



Accredited by NAAC with 'A' Grade

Information Technology Policy (IT Policy)

Established in 1983, Sri Padmavati Mahila University is spread over 130.12 acres of lush green campus. Though situated in a rather dry region of Rayalaseema in Andhra Pradesh, the University has been successfully preserving a thriving flora and fauna over the last several years. The University has successfully implemented a networked campus with a high speed Internet network of 1 Gbps Bandwidth . E-Office is implemented in all administrative sections and departments with adequate facilities for computing, storage and networking. All important processes such as library functioning, examination processes and fee payment etc have been digitized.

SPMVV provides IT resources to support the educational, instruction, research and administrative activities of the University and to enhance the efficiency and productivity of the employees. These resources are meant as tools to remain well informed and carry out their functions in an efficient and effective manner.

IT devices issued by the SPMVV to a user shall be primarily used for academic, research and any other university related purpose and in a lawful and ethical way and shall be governed by the practices defined in the Section "Use of IT Device on SPMVV Network". The aforesaid section covers best practices related to use of desktop devices, portable devices, external storage media and peripherals devices such as printers and scanners.

Information Technology details the University's vision, strategy and ethics as applicable to the management and use of information and information technology. The policy outlines the principles of working of ICT in the University that supports administrative, academic, research, and teaching work. This policy ensures compliance with applicable laws and regulations that promote operational efficiency and manage institutional risk by specifying requirements and standards for the consistent management of IT resources across the University. It is designed to guide organizational and individual behavior and decision




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making. The proper use of licensed software by the University or individual is ensured to carry out the administrative / academic activities.

Updates of IT and Wi-Fi facilities: IT infrastructural development and up gradation are given priority to assist effective administration, teaching-learning process and research. The strategies adopted, for ensuring updates, are based on the suggestions received from engineers, head of the departments and Directors of Centres. Effective utilization of IT infrastructure is ensured through the appointment of adequate and well qualified technical staff / system administrator. Teaching and non-teaching staff is also given regular training in using these facilities. SPMVV has 1Gbps internet connectivity through BSNL to support the University IT facilities. The institution has always been reviewing the needs of the stakeholders and accordingly, the internet bandwidth is allocated from time to time. The University has installed 172 access points in indoor units to ensure uninterrupted Wi-Fi connectivity throughout the campus.

Scope of the Policy

IT Resources includes all university owned, licensed, or managed hardware and software, and use of the University network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network. It includes Network Devices wired/ wireless, Internet Acces, Official Websites, web applications, Official Email services, Data Storage, Mobile/ Desktop / server computing facility, Documentation facility (Printers/Scanners) and Multimedia Contents.

Objectives of the Policy

To ensure the security, availability, performance and functioning of IT systems on the campus

To ensure that users strictly follow the policy and adhere to the procedures laid down.




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Policy Statement

1. The users shall use all IT infrastructure such as computers, Internet, wireless resources, University website, library e-resources and administrative system portal effectively.
2. The users shall comply with the guidelines for the usage of IT infrastructure issued by the administration from time to time.
3. The users shall not view, send or download obscene, fraudulent and harassing content. They shall not send or download hate speech and content that causes disturbance to peace and order in the society or smooth functioning of government and other official processes.
4. The users shall not use unethical means of accessing information through the University IT resources.
5. Users shall not change settings or manipulate any of the IT resources.
6. SPMVV shall implement appropriate controls to ensure compliance with this policy by their users. Command Control Centre shall be the primary Implementing Agency and shall provide necessary support in this regard.
7. Command Control Centre shall ensure resolution of all incidents related to the security aspects of this policy by their users. Implementing Agency shall provide the requisite support in this regard.
8. Users shall use SPMVV's IT resources for activities that are consistent with academic, research and public service mission of the University and are not "Prohibited Activities".
9. Users shall follow copyright laws regarding protected commercial software or intellectual property.
10. Users of SPMVV shall not install any network/security device on the network without consultation with the Command Control Centre.
11. University Community is responsible for exercising good judgment in the use of the University's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action.




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TIRUPATI-517 502

12. An authorized user may use only the IT resources to which he/she has authorization. No user should use another individual's account, or attempt to capture or guess other users' passwords.
13. A user is individually responsible for appropriate use of all resources assigned to him/her, including the computer, the network address or port, software and hardware.
14. The University is bound by its End User License Agreement (EULA), respecting certain third party resources; a user is expected to comply with all such agreements when using such resources.
15. Users should make a reasonable effort to protect his/her passwords and to secure resources against unauthorized use or access.
16. No user must attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.
17. Users must comply with the policies and guidelines for any specific set of resources to which he/she have been granted access.
18. All users of the University's IT resources are expected to respect the privacy and personal rights of others.
19. SPMVV shall maintain two independent networks, i.e. Internet and Intranet. Both the networks shall not have any physical connection/devices between them. End point compliance shall be implemented on both the networks to prevent unauthorized access to data.
20. Users shall not undertake any activity through any website or applications to bypass filtering of the network or perform any other unlawful acts which may harm the network's performance or security.
21. E-mail service authorized by SPMVV and implemented by the Command Control Centre shall only be used for all official correspondence.




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22. The security audit of NIC network infrastructure shall be conducted periodically by an organization approved by the University.

Budgetary Provision: The University has appropriate budgetary provision of Rs. 227 lakhs for IT and Wi-Fi facility augmentation, maintenance and up-gradation. University has spent a notable amount for the purchase of computers and up gradation of software. The budgetary provision for maintenance and up gradation of University's IT infrastructure is made in the annual budget of the University.

Implementation of the Policy

The University authorities and command Control Centre is responsible for the implementation of the policy.

Responsibility

Internet facility is provided to all staff, students and guests in the University through a centralized registration process by the Command Control Centre.

The University website is maintained by the Command Control Centre.

Procurement of software, hardware and maintenance of IT infrastructure is done as and when required by duly following the University procedures.

Approval and Review

Future changes in this Policy, as deemed necessary, shall be made by the Technical Committee (ICT) with the approval of the Vice Chancellor of the University. The Registrar is custodian of the policy.




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