SRES's
SHREE RAMCHANDRA COLLEGE OF ENGINEERING
Lonikand, Pune – 412216

Ref.no.SRCOE/3197

Date:- 01/10/2024

IT Infrastructure Policy

1. Purpose

The purpose of this IT Infrastructure Policy is to establish a framework for managing and protecting the organization's IT infrastructure. This policy ensures that IT systems and resources support organizational goals while maintaining security, compliance, and operational efficiency.

2. Scope

This policy applies to all employees, contractors, and third-party vendors who access, manage, or utilize the organization's IT infrastructure, including but not limited to hardware, software, networks, and data centers etc.

3. Policy Statements

3.1 IT Service Management:

- **Management Team:** The IT infrastructure is managed by a dedicated team led by the System and Network Administrator. This team oversees the institute's IT resources and deploys e-resources across the campus.
- **Network Interconnection:** All campus systems are interconnected via a high-speed LAN, ensuring robust internet access to support teaching, learning, research, and administrative functions.
- **E-Resources Availability:** E-resources and services are available to all stakeholders via the internet and FTP (File Transfer Protocol) at all times.

3.2 Information Security:

- **Access Controls:** Access to both personal and institutional information is strictly controlled through user IDs and passwords, ensuring that unauthorized use is not permitted.

3.3 Network Security:

- **Usage:** Network and computing resources are designated for institutional use only. Faculty and students are expected to use IT resources ethically and responsibly, adhering to the institute's IT policy.

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- **Equipment Management:** All equipment and products purchased are recorded with invoices in a standard stock register.

3.4 Risk Management:

- **Oversight:** Risk management for IT assets involves overseeing their use, ownership, operation, and integration within the institute.

Internet Bandwidth:
Leased Lines: 100 MBPS and 200 MBPS, total 300 MBPS
Wi-Fi Accessibility: Good

3.5 LAN Facility:

- **Network Infrastructure:** The campus is equipped with 1000 Gigabit data network switches, CCTV cameras, intercoms, and Wi-Fi access points.
- **Internet Bandwidth Distribution:** The internet bandwidth of 300 MBPS is distributed across the campus, with 200 MBPS allocated specifically for student use.

3.6 Server Configuration in Data Centre:

CPU: Intel® Xeon® Silver 4216 @ 2.10 GHz
RAM: 64 GB
HDD: HPE 960 GB SATA MU SFF SC DS SSD (x2)

3.7 System Availability:

Total PCs: 508
Labs, Computer Centre, and Library: 436
Staff: 70
Server Centre: 2
Software: 23 (3 operating systems and 20 application software)
Printers: 54
Wi-Fi Access Points: 14
Smart Classrooms: 10 (each equipped with Wi-Fi, internet, and LCD projector)
Seminar Halls: 3 (each with a PA system, Wi-Fi, internet, and interactive smart board 75")
Studio: Includes audio-video facilities, a revolving camera, Wi-Fi, LCD, and PA system

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3.8 Compliance:

- **Regulatory Requirements:** IT infrastructure must comply with all applicable legal, regulatory, and contractual requirements. Regular audits should be conducted to ensure compliance.
- **Internal Policies:** All IT infrastructure management practices must adhere to the organization's internal policies and procedures, including those related to data privacy, acceptable use, and risk management.

3.9 Maintenance and Support:

- **Maintenance:** Regular maintenance activities must be scheduled and performed to ensure the reliability and performance of IT infrastructure. This includes patch management, hardware upgrades, and software updates.
- **Support:** IT support services should be available to address issues and provide assistance to users. Support procedures must be documented and should include clear escalation paths.

3.10 Disaster Recovery:

- **Backup:** Regular backups of critical IT infrastructure and data must be performed and securely stored. Backup procedures should ensure that data can be restored in the event of a disaster. Utmost care should be taken in this regard.
- **Disaster Recovery Plan:** A disaster recovery plan must be developed and maintained. The plan should include procedures for recovering IT systems and data in the event of a catastrophic event.
  All concerned staff be well informed and must take necessary precautions/actions.

3.11 Vendor Management:

- **Third-Party Vendors:** All third-party vendors providing IT services or products must be assessed for security and compliance. Contracts should include provisions for data protection and service level agreements (SLAs).
- **Vendor Access:** Vendors must be granted access to IT infrastructure only as necessary and must adhere to the organization's security and compliance requirements.

3.12 Asset Management:

- **Inventory:** An accurate inventory of all IT assets must be maintained, including hardware, software, and network components. The inventory should be updated regularly.

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- **Lifecycle Management:** IT assets must be managed throughout their lifecycle, from acquisition to disposal. Secure disposal procedures must be followed to protect sensitive data.

4. Responsibilities:

- **IT Department:** Responsible for implementing and maintaining this policy, conducting regular reviews, and ensuring compliance with all relevant standards and regulations.
- **Management:** Responsible for supporting and enforcing this policy within their departments and ensuring that all employees are aware of and adhere to its requirements.
- **Employees:** Responsible for complying with this policy and reporting any issues or breaches related to IT infrastructure.

Note: IT department means IT cell of the institute.

5. Policy Review and Updates:

This policy will be reviewed annually and updated as necessary to reflect changes in technology, organizational needs, or regulatory requirements.

