

IT Policies and Guidelines

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Prepared by
IT Department,
PIBM,
Pirangut, 412115.

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Need for IT Policy

- Institute's IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the Institute on the campus.
- This policy establishes Institute-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the Institute.

The policy applies to

- Students: UG, PG, Research
- Employees (Permanent/ Temporary/ Contractual)
- Faculty
- Administrative Staff (Non-Technical / Technical)
- Higher Authorities and Officers
- Guests

Proposal of budget, requisition of budget, approval of budget and utilization of budget

At the beginning of academic year, budget shall be allocated for purchase of new equipment such as computers, keyboards, mouse, printers etc.

The budget shall be based on the strength of upcoming students, increase in staff, replacement of computer accessories due to wear and tear, lost, damage etc.

The budget shall be prepared by IT department in co-ordination with academics and HR department under the guidance of **Head of IT** and approved by **Director** of the institution, which is then submitted to **Accounts** department.

The utilization of budget shall be done as per Stores Purchase Policy in which requisition is sent to various vendors regarding requirements of the equipment and comparison of 3 best vendors (who offer lowest price) is made and finally vendor with lowest price for the said equipment is selected and purchase order is sent to him.

Configuration of desktop and the logic behind it

The desktops should serve the purpose for which students and staff are using them. Therefore the configuration should meet the following requirements of student and staff.

1. Processor for document creation, maintenance and access
2. Storage space for all academic purposes
3. Functionality of softwares like Adobe, WinRAR, SPSS (selective), MS Office, etc.

To meet the above requirements, configuration of each desktop & Laptop is as follows.

User Group – Staff and Students (IT Lab)	
Particulars – Zenith Desktop	Configuration
Processor	Pentium Dual core 2 Ghz
RAM	542 MB
Hard Drive	80GB
Monitor	15 Inch
Operating system	Windows 7

User Group – Staff and Students (IT Lab)	
Particulars – Zenith Desktop	Configuration
Processor	Pentium Dual core 2.5Ghz
RAM	1 GB
Hard Drive	160 GB
Monitor	15 Inch
Operating system	Windows 7

User Group – Staff and Students (IT Lab)	
Particulars –HCL Desktop	Configuration
Processor	Pentium Dual core 2.5Ghz
RAM	1 GB
Hard Drive	160 GB
Monitor	15 Inch
Operating system	Windows 7

User Group – Staff	
Particulars –HP Laptop 245G4	Configuration
Processor	AMD E1-6015 APU
RAM	4.00 GB
Hard Drive	500 GB
Monitor	14 Inch
Operating system	Windows 7

User Group – Staff	
Particulars –HP Laptop 245 G5	Configuration
Processor	AMD A6-7310 APU

RAM	4.00 GB
Hard Drive	500 GB
Monitor	14 Inch
Operating system	Windows 10

Capital purchase policies - Procurement, amortization, disposal

Capital purchase shall be done as per Stores Purchase Policy in which requisition is sent to various vendors regarding requirements of the equipment and comparison of 3 best vendors (who offer lowest price) is made and finally vendor with lowest price for the said equipment is selected and purchase order is sent to him.

Depreciation shall be charged on computers including computer software at the rate of 50% using Written Down Value Method as per Income Tax guidelines.

At the **end of the life of equipment**, the computer is disposed as per follows:

1. Save important files
2. Wipe the hard drive clean
3. Delete and overwrite sensitive files
4. Turn on drive encryption
5. Deauthorize the computer
6. Delete the browsing history
7. Uninstall the programs
8. Wipe the hard drive
9. Selling the parts of computer/equipment if they are in saleable condition
10. The unsaleable parts/units are sold to Hi-Tech Recycling India Pvt. Ltd for recycling purpose at market rate

Vendor profile - identification, qualification, management of vendors

Vendor for the purpose of procurement of IT equipment are shortlisted by IT department in consultation of Director on the basis of

- Years in business,
- Ability to constantly supply products or services,
- Ability to supply all the products required or the complete solution,
- Substantial catalogue of products or range of services,
- Appropriate supply of internal experts that can answer questions,
- Sustainability and financial stability,
- Prices,

- Delivery times,
- Terms of business and
- Customer service
- Customization service
- Manpower for After sales service

Transparent allocation of resources

Dead stock register

A dead stock register shall be maintained by IT department which should have following details:

1. Description of each unit of computer
2. Coding for each computer (monitor and CPU)
3. Coding shall follow the format (PIBM/<Department Name>/Code of equipment-Number) for all units installed in various departments and locations
4. System allocation to which resource
5. Last Check Date of the unit

AMC records and policies, replacement and disposal

AMC is not required for Desktops & Laptops as we maintain an in house IT team who are qualified to diagnose and correct the faulty systems.

AMC for other electrical equipment must be maintained for the following equipment –

- CCTV setup
- EPABX (Telephone PRI line)

Other equipment (Firewall, Wi-Fi Controller, etc.) must undergo annual renewal for continued usage.

Annual Maintenance Contract shall be signed with the vendor who shall provide following services:

- Attend faulty computer in the shortest possible time, usually the same day
- Repair/replace the defective components
- Do preventive maintenance of computers every 6 months
- Optimise the settings so that they work efficiently
- Check for virus, once every year
- Make sure connection to the network flawlessly

Maintenance Check and Audit of Assets - frequency and calibration

A maintenance check and audit per 6 months must be conducted by IT department to check the following:

1. Proper functioning of Mouse
2. Proper functioning of Keyboard
3. Proper functioning of cables
4. Proper LAN connectivity
5. RAM cleaning status
6. De-fragment files
7. Temp files deletion
8. System Cleaning status

Special requisition process to download content

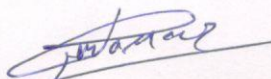
There are restrictions on access of certain websites so that students do not waste their time on unproductive and potentially harmful websites. The institute thus restricts the websites in following areas.

Websites (Category) restricted for Students	Websites (Category) restricted for Staff
Child Abuse	Child Abuse
Drug Abuse	Drug Abuse
Explicit Violence	Explicit Violence
Proxy Avoidance	Proxy Avoidance
Hacking	Hacking
Adult/Mature Content	Adult/Mature Content
Alcohol	Alcohol
Gambling	Gambling
Dating	Dating
Other Adult Material	Other Adult Material
Pornography	Pornography
Sex Education	Sex Education
Sports Hunting and War Games	Sports Hunting and War Games
Tobacco	Tobacco
Freeware and software downloads	Streaming Media and download
Streaming Media and Download	Entertainment
Internet radio and TV	Digital Postcards
Phishing	Folklore
Spam URLs	
Entertainment	
Digital Postcards	
Games	
Folklore	
Social Networking	


However, these restrictions may be applied to some useful websites from which educational/informational content could be downloaded. In such case, 5 computers are assigned in computer lab which has access to all such websites which may be accessed by anybody by taking permission from head of IT department.

Wi-Fi speed for faculty, guest, admin staff


There shall be no differentiation in Wi-Fi speed availed by students, staff or guest. Minimum speed of 20MBPS to be accessible to every user.



Mr. Gajanan Gujekar
IT Administrator
(PIBM)



Maj. Vijay Maradani
General Manager
(PIBM)



Dr. Ajit Sane
Director
(PIBM)