



# **MALLA REDDY COLLEGE OF ENGINEERING & TECHNOLOGY**

**(Autonomous Institution – UGC, Govt. of India)**

(Affiliated to JNTU, Hyderabad, Approved by AICTE - Accredited by NBA & NAAC – 'A' Grade - ISO 9001:2015 Certified)  
Maisammaguda, Dhulapally, Komapally, Secunderabad – 500100, Telangana State, India.

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## **4.3.1. IT POLICY**



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<b>S.NO</b>	<b>PARTICULARS</b>
<b>1</b>	<b>IT Hardware Installation Policy</b>
<b>2</b>	<b>Software Installation and Licensing Policy</b>
<b>3</b>	<b>Network (Intranet &amp; Internet) Use Policy</b>
<b>4</b>	<b>E-mail Account Usage Policy</b>

## 1.IT Hardware Installation Policy

College network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

- **Primary User**

An individual in whose room the computer is installed and is primarily used by him/her, is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

- **End User Computer Systems**

Apart from the client PCs used by the users, college will consider servers not directly administered by IT Department, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the IT Department, are still considered under this policy as "end-users" computers.

- **Warranty**

Computers purchased by college will have, preferably 1-year on-site comprehensive warranty and 2 years off site warranty.

- **Power Connection to Computers and Peripherals**

All the computers and peripherals are connected to the electrical point strictly through UPS. Power supply to the UPS is never been switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems are connected to the electrical point that are provided with proper earthing and has properly laid electrical wiring.

- **Network Cable Connection**

The connectivity of the computer to the network, the connecting network cable is away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment is shared with the power supply from where the computer and its peripherals are connected.

- **File and Print Sharing Facilities**

File and print sharing facilities on the computer over the network are installed only when it is absolutely required. When files are shared through network, they are protected with password and also with read only access rule.

- **Shifting Computer from One Location to another**

Computer system may be moved from one location to another with prior written intimation to the IT Department, as IT Department maintains a record of computer identification names and corresponding IP address.

- **Maintenance of Computer Systems provided by the College**

For all the computers that were purchased by the college centrally and distributed by the Estate Branch, College IT Department will attend the complaints related to any maintenance related problems.

- **Noncompliance**

An individual's noncompliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole college. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

- **IT Department CENTER Interface**

IT Department upon finding a non-compliant computer affecting the network will notify the individual responsible for the system. Such notification will be done via email/telephone.

## **2. Software Installation and Licensing Policy**

Any computer purchases made by the individual departments/projects will be made sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

- **Operating System and its Updating**

1. IT Department team will make sure that respective computer systems have their OS updated in respective of their service packs/patches, through LAN. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft for which it provides patches/service packs to fix them. Checking for updates and updating of the OS should be performed at least once in a week or so.

- **Antivirus Software and its updating**

1. Computer systems used in the college have anti-virus software installed, and will should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

2. IT Department checks and makes sure that respective computer systems have current updated version of virus protection software installed and maintained. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed after its warranty period, is of practically no use and as a part of Maintenance and updating every system's antivirus is connected to cloud to monitor.

- **Backups of Data**

At the time of OS installation itself, the computer's hard disk are partitioned into two volumes typically C and D. OS and other software should be on C drive and user's data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data either on CD's /DVD's or other storage devices such as pen drives and external hard drives.

### 3. Network (Intranet & Internet) Use Policy

Network connectivity provided through the College, referred to hereafter as "the Network", either through an authenticated network access connection or a Virtual Private Network (VPN) connection is governed under the MRCET IT Policy.

- **IP Address Allocation / Distribution**

Any computer (PC/Server) that will be connected to the college network will have an IP address assigned by the Firewall through DHCP. Following a systematic approach, the range of IP addresses that will be allocated to each building is decided. So, any computer connected to the network from that building will be allocated IP address only from that Address pool. Further, each network port in the room from where that computer will be connected will have binding internally with that Port No so that no problem appears for identification. IP addresses are given to the computers but not to the ports. IP address for each computer will be provided as and when connectivity is required and done at the user end. IP address allocation for specific workstation which share data access to the internal network or department will have to fill the IP Address form to assign a specific IP address to share the system access over the network.

