RISE KRISHNA SAI GANDHI GROUP OF INSTITUTIONS::ONGOLE

IT POLICY

VERSION 1.0

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1. Aim:

To ensure the college provides top-notch IT facilities, supports high-quality education, fosters research, and strengthens administrative functionalities

2. Scope:

This policy encompasses all IT components, including but not limited to computer labs, software platforms, hardware, network connections, digital libraries, and cloud infrastructure.

3. Objectives:

- Offer an IT-rich environment for academic learning and research.
- Assure 24x7 seamless internet accesses.
- Maintain a secure, efficient, and reliable IT infrastructure.
- Enhance the integration of IT tools in education, research, and administration.

4. Responsibilities:

- IT Department: Manage, maintain, and update the IT infrastructure. Conduct regular audits and identify areas for improvement.
- College Management: Ensure budgetary provisions for IT up gradation, as per recommendations from the IT Department.
- Faculty and Staff: Utilize IT facilities for enhancing the quality of teaching and research. Report any issues, requirements, or feedback to the IT department.
- Students: To use IT facilities ethically and responsibly, adhering to the college's IT policy and guidelines.

5. Provision and Upkeep of Computerized Tools:

- Software: All academic software will be licensed and updated. This includes CAD tools, simulation packages, coding environments, and research databases.
- Hardware: A periodic (biennial) review of hardware components will be conducted to identify necessary upgrades.
- Backup Systems: A centralized data backup system will be in place, with monthly backups and an annual archive.
- Security Measures: Regular security audits, firewall maintenance, and up-to-date anti-virus software will be mandated.

6. Maintenance and Provision of Network Connections:

- Connectivity: Campus-wide fiber-optic connections ensuring high-speed data transfer.
- Wi-Fi: Secured Wi-Fi facilities with individual access controls across the campus. Regular upgrades to ensure uninterrupted high-speed connectivity.
- LAN: Dedicated LAN ports in strategic locations, especially in labs and libraries, with redundancy checks.
- VPN: For faculty and postgraduate students to access digital resources remotely.

7. Network Policies:

- Usage Monitoring: Continuous monitoring to prevent unauthorized access, breach attempts, and to ensure fair bandwidth distribution.
- Data Security: Strict protocols to prevent data theft, unauthorized access, or loss. Immediate actions on any security threat or data breach.
- Ethical Usage: Clear guidelines on acceptable internet use, prohibiting activities like illegal downloads access to inappropriate content, etc.
- Training: Periodic training sessions on best practices, cyber security, and effective utilization of IT resources.

8. Review and Updates

Periodically review and update the policy as and when required to align with evolving technological advancements, and institutional goals.