key Board, Mouse, Modem, and scanner.



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