- Running Network Services on the Servers Individual departments/individuals connecting to the college network over the LAN may run server software, e.g., HTTP/Web server, SMTP server, FTP server, only after bringing it to the knowledge of the IT DEPARTMENT in writing and after meeting the requirements of the college IT policy for running such services. Non-compliance with this policy is a direct violation of college IT policy, and will result in termination of their connection to the Network.

IT Department takes no responsibility for the content of machines connected to the Network, regardless of those machines being personal property.

IT Department will be constrained to disconnect client machines where potentially damaging software is found to exist.

A client machine may also be disconnected if the client's activity adversely affects the Network's performance.

Access to remote networks using college's network connection must be in compliance with all policies and rules of those networks. This applies to any and all networks to which the College Network connects. College network and computer resources are not to be used for personal commercial purposes.

Network traffic will be monitored for security and for performance reasons by IT Department. Impersonation of an authorized user while connecting to the Network is in direct violation of this agreement and will result in the termination of the connection.

- **Wireless Local Area Networks**

1. This policy applies, in its entirety, to department, or division wireless local area networks. In addition to the requirements of this policy departments or divisions must register each WIFI User with IT Department including Point of Contact information.

2. Departments or divisions must not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication or MAC/IP address restrictions. Passwords and data must be encrypted.

3. If individual Department wants to have inter-building wireless network, prior to installation of such network, it should obtain permission from the college authorities whose application may be routed through Principal, IT Department

- **Internet Bandwidth obtained by Other Departments**

Internet bandwidth acquired by any Section, department of the college under any research program/project should ideally be pooled with college's Internet bandwidth, and be treated as college's common resource. Under particular circumstances, which prevent any such pooling with the college Internet bandwidth, such network should be totally separated from the college's campus network. All the computer systems using that network should have separate IP address scheme (private as well as public) and the college gateway should not be specified as alternative gateway. Such networks should be adequately equipped with necessary network security measures as laid down by the college IT policy. One copy of the network diagram giving the details of the network design and the IP address schemes used may be submitted to IT Department.

Non-compliance to this policy will be direct violation of the College's IT security policy.

#### **4.Email Account Use Policy**

In an effort to increase the efficient distribution of critical information to all faculties, staff and students, and the College's administrators, it is recommended to utilize the college's e-mail services, for formal college communication and for academic & other official purposes.

E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal college communications are official notices from the college to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general college messages, official announcements, etc.

Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:

1. The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
2. Using the facility for illegal/commercial purposes is a direct violation of the college's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages and generation of threatening, harassing, abusive, obscene or fraudulent messages/images.
3. While sending large attachments to others, user should make sure that the recipient has email facility that allows him to receive such large attachments.
4. User should keep the mail box used space within about 80% usage threshold, as 'mail box full' or 'mailbox all most full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.

5. User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user's computer, as such messages may contain viruses that have potential to damage the valuable information on your computer.

6. User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.

7. User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.

8. While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.

9. Impersonating email account of others will be taken as a serious offence under the college IT security policy.

10. It is ultimately each individual's responsibility to keep their e-mail account free from violations of college's email usage policy. IT POLICY – MVJCE 13

11. Any Spam mail received by the user into INBOX will be monitored and filtered in the exchange control upon reporting to IT Department.

## **Description of IT facilities at MRCET**

The IT facilities available in our college can be summarized as follows,

### **LAN Facility**

There are 62 data network switches (Giga byte), 68 data network switches (Ethernet), 70 access points, 100 CCTV cameras, 1 Intercoms and 1 SONICWALL fire wall. 500 Mbps of internet connectivity is shared across the campus.

### **Server configurations in Data Centre**

There are 5 servers with Xeon Processor, 32 GB RAM, 128 GB RAM, 8 GB RAM, 4 GB RAM (2), 4 TB, 3 TB, 2 TB 1 TB (2) hard drive academic purpose. 9 biometric machines are placed throughout the campus.

Back up device-3TB for critical server back up

### **Work station:**

1871 desktops are provided to all the department labs with configurations of core i3 3rd Generation 4GB, 500 GB hard disk with LAN connectivity.

### **Software:**

We also use open source operating systems such as Fedora, Ubuntu and CentOS. All windows systems are protected with Quick heal total Security anti-virus.

### Printers:

30 Laser jet printers, 2 Color printers, 6 Xerox work centers and 7 scanners are provided across the campus for academic and administrative purposes.

