



NNR ESGI

IT POLICY

2019 - 2020

Nalla Narasimha Reddy Education Society's Group of Institutions

Korremula X Road, Via Narapally, Ghatkesar Mandal, Chowdariguda, Telangana 500088

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Preamble

Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated Campus established in the year 2009. Affiliated to JNTU – Hyderabad, Approved by AICTE – New Delhi and PCI - New Delhi. Institution established with sole objective of providing world class technical education. From the time of its initiation, the Integrated Campus including School of Engineering, School of Pharmacy and School of Management Sciences has been striving to scale the heights of excellence through the consistent efforts of the management headed by Sri Nalla Narasimha Reddy, Secretary and the dedicated and committed faculty. Institute is accredited by the National Assessment and Accreditation Council (NAAC) in 2018 and National Board of Accreditation (NBA) for CSE, ECE, ME. The UGC has recognized the college under section 2(f) of the UGC Act 1956 and ISO 9001:2015 certified. NNRG aims at being one of the most premier educational institutions in Telangana. Our plans are to produce the best quality students who would contribute optimum to the society, nation and the global world with latest trends and innovations and well equipped IT infrastructure, with the goal of becoming one of the leading centers of teaching, research and extension in Engineering and Technology and totally committed to excel in every sphere of its activity. Institute encourages use of ICT for teaching learning process. Institute has over 700 computers, 1 servers and 40 peripherals such as printers, scanners etc.

The institute has provided 40 Mbps of Pioneer lease line, 20 Mbps of Apollo and BSNL 70Mbps internet connectivity. Wi-Fi facility is also available in the campus for all the students and staff. Every faculty member is provided with computing facility for preparation of teaching material. Every year computers are purchased with latest configuration with operating system licenses and 3 years onsite comprehensive warranty as per the requirement and Up-gradation of hardware is done time to time.

Objective

In order to have proper use of Information Technology resources, generation of data and its monitoring, appropriate registration of domain names, properly defining the procurement process and IT management responsibilities, there is a need to have institute wide IT policy. Hence this policy document has been prepared to ensure proper use of IT resources including the disaster recovery plan. The Information Technology Cell of the institute is responsible for the proper implementation of this policy.

Definitions:-

Entities:

It means and includes employees and students from all departments and sections of the Institute that use Information Technology (IT) resources of the Institute.

IT Resources:

It means and includes Software, Hardware, Networking and other assets owned or hired by the Institute intended to be used for IT based applications and services.

1. Responsible Use of Information Technology Resources

Policy statement

Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated Campus needs to ensure that employees and students who use its information technology resources to do so in a responsible manner, abiding by all applicable laws, policies, and regulations.

Policy scope

All the Schools and the departments of the Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated campus.

Policy Information

Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated campus employees/students are provided computing, networking, and information resources for use as main service to support their efforts to meet their employment-related or curriculum objectives. In keeping the view of freedom with responsibility, employees assume responsibility for their appropriate usage and are responsible for exercising good judgment regarding the reasonableness of personal use of computing resources. Individuals are expected to be careful, honest, responsible, and civil in the use of computers and networks. Employees/students must respect the rights of others, respect the integrity of the systems and related resources, and use these resources in strict compliance with the law, Institute policies, and contractual obligations. Use of IT resources in the work environment in a manner that results in inappropriate conduct will be addressed as an employee/student performance issue, even if such conduct does not rise to the level of a Institute policy violation. Any use of Institute IT resources and networks by

employees/students that is inappropriate to the workplace, or otherwise contributing towards creating harassing or uncomfortable workplace, or creating a legal risk may lead to formal disciplinary action.

The Institute reserves the right to restrict the use of its information technology resources and to discontinue or limit access to information technology resources as required by employees or students.

2. Data Access

Policy Statement

Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated needs to control the access to data in a controlled manner.

Policy Scope

All the Schools and the Departments of the Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated campus.

Policy Information

Data need to be classified as Confidential and Public. It would be made available on need basis. Privacy of data needs to be maintained. Owner of the data for each data set should be identified and the owner would decide who will have access to the data. Any publication of the data on website would be decided by owner of the data.

3. IT Procurement

Policy Statement

Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated campus must use standard hardware configurations for all IT related equipment in all departments and sections.

Policy Scope

All the Schools and the Departments of the Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated campus.

Policy Information

Procurement of all IT related equipment will be carried out as per institute procurement policy.

4. Recording and Registration of Domain Names

Policy Statement

Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated campus needs recording of all domain names purchased for institute with registration details.

Policy Scope

All the Schools and the Departments of the Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated campus.

Policy Information

Institute shall maintain a record of its domain name assets and use those names within the institute domain or host them on Institute servers.

5. Server Systems and Security

Policy Statement

Servers Systems inside Nalla Narasimha Reddy Education Society's Group of Institutions - Integrated campus should be kept in secure environment.

Entities Affected By this Policy

All the Schools and the Departments of the Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated campus.

Policy Information

Servers, systems and networking equipment must be provided with suitable and secure operating environment including power supplies, temperature and cleanliness.

