

Vasavi College of Engineering

Autonomous

Hyderabad, Telangana, India



Cyber Security Policy Manual

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Vasavi College of Engineering Computer Center

SERVING INFORMATION TECHNOLOGY @ VCE

The Computer Centre of Vasavi College of Engineering was established in 1995 as VCECC (Vasavi College of Engineering Computer Centre), which was catering to computational requirements of the entire College campus.

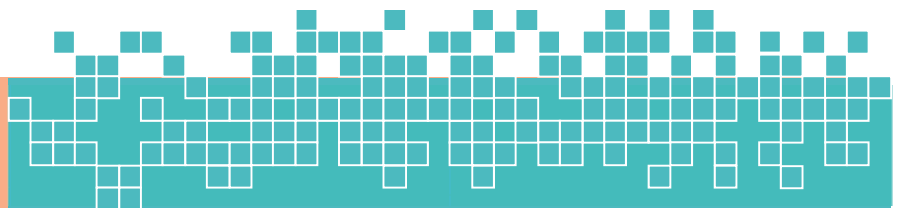
The Computer Centre is housed on the ground floor of Ramanujan Building and consists into three laboratories (CC LAB 01 is equipped with 36 desktops, CC LAB 02 is equipped with 36 Desktops, CC LAB 03 is equipped with 70 desktops), a Server Room (houses 13 servers, UTM and Network backbone) and a DTP Room.

The Computer Centre provides students, faculty, and staff of Vasavi College of Engineering various computer and Information Technology related facilities including Internet access, LAN, Email, LMS, VPN, Software licenses, data servers, website maintenance.

Computer Centre were procured to provide programming environment (C, C++) on both Windows and Linux platform to users. This had enhanced the ambit of Computer Centre by providing programming environment along with computational requirement of the users.

Procurement of Virtual servers in the year 2018 from CtrlS data Centre and AWS in the year 2020, brought the concept of cloud computing.

Induction of IBM Power 9 Deep Learning Server in the year 2019, brought the concept of Deep Learning and Machine Learning, which was significantly utilized by the student/faculty research community for high end scientific computational work.



The main facilities provided by Computer Centre include:

- Maintaining the central computing and networking infrastructure of VCE.
- New hardware and software are procured on a regular basis so as to provide a state-of-the-art computing facility to the VCE.
- Email facility to over 3000+ users, include both students and staff.
- Created and maintaining of 3958+ users and 942+ courses and 2315+ activates in Moodle Learning Management System.
- Troubleshoot Hardware and Software of the various departments' campus wide.
- Institute Local Area Network covering entire academic area.
- Management of the Institute wide Wi-Fi enabled environment.
- Design, Development, and upkeep of the Official website of college (<https://vce.ac.in>) and Vasavi Academy of Education sponsored institutes websites.
- High speed and uninterrupted Internet access is provided across the campus to everyone through multiple ISP (Internet Service Provider) leased lines provided by BSNL (250 Mbps), Pioneer E Labs (400Mbps) and Act Fiber Broadband (1 Gbps) seamlessly connected about 1000 nodes.
- Management of the Centralized Computer Lab accessible Internet to all the students at the institute as well as all researcher/ project students.
- VCECC also houses computational labs for the conduct of UG/PG Project works, Technical Skills Training, and online placement examinations.
- Providing technical assistance to the students, Academic and Administrative Staff of the Institute.
- Maintaining Surveillance Cameras (CC TVs) of entire campus area.
- Maintaining Staff Face Recognition and Biometric attendance devices.

These facilities are constantly upgraded to meet the evolving standards of VCE. The Computer Labs remain open for nine hours (9:30 AM to 6:30PM) in a day and the students visit the labs for their general and routine computing tasks.

Preamble

The Vasavi College of Engineering Information Technology (IT) Policy sets forth the central policies that govern the responsible usage of all users of the College's information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of the College is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources ("users") are responsible to properly use and protect information resources and to respect the rights of others.

Applicability

The IT Policy applies to all College faculty, staff, students, and all others using the IT resources, whether personally or of College owned, which access, transmit or store various types of related information.

1. Objectives of the Cyber Security Policy

Each user of the College Information Resources must ensure that it is used for promoting the mission of the College towards teaching, learning, research, and administration. In particular, the major objectives of this document are:

- 1.1. To ensure the integrity, reliability, availability, and superior performance of the College IT Systems.
- 1.2. To ensure that the IT resources protects the official e-identity (allocated by the College) of an individual.
- 1.3. To ensure that all the users of the College are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules.

2. IT Asset Management

- 2.1. Asset Management: The College shall lay down business processes for the management of hardware and software assets that facilitates the usage of IT resources in the college. This shall include procedures for managing

the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the college.