6. Enforcement:

Violations of this policy may result in disciplinary action, up to and including termination of employment or contractual agreements. The organization reserves the right to take legal action for any violations that result in harm or financial loss.

Note: All the details of this policy are brought to the notice of all the stakeholders.

IT Committee Coordinator

Shree Ramchandra College of Engineering Pune

Principal
Shree Ramchandra Education Society's
Shree Ramchndra College of Engineering
Pune-Nagar Road, Lonikand, Pune-412216

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Ref.no.SRCOE/3197/B

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Technology Committee

Preamble:

The Technology Committee is established to:

1. **Align Technology Programs and Plans:** Ensure that the college's technology programs and plans align with the institute's goals and departmental strategies.
2. **Ensure Data Security and Privacy:** Safeguard the security and privacy of data within the institution.
3. **Advise on Technology Initiatives:** Provide advice to the College Development Committee (CDC) and Department Advisory Board on technology-related initiatives and issues.

Composition:

The committee will consist of a minimum of seven members:

1. **Chairperson:** Principal
2. **Members:**
   - One senior faculty member from each program (Undergraduate, Postgraduate, and Diploma)
   - System Administrator
   - System Analyst
   - Student Representative

Responsibilities:

1. **Technology Project Appraisal:**
   Review and assess technology projects to evaluate their impact on staff and student performance and growth.
2. **Investment Recommendations:**
   Provide recommendations to the CDC on required investments and financing for technology strategies, and secure budget approvals.
3. **Technology Security Monitoring:**
   Oversee and evaluate the effectiveness of IT security measures, data privacy protocols, and disaster recovery plans.
4. **Trend Assessment and Advisory:**
   Stay updated on current IT trends and new technologies, advising the CDC on their relevance and impact on the institute's technology programs and strategies.

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5. Evaluation and Continuous Improvement:
Regularly assess the effectiveness of technology initiatives and make recommendations for improvements based on feedback and emerging trends.

By integrating this comprehensive structure and responsibilities, the Technology Committee will be well-equipped to address the technological needs of institute, ensuring that it shall support the institution's academic and administrative objectives effectively.

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Committee for Software Implementation

Committee for Software Implementation, Maintenance, and Usage

1. Preamble:

In response to the critical role that software plays in the effective functioning of Shree Ramchandra College of Engineering, the Committee for Software Implementation, Maintenance, and Usage is established to oversee all aspects related to the selection, deployment, maintenance, and utilization of software systems across the institution. This committee aims to ensure that all software solutions are efficiently integrated, properly maintained, and utilized to their fullest potential to support the college's educational and administrative objectives.

2. Responsibilities:

The Committee for Software Implementation, Maintenance, and Usage will undertake the following responsibilities:

- **Software Assessment and Selection:** Evaluate and recommend software solutions that meet the needs of various departments and administrative functions.
- **Implementation Oversight:** Supervise the deployment of new software systems, ensuring they are installed correctly and integrated seamlessly with existing systems.
- **Maintenance Management:** Oversee the ongoing maintenance of software systems, including updates, patches, and troubleshooting to ensure optimal performance and security.
- **Usage Monitoring:** Monitor software usage to ensure compliance with institutional policies and best practices, and address any issues related to software performance or user satisfaction.
- **Training and Support:** Organize training programs and provide technical support to ensure that faculty, staff, and students can effectively use the software systems.
- **Policy Development:** Develop and update policies related to software usage, licensing, and data security to align with industry standards and institutional needs.
- **Continuous Improvement:** Review and assess the effectiveness of software systems and recommend improvements or replacements as necessary to meet evolving needs.

3. The Committee Shall Comprise of the Following Members:

The Committee for Software Implementation, Maintenance, and Usage at Shree Ramchandra College of Engineering comprise of the following members:

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Sr. No.	Name	Designation
1	UG Class Teacher(s) - FE, SE to BE (All Branches)	Member(s)
2	Diploma Class Teacher(s) - FY, SY, TY (All Branches)	Member(s)
3	PG Coordinator	Member
4	System Administrator	Member
5	A Senior Staff Among All Above	Member Secretary

Additional Considerations:

4. Meeting Schedule:

- **Regular Meetings:** The committee should meet regularly (e.g. quarterly basis) to review progress, discuss ongoing issues, and plan future actions.
- **Ad-hoc Meetings:** Schedule additional meetings as needed for urgent matters or critical decision-making.

5. Reporting and Documentation:

- **Documentation:** Maintain thorough documentation of all decisions, policies, and changes related to software implementation and maintenance.
- **Reporting:** Provide regular reports to the college administration on the status of software systems, issues encountered, and any recommendations for improvements.

6. Communication and Coordination:

- **Internal Communication:** Ensure effective communication within the committee and with other stakeholders (e.g., departments, administrative staff, and students).
- **External Coordination:** Liaise with software vendors and external consultants as necessary for implementation and support.

7. Risk Management:

- **Risk Identification:** Identify potential risks associated with software implementation and usage.
- **Mitigation Strategies:** Develop strategies to mitigate identified risks and ensure minimal disruption to college operations.

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This expanded framework ensures that the Committee for Software Implementation, Maintenance, and Usage at Shree Ramchandra College of Engineering is well-structured, comprehensive, and capable of addressing all aspects of software management effectively.

IT Committee Coordinator

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