INFORMATION TECHNOLOGY POLICY

IT policy ensures to maintain a secure, legal and appropriate use of IT infrastructure for free flow of information and maintenance of confidentiality and integrity of the same.Access to in formation as sets iscreated, managed and regulated with the help ofIT Infrastructure.The AIPS IT Services Policy is help ful for the selection and use of IT with in the Institute which must be followed bya] the staff and students. It also provides guidelines to administer the policy with correct procedure.All IT policies up dated and relevant Time to time necessary modifications is made and amendments to some policies and addition of new procedures.

The main aspects of the IT policy are to

1. Develop IT infrastructure and services for laboratories, research, faculty,staff and students on 24 x.7 bases and automatic of information management system.

2. Regular maintenance and upgradation of IT systems inline with their useful life and their obsolescence.

3. Budget provisions to expand ever growing digital systems and services.

4. Digitalization of general information and learning resources and access facility through Internet.

5. Maintenance Firewall and Antivirus for Systems and Cyber Security.

6. Maintenance of critical data and necessary back ups.

7. Use and promote open-source software and disposal of e-waste.

Policy for purchase of desktop computer systems

The desktop computer systems must be purchased as standard desktop system bundle and must be from reputed companies such as DELL, INTEX, and MERCURY etc. The desktop computer systembundle must include:

Desktop, Monitor screen sizes, Key board and mouse, Windows OS. The minimum capacity of the desk top must be:

4GB-Gigahertz processor,250GB RAM,3USB ports.

Any change from the above requirements must be verified by system administrator.All purchases of desktops must be supported by 3 Years warranty.All purchases for desktops must be in line with the purchasing policy of the Institute

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ESTD : 2005

Purchasing Servers:

Procurement of Servers by calling Quotations and release of Purchase Order based on recommendations of Purchase Committee.

Server systems must be compatible with all other hardware in the Institute. All purchases for server must be supported by 3 years warranty.

All purchases for server must be in line with the purchasing policyof the Institute.

Purchasing computer peripherals

Computer system peripherals include printers, scanners, external hard drives etc. Computer peripheral scan only be purchased where the yare not included in any hardware purchase are considered to been additional requirement to existing peripherals or when need to be replaced with defect/damaged for the systems under service/repair.

All purchases of computer peripherals must be supported by 6months/1year.

Any purchases for computer peripherals must be in line with the purchasing policy of the Institute.

Policy of Getting Software
Purpose of the policy:

This policy provides guidelines for the purchase of software for the institute to ensure that all software used by the institute is appropriate, value for money and where applicable integrates with other technology fort him institute.This policy applies to software obtained as part of hardware bundle or pre- loaded software.

Procedures

Request for Software: All software, including non-commercial software such as open source, freeware, etc.must be approved by system cell prior to the use or download of such software.

Purchase of software

The purchase of all software must adhere to this policy.

All purchased software must be purchased through Purchasing Committee on recommendations of all purchased software must be purchased from authorized suppliers of companies. All purchases of software must be supported by atleast one-year on site support and be compatible with the institute server and/or hardware system.All purchase for software must be in purchasing policy of the Institute.

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Obtaining open source or free ware software

Open source or freeware software can be obtained without payment and usually downloaded directlyfromthe internet.Inthe event ofopensourceor free ware software is required, approval must be obtained by system cell in-charge. All open source or freeware must be compatible with the AIPS's hard ware and software systems.Any change from the above requirements must be authorized by system cell in-charge.

Policy for Use ofSoftware Purpose of the Policy

This policy provides guide lines fortheuse of software for all employees withinthe instituteto ensure that all software use is appropriate.Under this policy, the use of all open source and freew are software will be conducted under the same procedures out lined for commercial software.

Procedures Software Licensing

All computer software copyrights and term so fall software licenses will be followed by all employees of the AIPS .Where licensing gst ates limited usage(i.e.number of computers orusers etc.),then it is the responsibility of the respective department software programmers to ensure the seterms are followed.

Software installation

All software must be appropriately registered with the supplier where there is a requirement.Institute has to register as owner of all software purchased only software obtained in accordance with the software policy are to installed on the AIPS'scomputers.All software instaiiations are carried by system cell staff. Software upgrade shall not be installed ona system that does not support the original version of the software loaded on it.

Software Usage

The software that is purchased in accordance with software policy is used in the Institute. Prior to the use of any software, the user must receive instructions on any licensing agreements relating to the software, including any restrictions on use of the software.

In order touse the existing software appropriately, it is mandatory to train on all software's. Employees are prohibited from bringing the software from home and loading it on to the Institute computer hardware.

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Unless approval from, the Principal is obtained, Software cannot be taken home and loaded on employee's personal computer.