- 2.2. Copying and Distribution: The College shall ensure that there is no violation in the copying and distribution of proprietary and licensed software's.
- 2.3. Risks: The College shall emphasize on managing the risks involved for the usage of IT resources. This shall include standard procedures for identification, minimization and monitoring of risk impact by preventive and corrective measures. This should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access.
- 2.4. Open-Source Asset: The College shall endeavor towards the promotion and effective usage of open-source software's.

3. IT usage and Prohibitions

- 3.1. The users of the College shall make effective usage of campus collaboration systems, Internet, wireless resources, official websites (including college website, alumni website, journal portals, online admission systems, etc.), and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the College and e-Library resources.
- 3.2. The College shall stress upon the users to comply with College policies and legal obligations (including licenses and contracts).
- 3.3. The College shall strive to arrange for awareness programmes to acquaint the users with the effective usage of IT resources.
- 3.4. Prohibited Use - The users shall not send, view, or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or College policy. Contributing to the creation of a hostile academic or work environment is prohibited.
- 3.5. Copyrights and Licenses - Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt,

unlawful file-sharing using the College's information resources is a violation of this policy.

- 3.6. Social Media - Users must abide by the rules of the College towards the usage of social networking sites, mailing lists, newsrooms, chat rooms and blogs.
- 3.7. Commercial Use - The College IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under College rules.

4. Security and Integrity

- 4.1. Personal Use - The College IT resources should not be used for activities violating the basic functionality and mission of the College, except in a purely incidental manner.
- 4.2. The users must refrain from making any unauthorized access of information to promote secure access of Network and Computers.
- 4.3. The competent system administrator may access the information resources for a legitimate purpose.
- 4.4. Firewall and Log Analyzer - Additional procedures to maintain a secured flow of Internet and Intranet based traffic in the campus shall be managed using Unified Threat management (firewall) and log the users activates in Log Analyzer.
- 4.5. Anti-virus and security updates - The regular updating of the anti-virus policy and security updates should be done for the protection of computing resources.

5. Operating Aspects:

- 5.1. College Governance - The College shall endeavor to ensure fair implementation of this policy to meet with the objectives of its formation. The responsibility of the management of operational aspects of IT

resources is as per the hierarchical flow of the College governance structure.

- 5.2. The respective Heads of the Institutions shall be responsible for compliance with all College policies relating to the use/ownership of information resources, keeping in mind the Vision and Mission of the College.
- 5.3. Coordinator working at College Level shall coordinate various activities related to the adherence of the IT Policy in association with the IT Administrator of the respective Institute.
- 5.4. Individual Users - The users are solely responsible for the activities they perform on Institute.

6. Violation of Policy

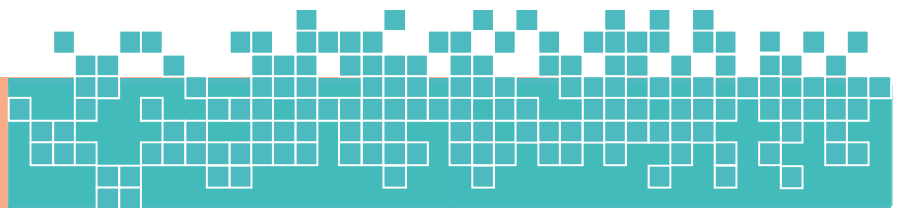
Any violation of the basic objectives and areas mentioned under the IT Policy of the College shall be considered as a violation and as a misconduct and gross misconduct under College Rules.

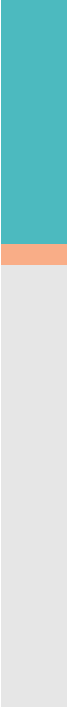
Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the College's information technology infrastructure, must comply with the Guidelines. Certain violations of IT policy laid down by the college by any college member may even result in disciplinary action against the offender by the college authorities. If the matter involves illegal action, law enforcement agencies may become involved.

7. Implementation of Policy

For implementation of this policy, the College will decide necessary rules from time to time.

8. Review and Monitoring





The Policy document needs to be reviewed at least once in two years and updated if required, to meet the pace of the advancements in the IT related development in the industry.

Review of this policy document shall be done by a committee chaired by Principal of the College. The other members of the committee shall comprise of the Coordinator of Computer Center, Head of Institutions, Director (Academic and Exam branch) and other members as nominated by the Chair.

Acknowledgement

Vasavi College of Engineering wishes to acknowledge the following institutions whose related policies and procedure provided background and foundation in the preparation of this policy document: IITs, Universities across the globe.

