

IT Policy

of

Lakireddy Bali Reddy College of Engineering

(Autonomous)

Mylavaram – 521 230



Policy Statement

LBRCE IT policy aims to provide advanced IT tools and services, including campus-wide free internet access to support every faculty, staff and student in their academic and professional pursuits. It also provides high speed campus intranet with multimode fibre optic backbone network which is supplemented with Wi-Fi support for rolling out various services such as website, campus management software, library information system, MOOCs, CCTVs, biometric devices, Learning Management System (LMS), online assessments, access to online learning resources.

Administration

- A Professor In-charge shall be appointed by Principal to look after the functioning of the Information Technology Centre.
- There shall be IT Committee comprising senior professors from IT & CSE Departments to monitor the activities of the Information Technology Centre, including the hardware division.
- The IT Center shall manage the entire campus network 24x7 by offering hardware and software services on call.
- The IT networks must be protected by firewall or any other suitable mechanism for better security and fairness in usage.

I. ICT Facility

- Each department should have Smart Classrooms, an Interactive panel, LCD projectors, Laptops, and Overhead projectors for computer-aided teaching. Digital display systems are made available in each block.
- Maintain display panels in all departments and other prominent places within the campus for real time information sharing, including circulars and notices etc.

II. E Content development

- A state-of-the-art Media Centre shall be set up in the institute to help faculty develop quality learning content in all subjects and advanced technology areas.
- All recorded videos must be placed in the suitable channels like Moodle, YouTube and social media for seamless transmission for the benefit of the student community.

III. Internet Usage

- The institute shall provide superior connectivity and adequate bandwidth across the campus that includes Administrative building, Dept. Buildings and student hostels through Wi-fi.

- Internet usage policy must ensure high availability of bandwidth through a proper bandwidth allocation plan for its optimum utilization.
- Allot equal bandwidth to two hostels (Boys & Girls) as per their requirements.
- Adequate bandwidth must be allocated for usage by students across the campus through Wi-fi
- The library should be allocated adequate bandwidth all through its operational time.
- An authentication mechanism must be deployed to monitor unproductive and illegal usage of the internet facility.

IV. User responsibilities

- There shall be restricted usage of internet, limiting it to Gmail, You Tube, Wiki and other educational websites within the campus.
- Any usage of applications like Torrents/Proxy/Tunnels are not allowed. If found a serious action will be taken.
- It may be clearly conveyed to all stakeholders that such IT facilities are provided only for academic, official purposes only and not for personal or commercial use.
- All users must abide by the laws and regulations of the IT act of the Government of India and any violation must be firmly dealt with by the authorities.
- Users shall be held responsible for any undesirable content sharing, abuse or storage while using the campus network. They are responsible for the content stored in the designated workspace allocated to them (example: file storage area, webpages, stored/archived emails, on Computer Centre or Department machines).
- Users are responsible for all the network traffic generated by their computer. Physically tampering with network connections/equipment(s), connecting additional (personal) network devices like Routers and Switches, or making exclusive use of network resources is **STRICTLY NOT ALLOWED** in hostels and academic buildings. Users are not allowed to set up his/her own Wi-Fi network which is connected to the campus backbone using routers or software like Connectivity/Hotspot etc. Users are not permitted to install proxy / torrent download / games download / direct download etc. Users are not allowed to engage in any activity with intent of degrading the performance of the network.
- Use of network for creating, sending, storing, uploading, accessing, using, soliciting, publishing, or linking offensive, obscene, profane, or indecent images or material is **STRICTLY NOT ALLOWED**.
- Users are not allowed to download pirated software or any suspect malware from the internet and spread the same among other users.
- Users are not allowed to do security related misuse which includes attempting to bypass firewalls and access rules in place, breaking security of the systems, trying to capture passwords of other users, Damaging / Gaining access to the data of other users etc.
- Users are not allowed to cause physical damage to compute or networking facility or property of LBRCE, Mylavaram.

- Users are not allowed to install personal software for use on LBRCE's computer systems except the ones leased to the user. Users are not allowed to download/install unauthorized/pirated software.

The institute seeks to continuously review and improve the IT Policy as adopted above and will commit to its implementation.