Requirements for Server systems are as follows:

1. HPE Proliant ML350 Gen10
2. Uninterrupted Power Supply (UPS) and Diesel Generators
3. Air Conditioned support

6. IT Management responsibilities

Policy Statement

Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated campus would ensure a consistent and integrated approach in the management of IT functions within its purview.

Policy Scope

All the Schools and the Departments of the Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated campus.

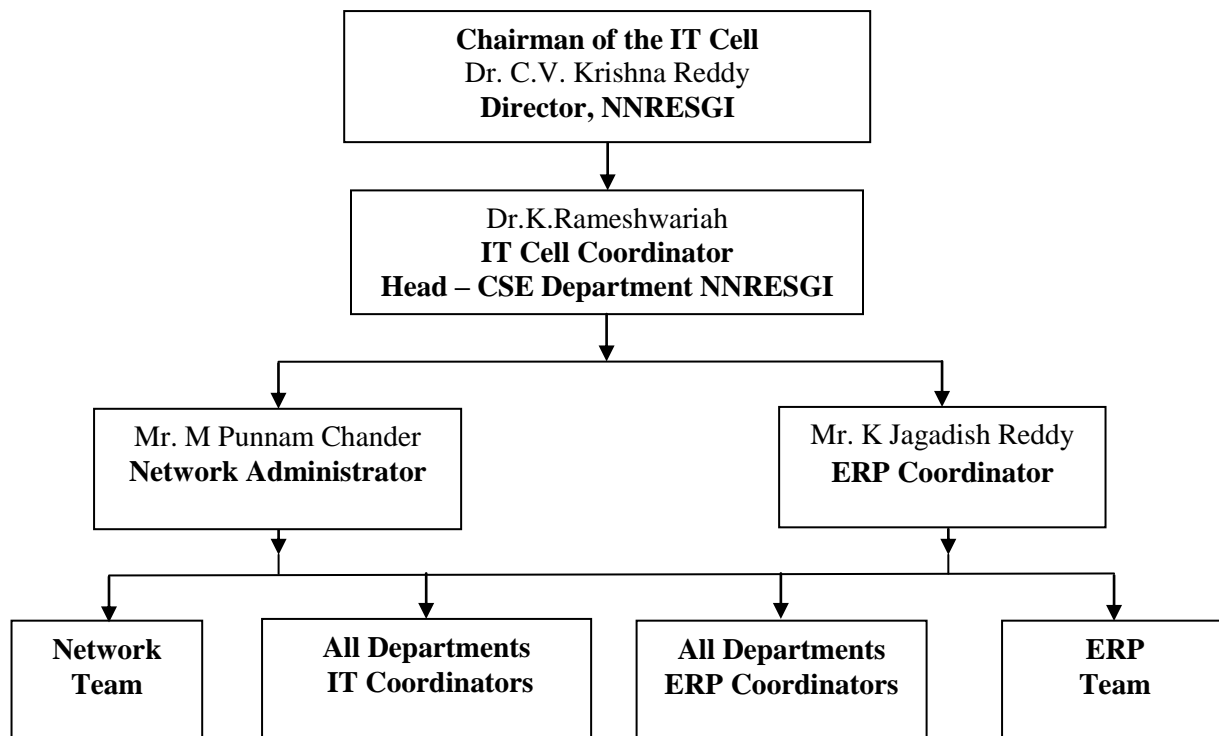
Policy Information


Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated campus would ensure the following;


1. Track IT related activities and ensure that they are completed within budget allocated and meet deadline
2. Coordinate IT human resources Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated campus for effective utilization to achieve curriculum and academic objectives of each department.
3. Carryout analysis of functionalities for any support related to IT (ERP software, support for Examinations, Accounts and finance etc)
4. Encourage department to set up core team for IT development and implementation
5. To be aware of the capabilities of existing IT systems in Nalla Narasimha Reddy Education Society's Group of Institutions- Integrated campus and be able to recognize opportunities and risk
6. Provide training to all sections and departments of the institute.

General Do's	General Don'ts
1. Do respect the rule "That which is not expressly permitted is prohibited".	1. Do not download content from Internet sites unless it is related to your work.
2. Do use the internet only for academic related matters	2. Do not make any unauthorized entry into any computer or network.
3. Do check the information you access is accurate, complete and current.	3. Do not represent yourself as another person. Do not share your password.
4. Do respect the legal protections to data and software provided by copyright and licenses.	4. Do not use Internet services to transmit confidential, political, threatening, obscene or harassing materials.
5. Do inform the IT Team in case of any unusual occurrence.	5. Do not attach/transmit files through email which contains illegal/unauthorized materials.
6. Do contact the IT Team in case of any Internet related problems.	6. Do not use NNRESGI network for Peer to peer file sharing.
7. Do clean the browser history and cache periodically.	7. Do not download any image/video/file which contain non academic, racist, violence or any illegal activity.
8. Do sign off from captive portal when you are not using Internet or leaving the system.	8. Do not use Internet services to download movies/previews/Games.

7. NNRESGI Information Technology Cell




IT Cell Co-ordinate
 Dr.K.Rameshwariah


IT Cell Chairman
 Dr. C.V. Krishna Reddy