Unauthorized software is prohibited from being used in the institute.This includes the use of software owned by an employee within the institute.

The unauthorized copying of software is prohibited. Any employee who violates will be referred to system cell in charge for necessary action etc. The illegal duplication of software or other copy righted worksis not condoning with in this institute.

Bring your own device policy

At Institute we acknowledge the importance of mobile technologies in improving institute communication and productivity. In the view of increased use of mobile devices, staff members have requested the option of connecting the own mobile devices to institute network .

This policy provides guidelines for the use of personally owned notebooks, smart phones, tablets and other types of mobile devices for institute purposes. All the staff who use or access institute's technology equipment and/or services are bound by the conditions of this policy.

Procedures

Current mobile devices approved forAIPS use. The following personally owned mobile devices are approved to be used for institute purpose:

{All mobile devices such as notebooks,tablets,removabledisks,mobilephonesetc}Personal mobile device scan only be used for the following institute purposes:

{Allowed to use services such as email access, institute intemet access,etc} Each employee who utilizes personal mobile device agrees:

Not download or transfer institute personal sensitive information topers on all devices.Sensitive information includes {Personal information that is considered sensitive to the institute for example intellectual property , confidential project files, yet to publish research findings, other employee details, student details etc.}

To abide by the institute's internet policy for appropriate use and shall access internet for academic and research related purpose only.To notify the institute immediately in the event of loss or the ftof the registered device. Not to connect USB memory sticks from a untrusted or unknown source to institute's systems/equipment.

Breach of this policy

Any breach of this policy will be referred to Committee who will review the breach and determine adequate consequences, which can include reconfiscation of the device and barring from usage of the service.

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Indemnity

The Institute bears no responsibility what so ever for any legal action threatened or stated due to conduct and activities of staff in accessing or using these resources or facilities. AH staffidentify institute against any and all damages, costs and expenses suffered by institute arising out of any un lawfull or improper conductactivity,inrespect of any action,settlement or compromise,*or* any statutory in fringement. Legal prosecution following a breach of these conditions may result independently from any action by institute.

Information Technology Security Policy Purpose of the Policy

This policy provides guidelines for the protection and use of information technology assets and resources with in the institute to ensure integrity, confidentiality and availability of data and assets.

Procedures Physical Security

The location of serversand other network assets to be in asecured roomwithproperlocking and also in an Air condition environment.System cell in-charge is responsible to take care of the all-hard works. Any kind ofbreaching is liable for action.Securityand safetyofportable technology, laptops will be responsibility ofthe employee to where it has been issued. Each employee is required to use security measures such as locks, passwords, antivirus updates to ensure security of the asset issuedtothem. In the event of lossor damage, systemcellin-charge will assess the extent of damage. If the damage is caused by an employee or student, the whole expenditure to repair is to be borne.

Information Security

It is the responsibilityofsystem admin to ensure that data back-ups are conducted onceina weekand the backed-updata is keptinSystemcelldepartment.Anti-virus software is to be installed where ever necessary. It is the responsibility of system Admin toinstall anti-virus software and ensure that this software remainsup to date on installed systems used by the institute. All the information used is to adhere to the privacy laws and institute's confidentiality requirements. Anyemployees breaching this will be treated seriously

Network Use Policy

Network connectivity provided through the lnstitute, refe1ledhere after as"the Network". Is provided through an authenticated network access connection i.e.governed under the Institute IT Policy. The IT Services is responsible for the ongoing maintenance and support other Network, exclusive of local applications. Problems with in the Institute's network should be reported to system cell.

IP Address Allocation: Any computer (PC/Server) that will be connected to the institute network should have an IP address as signed by the system cell. Based on a systemat approach, the range of IP addresses that will be allocated to each department is developed.So,any computer development network

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from that department will be allocated IP address only from that address poolusing DHCP. **Internet Access (wiredorWi-Fi):** As and when a new user (faculty/staff/student) want to access internet, user can make request to over maintenance service for new account creation and get the details from the system cell.

DHCP and Proxy Configuration by Individual Departments/Sections/Users:

Use of any computer at end user locationas a DHCP server to connect to more computers throughaindividual switch/ hub and distributing IP addresses (publicorprivate) should strictly be avoided,as it is considered absolute violation of IP addressal location policy of the institute. Similarly,configuration of proxy servers should be avoided,asit may interfere with the service run by the system cell.Even configuration of any computer with additional network interface card and connecting an other computer to it is considered as proxy/DHCP configuration. Non compliance to the IP address al location policy will result in disconnecting the port from which such computer is connected to the network. Connection will be restored after receiving written assurance of compliance from the concerned department/user.

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