



**VIGNAN'S LARA**

**INSTITUTE OF TECHNOLOGY & SCIENCE**

Approved by AICTE New Delhi & Affiliated to JNTUK Rakinada  
Vadlamudi - 522 213, Guntur District

## **Information Technology Policy Version 2.0**

**Date: 16.5.2019**

### **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.

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- Provide and maintenance of separate internet to the examination cell and their upgradation.
- Use and promote open-source software and disposal of e-waste.

## **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 that cost less than Rs. 50,000 are purchased.
- IT Infrastructure and Development Committee (ITIDC) follow the below procedure for purchasing computers and their peripherals, software, and UPS, which cost more than Rs. 50,000.
- 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, ITIDC releases the purchase order to the supplier following the terms and conditions.
- After the receipt of the items ITISDC 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 ITIDC for approval.
- After that, the programmer installs the approved freeware in the systems after checking their compatibility with the systems' configuration.
- ITIDC 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 VLITS. System administrators do the renewal of the software as per ITIDC 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 software.
- 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 ITIDC.

### **Information Technology Security procedure**

This policy provides guidelines for protecting and using information technology assets and resources within the VFSTR 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.
- ITISDC 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 ITIDC.

## **Intranet Management Information System Access**

### **Network (Intranet & Internet) Use Policy**

- As per the IT policy, ITIDC provides network connectivity through the institute through authenticated network access.
- The ITIDC 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 ITIDC.
- A systematic approach decides the range of IP addresses allocated to each block.
- So, the system administrator 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 ITIDC for internet access through LAN/Wi-Fi.
- The system administrator solves the problems that arise from the network.

## **Website Policy**

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

- Domain name registered to the VLITS.
- Date of renewal for the domain name.
- Hosting service provider and expiry date of hosting  
[www.vignanlara.org](http://www.vignanlara.org)

The web developer must maintain the register up to date and inform the renewal date of the system administrator.

- The institute website must continuously update the following information after the approval of the respective authorities.
  - Governance
  - Academics

- Departments
- Student Corner
- Placements
- Research



Convener

HoD, CSE  
HEAD

Dept. of Computer Science & Engineering  
Vignan's Lara Institute of Technology & Science  
VADLAMUDI, Guntur (Dt.)-522 213, A.P



Principal

Dr. K. Phaneendra Kumār

M.Tech;Ph.D.,

PRINCIPAL

Vignan's Lara Institute of Technology & Science  
VADLAMUDI-522 213, Guntur, A.P., India





## **Information Technology Policy**

### **Version 1.0**

**Date: 5.1.2017**

### **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 the purchase of IT infrastructure, their upgradation, periodical maintenance, and information security. These procedures are applicable to all the stakeholders.

The main aspects of the IT policy are to

- Provide IT infrastructure for the academic laboratories, research laboratories, departments, sections, offices.
- Upgradation of advanced configuration systems in CSE and IT departmental laboratories in every five years.
- Upgradation of systems to high configuration in other departmental laboratories and sections in every five years.
- 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 e-waste.

### **Hardware, software purchase procedure**

Computer hardware refers whole or to 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.

- Any peripherals of the computers or software costs less than Rs. 50,000 can be purchased with the approval of the institute head.



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- For purchasing computers and their peripherals, software, UPS, whose costs more than Rs. 50,000 the following procedure is adopted.
- Quotations are received from three potential suppliers and a comparison statement is prepared.
- Concerned departmental head place a letter with the attachment of quotations cum comparison statement to the principal.
- 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 an order is released as per the terms and conditions of the supplier.
- After the receipt of the items computer maintenance committee enter them in central stock register and distribute to various departments as per their earlier request.
- The concerned department laboratory, section, office personnel have to thoroughly verify the received items during establishment and have to enter in the stock register.

### **Utilizing open-source software**

- Based on the necessities of the various departments' curriculum, HoD send a request letter to the CMC approval.
- Thereafter the programmer installs the approved freeware in the systems after checking their compatibility with the systems' configuration.
- Any modifications from the above procedure must be authorized by CMC.

### **Purchased Software usage**

- The software purchased based on PC and management approval are to be used on the systems within the VLITS. System administrator do the renewal of the software as per CMC guidelines.
- Prior to the use of any software, the students and employees must adhere to the policy and regulations of the concerned software.
- The programmers and the concerned lab in-charge, faculty have to undergo training on all new software.
- Employees and students are prohibited to load the licensed software in their personal laptop/desktop.





- They also prohibited to install un-authorized software without the approval of CMC.

## **Information Technology Security procedure**

This policy provides guidelines for the protection and use of information technology assets and resources within the VFSTR to ensure integrity, confidentiality and availability of data and assets.

- The computers in each laboratory, department, sections and offices are properly locked after the work.
- CMC monitors the physical existence of systems and their peripherals in coordination with system administrator and programmers.
- Personal systems and laptops are to be taken care by an individual faculty.
- To safeguard the data, students and faculty members have to utilize the intranet service and e-mail. They are restricted to use the external devices on the institute systems.
- In case of an intentional damage to the systems, the concerned persons have to attend the disciplinary action as 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.
- System administrator takes backup to safeguard the important documents with the approval of CMC.

## **Intranet Management Information System Access Network (Intranet & Internet) Use Policy**

- Network connectivity provided through the institute through an authenticated network access connection is governed by the IT Policy.
- The CMC is responsible for the on-going maintenance and support of the Network.  
The network problems of the institute are reported to the service provider.

### **IP Address Allocation:**

- Any computer that will be connected to the institute network, should have an IP address assigned by the CMC.
- Following a systematic approach, the range of IP addresses that will be allocated to each block is decided.



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- So, any computer connected to the network from the block will be allocated an IP address using Local Area Network (LAN) with Dynamic Host Configuration Protocol (DHCP).

## Internet Access:

- The new faculty/staff submit request letter to the CMC for the internet access through LAN/Wi-Fi.
- The problems arose from the network are solved by the system administrator.

## Website Policy

The web developer continuously monitors and updates the institute website in accordance with the guidelines of CMC.

- Domain name registered to the VLITS.
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Web developer has to maintain the register up to date and inform the renewal date to the system administrator.

- The institute website has to continuously update the following information after the approval of the respective authorities.
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  - Academics
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  - Student corner
  - Placements
  - Research

A. Naresk

**HEAD**

Dept. of Computer Science & Engineering  
Vignan's Lara Institute of Technology & Science  
VADLAMUDI, Guntur (Dt.)-522 213, A.P

(H)

**Dr. K. Phaneendra Kumar**  
**M.Tech;Ph.D.,**

**PRINCIPAL**

Vignan's Lara Institute of Technology & Science  
VADLAMUDI-522.213, Guntur, A.P., India