### Updates and up gradation:

Anti-viruses are updated through cloud portal. Around 200 desktops with Pentium 4, 1GB RAM, 80GB hard disk was replaced with an upgraded configuration of core i3 3Generation 4GB, 500 GB hard disk with LAN connectivity

### Wi-Fi:

70 Extendable Wi-Fi access points are placed in various places like Library, corridors, Labs, hostel, Canteen and outdoor. Wi-Fi access is provided to all the students which is monitored and controlled by Cambium networks cloud at the IT department for secure content access.

### ERP:

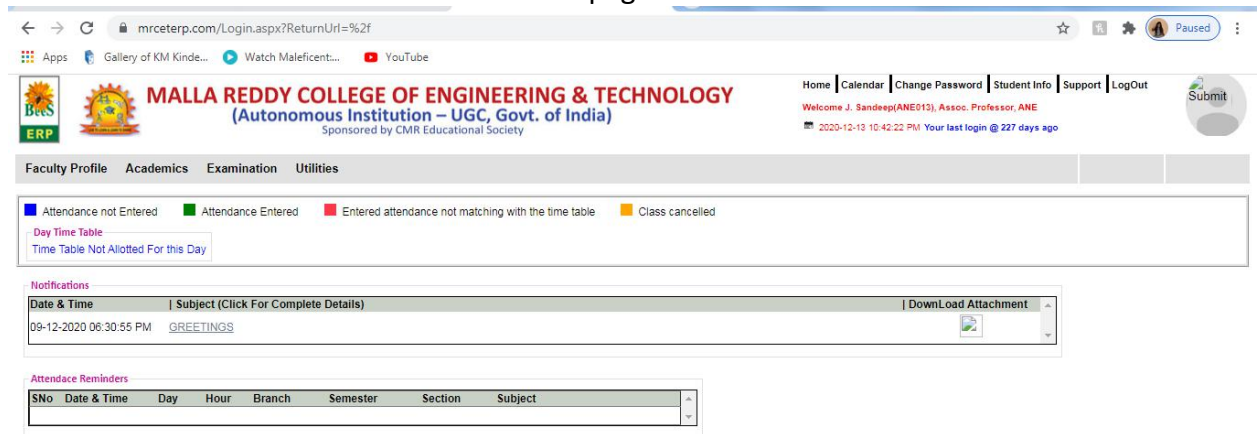
The college has ERP where all the information regarding student attendance, class time table, digital notes for all subjects and student academic results etc are maintained.



The screenshot shows a web browser window with the URL `mrceterp.com/Login.aspx?ReturnUrl=%2f`. The page header features the college's logo on the left and the following text: **MALLA REDDY COLLEGE OF ENGINEERING & TECHNOLOGY** (Autonomous Institution – UGC, Govt. of India), Sponsored by CMR Educational Society, (Affiliated to JNTUH, Hyderabad, Approved by AICTE - Accredited by NBA & NAAC – 'A' Grade), Maisammaguda, Dhulapally, Kompally, Secunderabad – 500100, Telangana State, India. Below the header, there is a link for "Sign in to College" and a list of links: "For New Admissions Apply Online", "Admission Enquiries", and "Student Office 365 Login". The main content area is a yellow box containing a user profile icon, a text input field labeled "Enter User Name", and a "Next" button. At the bottom of the page, there is a "Powered by" logo.



## MRCET ERP Home page



The screenshot shows the MRCET ERP Home page for a Faculty Profile. The browser address bar displays `mrceterp.com/Login.aspx?ReturnUrl=%2f`. The page header includes the MRCET logo, the college name "MALLA REDDY COLLEGE OF ENGINEERING & TECHNOLOGY (Autonomous Institution – UGC, Govt. of India)", and navigation links for Home, Calendar, Change Password, Student Info, Support, and LogOut. A welcome message for "J. Sandeep(ANE013), Assoc. Professor, ANE" is visible, along with a "Submit" button and a "Paused" status indicator.

The main navigation menu includes "Faculty Profile", "Academics", "Examination", and "Utilities". The "Attendance" section shows a legend for "Attendance not Entered", "Attendance Entered", "Entered attendance not matching with the time table", and "Class cancelled". It also provides links for "Day Time Table" and "Time Table Not Allotted For this Day".

