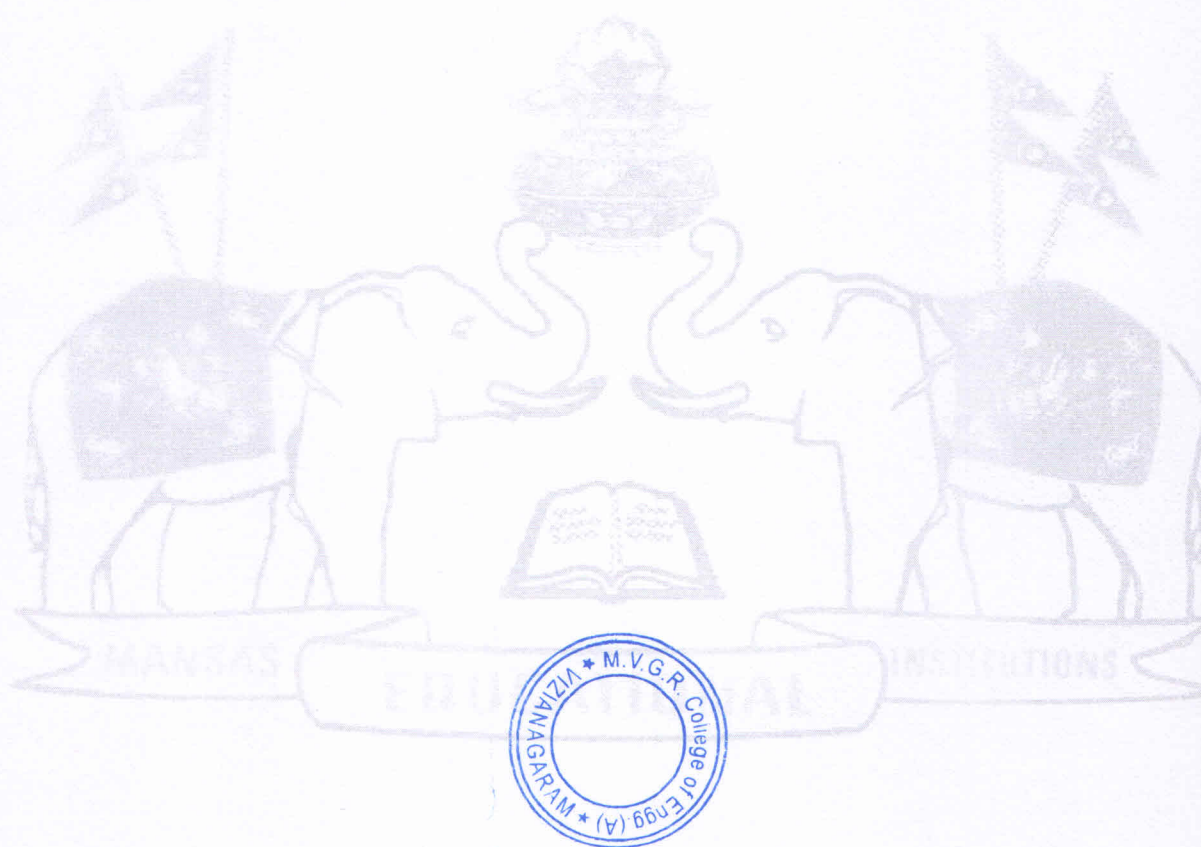# IT POLICY

MAHARAJ VIJAYARAM GAJAPATHI RAJ

COLLEGE OF ENGINEERING (A)

VIJAYARAM NAGAR CAMPUS, CHINTALAVALASA
VIZIANAGARAM - 535005

Purpose:

To outline the broad framework of IT infrastructure that needs to be made available for students and employees of the institution for effective realization of the objectives of the institution while also ensuring sufficient controls and safeguards to prevent misuse and inappropriate usage.

Policy:

- Usage of unlicensed software prohibited.
- Institution encourages and actively enforces usage on Open Source/Free License software where available.
- Wireless internet access in hostels disables during 9:00 AM to 4:00 PM (College Hours) to discourage students from skipping classes.
- Bandwidth limitations enforced on certain application protocols to reduce bandwidth clogging.
- Some sites with non-desirable content blocked at firewall level.
- Digital library access (115 desktops) available to students at all time from 9:00 AM to 7:00 PM in library building.
- Outside access to college domain blocked at firewall level.
- Setup in place to have entire institution internet bandwidth available through wireless in hostels after hours.
- Bandwidth sufficiency is continuously tracked through daily reporting on level of utilization and information thereof used to plan requirements each subsequent year.
- Campus wide licensing & distribution mechanism for anti-virus software.
- Finger-print based attendance for Staff and Students.

Broad IT Infrastructure available for the benefit of students:

- Internet bandwidth available 255 Mbps (wired) + 155 Mbps (wireless)
- More than 1000+ desktops available in Labs, Digital Library, Staff Rooms and so on.
- ERP Software that is used as a Management Information System for attendance tracking, attendance alerts, fee tracking among other services.
- Firewall at the entry point to enforce security policies in terms of internet access.
- Campus part of Microsoft Academic Allianz service that is renewable each year allowing us campus wide access to MS Office, OS License Upgrades, Microsoft Teams and their cloud services.

Objectives: We should always stay on top of the curve in terms of modern state of the art IT infrastructure for the benefit of our students and staff alike.

PRINCIPAL
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