



## Information Technology Policy

### Version 1.0

Date: 09.05.2008

### Introduction

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- ❖ Provide IT infrastructure for the academic laboratories, research laboratories, departments, sections, and offices.
- ❖ Upgradation of advanced configuration systems for all departments as per the JNTUH curriculum requirements.
- ❖ Budget requirements to upgrade and expand systems and services.
- ❖ Make availability of digital content through internet.
- ❖ Safeguarding 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 encourage open-source software and disposal of old computer systems.

### Hardware, software purchase procedure

- Computer hardware refers whole or the substantial parts of a computer and associated devices. Internal hardware devices consist of motherboards, hard drives, and RAM. External hardware devices include monitors, keyboards, mice, printers, and scanners.
- IT Infrastructure Committee (ITIC) follow the below procedure for purchasing computers and their peripherals, software and UPS. Then the respective department receives quotations from probable suppliers and prepares the relative statement.
- The concerned departmental head places a letter with the attachment of quotations cum comparison statement to the principal.



  
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- The principal sent the proposal to the re-examine and recommendations of the purchase committee.
- Based on the recommendations of the purchase committee and subsequent authorization from the management, ITIC releases the purchase order to the supplier following the terms and conditions.
- After the receipt of the items ITIC enter them into the central stock register and distribute them to various departments as per their earlier request.
- The concerned department laboratory and office staff must thoroughly confirm the received items during establishment and must enter them into the stock register.

### Utilizing open-source software

- Based on the different departments' curriculum requirements, HoD sends a request letter to the ITIC for approval.
- After that, the programmer installs the approved freeware in the systems after checking their compatibility.
- ITIC must authorize any modifications from the above procedure.

### Purchased Software usage

- ❖ The software purchased based on management approval will be used on the systems within the VMTW. System administrator does the renewal of the software as per ITIC guidelines.
- ❖ Before using any software, the students and employees must stick on to the policy and regulations of the concerned software.
- ❖ The programmers, the concerned lab in charge, and the faculty will undergo training on all latest 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 ITIC.

### Information Technology Security procedure

This policy provides guidelines for protecting and using information technology assets and resources within the institute to ensure data and assets' integrity, confidentiality, and availability.

- The programmers should shut down the computers in each laboratory, department and office and lock the respective room properly after work.



  
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- ITIC monitors the physical subsistence of systems and their peripherals in coordination with system administrators and programmers.
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### **IP Address Allocation**

- ❖ Any computer connected to the institute network should have an IP address assigned by the ITIC.
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### **Internet Access**

- ❖ New faculty submit a request letter to the ITIC for internet access through LAN/Wi-Fi.
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## **Information Technology Policy**

### **Version 2.0**

Date: 14.02.2011

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## Information Technology Policy

### Version 3.0

Date: 05.01.2015

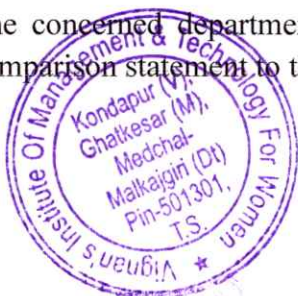
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## Information Technology Policy

### Version 4.0

Date: 06.06.2016

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*[Signature]*  
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## Information Technology Policy

### Version 5.0

Date: 03.10.2017

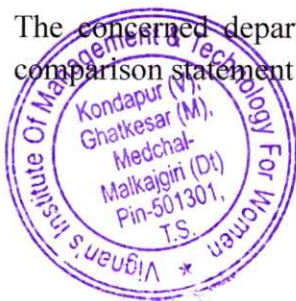
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# VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

Sponsored by Lavu Educational Society, Approved by AICTE, New Delhi & Affiliated to JNTUH, Hyderabad.  
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### Version 6.0

Date: 08.08.2019

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### **Website Policy**

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

- ❖ Domain name registered to the VMTW.
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*P. Sudhakar*  
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## Information Technology Policy

### Version 7.0

Date: 12.11.2020

### 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 for all departments as per the JNTUH curriculum requirements.
- ❖ Budget requirements to upgrade and expand systems and services.
- ❖ Make availability of digital content through internet.
- ❖ Safeguarding 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 encourage open-source software and disposal of old computer systems.

### Hardware, software purchase procedure

- Computer hardware refers whole or the substantial parts of a computer and associated devices. Internal hardware devices consist of motherboards, hard drives, and RAM. External hardware devices include monitors, keyboards, mice, printers, and scanners.
- IT Infrastructure Committee (ITIC) follow the below procedure for purchasing computers and their peripherals, software and UPS. Then the respective department receives quotations from probable suppliers and prepares the relative statement.
- The concerned departmental head places a letter with the attachment of quotations cum comparison statement to the principal.



  
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- The principal sent the proposal to the re-examine and recommendations of the purchase committee.
- Based on the recommendations of the purchase committee and subsequent authorization from the management, ITIC releases the purchase order to the supplier following the terms and conditions.
- After the receipt of the items ITIC enter them into the central stock register and distribute them to various departments as per their earlier request.
- The concerned department laboratory and office staff must thoroughly confirm the received items during establishment and must enter them into the stock register.

### Utilizing open-source software

- Based on the different departments' curriculum requirements, HoD sends a request letter to the ITIC for approval.
- After that, the programmer installs the approved freeware in the systems after checking their compatibility.
- ITIC must authorize any modifications from the above procedure.

### Purchased Software usage

- ❖ The software purchased based on management approval will be used on the systems within the VMTW. System administrator does the renewal of the software as per ITIC guidelines.
- ❖ Before using any software, the students and employees must stick on to the policy and regulations of the concerned software.
- ❖ The programmers, the concerned lab in charge, and the faculty will undergo training on all latest 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 ITIC.

### Information Technology Security procedure

This policy provides guidelines for protecting and using information technology assets and resources within the institute to ensure data and assets' integrity, confidentiality, and availability.

- The programmers should shut down the computers in each laboratory, department and office and lock the respective room properly after work.



  
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- ITIC monitors the physical subsistence 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.
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- The system administrator takes backup to protect the essential documents with the approval of ITIC.

### **IP Address Allocation**

- ❖ Any computer connected to the institute network should have an IP address assigned by the ITIC.
- ❖ An organized approach decides the range of IP addresses allocated to each Lab.
- ❖ The system administrator allocates an IP address using Local Area Network (LAN) with Dynamic Host Configuration Protocol (DHCP).

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### Version 8.0

Date: 21.12.2021

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# VIGNAN'S INSTITUTE OF MANAGEMENT AND TECHNOLOGY FOR WOMEN

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