



AVANTHI INSTITUTE OF ENGINEERING AND TECHNOLOGY

(Approved by A.I.C.T.E., New Delhi, & Permanently Affiliated to J.N.T.U.K., Kakinada)

NAAC B++ Accredited Institute

Cherukupally (Village), Near Tagarapuvalasa Bridge, Bhogapuram (Mandal), Vizianagaram -531162.

www.aietta.ac.in, principal@aietta.ac.in

4.3.1 institution frequently update its IT facilities including WI-FI

IT POLICY

The Centre for Technical Support upholds the rules for utilising AIET computer and IT communication tools (CTS). The IT Policy process also includes the yearly review of current policies and the selection of those to be audited for AIET compliance.

Everyone in the AIET community must abide by these rules, and it is presumed that everyone is familiar with them. Violators shall be subject to the full range of disciplinary sanctions, including expulsion or termination.

The AIET maintains the right to interpret, modify, or eliminate any of the provisions of these policies as the AIET deems necessary in its sole discretion in order to maintain the essential flexibility in the administration of policies.

1. NEED FOR IT POLICY

Policy

The purpose of IT policy is to provide guidance and provide information about acceptable and unacceptable behaviour as well as policy violations. Guidelines have been produced and made accessible to assist organisations, departments, and members of the AIET community in understanding how institution policy pertains to some of the main areas and to bring conformance with stated policies.

IT policies may be classified into following groups:

- Acceptable Use Policy
- Hardware and Software Procurement Policy
- IT Hardware Installation Policy
- Software Installation and Licensing Policy
- Network Use Policy
- E-mail Account Use Policy
- Web Site Hosting Policy
- Database Use Policy



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This IT policy also applies to the resources administered by the central administrative departments such as Library, Computer Centres, Laboratories, Offices of the Institution, hostels wherever the network facility was provided by the Institution. When linked to the campus network, privately owned computers are subject to the Dos and Don'ts listed in the AIET IT policy. Additionally, the Guidelines must be followed by all faculty, students, employees, departments, authorised visitors, visiting faculty, and others who may be given permission to utilise the AIET IT Infrastructure. Any institution member who violates a specific provision of the AIET's IT policy risks disciplinary action from the institution's administration.

Applies to,

Stake holders on campus or off campus Students:

- UG, PG
- Faculty
- Administrative Staff (Non-Technical /Technical)
- Higher Authorities
- Guests
- Resources
- Network Devices wired/wireless
- Internet Access
- Official Websites, Web applications
- Official Email services
- Mobile / Desktop / Server computing facility
- Documentation facility (Printers/Scanners)
- Multimedia Contents



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2. ACCEPTABLE USE POLICY

Policy

An Acceptable Use Policy is a collection of guidelines implemented by the owner, creator, or administrator, departments, internet service providers, and website owners, frequently with little chance of being enforced. Its purpose is to lessen the possibility of legal action being taken by a user.

- Employee Acceptable Use Policy
- Student Acceptable Use Policy
- Network Security Policy
- Addressing and Domain Services
- Network Connections
- Wireless
- External Traffic, Services and Requests
- Network Security
- Enforcement
- Monitoring and Auditing
- Email Use Policy

3. STUDENT ACCEPTABLE USE POLICY

Policy

Purpose Access is allowed according to institutional norms and comes with responsibilities and obligations regarding computer systems and networks that are owned or run by AIET. Moral behaviour, academic honesty, and restraint in the use of shared resources are all requirements for acceptable use. It demonstrates respect for these rights, as well as for intellectual property, data ownership, system security, and peoples' right to privacy and freedom from harassment and intimidation.

1. Sharing of passwords, PINs, tokens, or other authentication information are strictly prohibited. Everyone is responsible for his/her account(s), including the safeguarding of access to the account(s).



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2. It is not permitted to use AIET resources to gain access to, support, or engage in any other activity that is at odds with the institution's objective. This includes, but is not limited to, unlawful activities, pornographic content, hate speech, bullying and aggressive behaviour, spam, hacking, etc. Individuals participating in routine pedagogically related activity or research are permitted an exemption, so long as it is in line with the mission of the AIET.

4. HARDWARE AND SOFTWARE PROCUREMENT POLICY

Policy

1. The procurement of all computing and communication hardware and software is coordinated by the office of Centre for Technical Support (CTS) in order to maximize the AIET investment in Information Technology (IT).
2. To take advantage of IT tools in the most cost-effective manner possible, the AIET has standardized a series of hardware and software products that integrate easily with the Institution's IT infrastructure. When considering the purchase of hardware or software, departments should coordinate their purchase with CTS.
3. While the acquisition of standard products is encouraged, some departments have need for special equipment. CTS will consult with the department to select the most appropriate equipment and to work out an agreement for continued support.
4. Departments who choose to buy IT resources not approved by CTS are responsible for their implementation and ongoing maintenance. CTS will not be responsible for interfacing such hardware or software to the campus network or information repository.
5. In accordance with the AIET funding philosophy, costs for the acquisition of IT resources are borne by the purchaser.



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5.IT HARDWARE INSTALLATION POLICY

Policy

In order to minimise the inconvenience caused by service interruptions due to hardware failures, the community of institutional network users must take specific precautions when installing their computers or peripherals.

6.SOFTWARE INSTALLATION AND LICENSING POLICY

Policy

Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed. In accordance with national anti-piracy regulations, institution IT policy prohibits the installation of any illegal or pirated software on computers belonging to the institution or those connected to its campus network. If this happens, the institution will hold

Any pirated software found on computers housed in the department/rooms person's is the responsibility of that department/person directly.

7.DATABASE USE POLICY

Policy

This policy applies to the databases that the institution's administration keeps up to date as part of its e-governance. In order to provide relevant information, data is a crucial and significant institution resource. Even if the data is not confidential, its use must be secured.

In addition to a more general policy on data access, AIET has its own rules for database building and information access. Together, these policies describe the institution's stance on using and gaining access to this institutional resource.



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8.MAINTENANCE POLICY–SYSTEM & NETWORK

Policy

Lab System Maintenance Policy

Lab systems are maintained by the Lab assistant. Primary level problems are taken care by

Lab assistant.

- Power connections
- Booting problem
- Network problem
- Software installation / uninstallation
- Hardware troubleshoots o Hardware replacement
- Time schedule Internet maintenance.

Major Network, Software and Operating system related Problem are taken care by CTS Staff

Standalone Systems Maintenance Policy

Other than lab systems are maintained by CTS staff, notably like Administration Office,

Principal Office, Departments, Library, Seminar Hall systems.

Escalation methods:

- Phone call
- Official Letters
- Meeting in-person
- General problem:
- Power connections
- Booting problem
- Network problem
- Software installation /uninstallation
- Hardware troubleshoots o Hardware replacement



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Network & Surveillance Maintenance:

Network switch, Wireless Access points, CCTV, Biometric and Digital Medias

- Network switches are configured and installed in required locations
- VLAN creations based on lab and Department o
- Port security
- Increasing the switch on demand.

Wireless Access points

Access points are placed in staffrooms, near class rooms, labs and on demand places

- Channelizing based on users
- Widening the Access points depends on signal coverage.
- Access points are deployed temporarily on demand basis.
- DHCP used to bring the Laptops into the Network
- Internet are provided by binding the MAC address.
- Internet Policy varies depending upon the functionality of the users.

PRINCIPAL

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