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Revised Institution IT Policies & Guidelines

Availability and usage of cutting-edge Information Technology (IT) resources and infrastructure of an organization make its product and process qualitative as well as effective. High end IT infrastructures have become most significant resources in technical educational Institutions. Realizing the importance of these, PCOP took initiative way back in 2010 and established basic network infrastructure in the campus. Over the last 8 years, the active users of the IT amenities as well as the web-based application have amplified many folds.

As of now, the Institution has about 700 network connections spreading over 3 building in the campus and expected to reach 1000 connections in near future. There is a well established internet and intranet facilities in the campus. The whole academic campus is now Wi-Fi enabled. The total bandwidth available at PCOP is 100 Mbps.

Strong IT management policy and security measures are the necessary and effective steps to align with the Institute academic objectives and desires. Hence, PCOP is proposing to have its own IT Policy that works as guiding principle for using the Institute's computing facilities including computer hardware, software, email, information resources, intranet and Internet access facilities, collectively called "**Information Technology**". The need of such IT policy is as follows:

- To establish, expand, maintain, secure, and ensure legal and appropriate use of Information technology infrastructure on the campus.
- Strategies and responsibilities for protecting the Availability, Confidentiality, and Integrity of the information possessions that are accessed, created, managed, and/or controlled by the Institute.

This policy document makes an attempt to put forward some IT policies and course of action that would be relevant in the context of this Institute. Every effort has been made to have a cautious steadiness between security and the ability to conduct the rightful functions by the stake holders. Due to the dynamism in the Information Technology nature, Information security in general and therefore policies that govern information security process are also dynamic in nature. They need



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to be reviewed on a regular basis and modified to reflect changing technology, changing requirements of the IT user community, and operating procedures. The IT policy creates and provides guidelines to help the Institute, departments and individuals who are part of PETW to understand how the policy applies to some of the significant areas and to bring conformance with stated policies. The IT policy lays down direction and provides information about acceptable and prohibited actions or policy violations.

PCOP IT policy is applicable to technology administered by:

- The Institute centrally
- The individual departments
- To information services provided by the administration, or by the individual departments
- Individuals of the organization community
- Authorized resident or non-resident visitors on their own hardware connected to the institute network
- PCOP IT policy is also applicable to the resources administered by:
- The central administrative departments such as Library, Computer Centers, Laboratories, Offices of the Institute.
- Recognized Associations/Unions/Clubs, hostels and guest houses, or residences wherever the network facility was provided by the Institute.

The major IT infrastructures on which the stated policy applicable are:

- Official Email services
- Network Devices wired/ wireless
- Data Storage and Access Official Websites and web applications
- Computing facility
- Internet Access
- Server computing facility
- Documentation facility (Printers/Scanners)

The Institution adhere to the new dynamics of the market and scales out hardware equipment and always encourages advanced technologies and offers high performance computational facilities to the students and faculty. The Institution has always collaborated with esteemed research organizations & industry. It will maintain FTP servers to share and secure the data in R&D & administrative activities. The organization is focusing on IT quality of service maintaining latency of the network connections.

- The Institution internet bandwidth needs to be upgraded to utilize the social networking, enhance the official website and web applications and internal usage for developing the lecture material, video lectures.



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- The Institution always procures the high-end performance systems and servers to adhere new dynamics of the market, promoting the faculty and students towards research and development in various fields of technology as and when required.
- The Institution should upgrade to the updated firewall policy & guidelines to control & monitor the network traffic, internet utilization, control over the downloading malware software and control on the content of offensive or inappropriate websites.
- The organization will consistently offer significance to verifying the system and information and routinely update and renewal of Anti-Virus software.
- It may be noted that, all the teaching and non teaching staff, students, all departments, committees authorized visitors or visiting faculty and others who may be granted permission to use the Institute's IT infrastructure, must comply with the guidelines. Violations of IT policy laid down by the institute by any stake holder may even result in disciplinary action against the offender by the authorities. If the matter involves illegal action, law enforcement agencies may become involved.

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Princeton College of Pharmacy,
Korremula Vill, Vijayapuri Colony,
Ghatkesar Mdl, Medchal Dist, Telangana.

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