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SVCE BENGALURU

SRI VENKATESHWARA COLLEGE OF ENGINEERING

Affiliated to VTU, Approved by AICTE

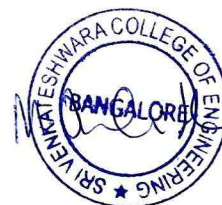
Information Technology Policy

General security policies and guidelines for the User

- Laboratory:** There are three types of Users to login the systems
 - For Students:** Simple User restriction
 - For Faculty and Instructor:** Medium restriction, allowed to change setting with respect to software like updates.
 - For System Administrator:** Full access ie Administrator access to trouble shoot the problems.
- Departments:** There are two types of users to login the systems
 - HODs and Faculty:** Medium restriction, allowed to change setting with respect to software.
 - For System Administrator:** Full access ie Administrator access to trouble shoot the problems.
- Internet Access:** There are four Groups of users to login the Internet *SVCEians Capital Portal*

General Policy: URL and content blocking as per the Institute guidelines.

- Students group:** General policy and Bandwidth restriction as per the requirement of academic work.
- Staff group:** General policy and Bandwidth restriction as per the requirement of academic work.
- VIP Group (COE, Principal and HODs):** General policy and no bandwidth restriction
- IT Administrator:** Administrator access to trouble shoots the problems.



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*E&CE, CS&E, ME, CE



4. IT Procurement & Maintenance:

Maintenance:

- Request to the IT department from the end user through principal
- As per the request, action from the IT personnel as per the problem raised, submit a report with estimation to the principal.
- After getting the approval, action to be taken and proper invoice to be generated to the respective departments.
- For every request, service report to be generated by IT personnel, it is authenticated by HOD, respective in-charge and IT Manager.
- Carry out preventive maintenance twice in a year and maintain the record.
- Based on service report and preventive maintenance report, AMC Institute level Invoice will be generated by the AMC Vendor.
- **Procurement:** Every semester, request for IT requirements from all the departments will be raised. Quotations are invited from more than three companies. A comparative statement is submitted to the purchase committee for further processing. Purchase department raises a Purchase Order to the finalised vendor.

5. Data privacy, Data storage and recovery:



- **Data Privacy:** Release the data as per the authenticated user request and necessity of a data to the user.
- **Data storage:** Using Raid 5 technic to store the data without any interrupt and loose.
- **Recovery:** Any failure in the disk or any device, recover happen automatically in the high end blade servers with RAID 5 configuration.

6. Power backup:

Apart from BESCOM electric power connection. The Institute has

- Roof top Solar System is installed to meet 100 % power requirement of the Institute.
- Diesel Generators with 320 KVA + 160 KVA are made available during power failure.
- UPS with 205 KVA is connected to all the network systems

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Chief Executive Director

Chief Executive Director
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