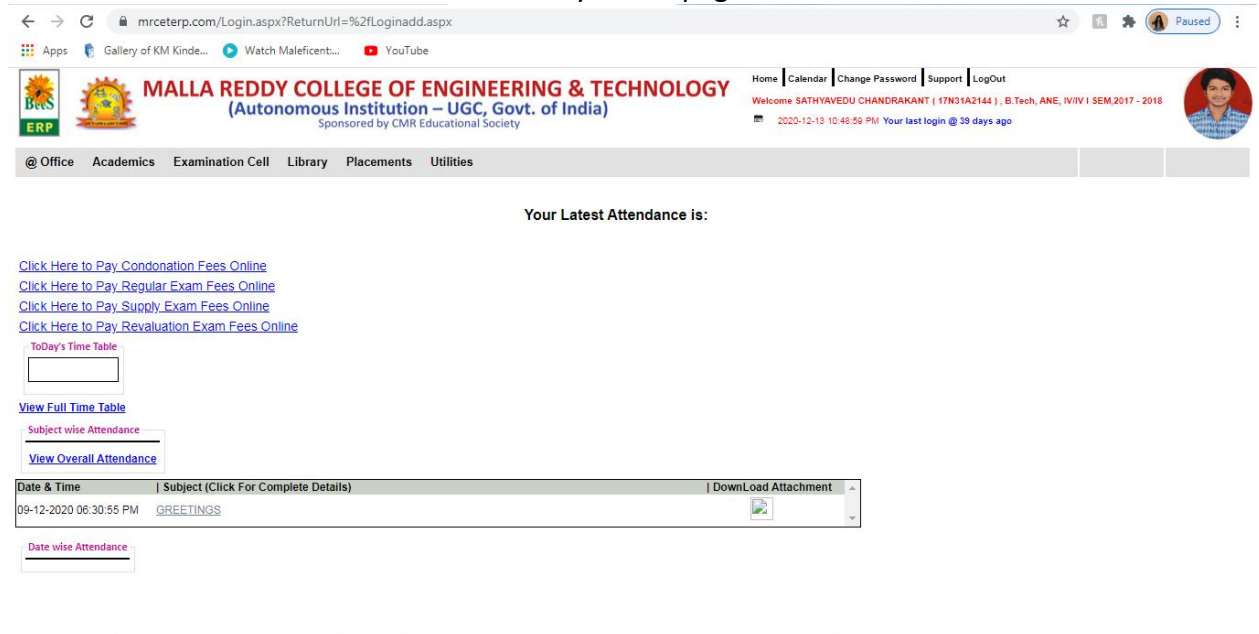
The "Notifications" section contains a table with the following data:

Date & Time	Subject (Click For Complete Details)	Download Attachment
09-12-2020 06:30:55 PM	<a href="#">GREETINGS</a>	

The "Attendance Reminders" section features a table with the following headers:

SNo	Date & Time	Day	Hour	Branch	Semester	Section	Subject
[Empty table body]							

## Faculty Home page



The screenshot shows the MRCET ERP Faculty Home page. The browser address bar displays `mrceterp.com/Login.aspx?ReturnUrl=%2fLoginadd.aspx`. The page header includes the MRCET logo, the college name "MALLA REDDY COLLEGE OF ENGINEERING & TECHNOLOGY (Autonomous Institution – UGC, Govt. of India)", and navigation links for Home, Calendar, Change Password, Support, and LogOut. A welcome message for "SATHYAVEDU CHANDRAKANT (17N31A2144), B.Tech, ANE, IV/IV I SEM 2017 - 2018" is visible, along with a user profile picture and a "Paused" status indicator.

The main navigation menu includes "@ Office", "Academics", "Examination Cell", "Library", "Placements", and "Utilities".

The "Your Latest Attendance is:" section contains several links for fee payments:

- [Click Here to Pay Condonation Fees Online](#)
- [Click Here to Pay Regular Exam Fees Online](#)
- [Click Here to Pay Supply Exam Fees Online](#)
- [Click Here to Pay Revaluation Exam Fees Online](#)

The "Attendance" section includes links for "Today's Time Table", "View Full Time Table", "Subject wise Attendance", and "View Overall Attendance".

The "Notifications" section contains a table with the following data:

Date & Time	Subject (Click For Complete Details)	Download Attachment
09-12-2020 06:30:55 PM	<a href="#">GREETINGS</a>	

The "Attendance" section also includes a link for "Date wise Attendance".

## Student Home page