IT POLICY

K K WAGH INSTITUTE OF
PHARMACY PIMPLAS- 422203

Preamble:-

K. K. Wagh Institute of Pharmacy, Pimplas has over the past Six years, been constantly endeavoring to train high-quality scientific and technical man-power and provide solutions to a variety of challenging technological problems that may arise in different fields , through its well qualified faculty, highly skilled supporting staff and well equipped IT infrastructure , with the goal of becoming one of the leading centers of teaching, research and extension in Pharmacy and totally committed to excel in every sphere of its activity. Institute encourages use of ICT for teaching learning process. Institute has over 50 computers, 01 laptops, and 9 peripherals such as printers, scanners, Xerox Machin etc.

The institute has provided BSNL 20 Mbps lease line, Security and privacy is ensured through Cyberoam 1000 ia hardware firewall. Wi-Fi facility is also available in the campus for all the students and staff. Every faculty member is provided with computing facility for preparation of teaching material.

Every year computers are purchased whenever there is necessity with latest configuration with operating system licenses and 3 years onsite comprehensive warranty as per the requirement and Up gradation of hardware is done time to time.

Objective
In order to have proper use of Information technology resourses, generation of data and its monitoring, appropriate registration of domain names, properly defining the procurement process and IT management responsibilities, there is a need to have institute wide IT policy. Hence this policy document has been prepared to ensure proper use of IT resourses including the disaster recovery plan. The Information Technology Cell of the institute is responsible for the proper implementation of this policy.

Definitions:
Entities:
It means and includes employees (permanent/Adhoc) and students from all departments and sections of the Institute that use Information Technology (IT) resources of the Institute.

IT Resources:
It means and includes Software, Hardware, Networking and other assets owned by the Institute intended to be used for IT based applications and services.

1.1   Responsible Use of Information Technology Resources

Policy statement
K.K.Wagh Institute of Pharmacy, Pimplas needs to ensure that Working employees (permanent/Adhoc) and students who use its information technology resources to do so in a responsible manner, abiding by all applicable laws, policies, and regulations.

Policy scope
All departments of K.K. Institute of Pharmacy, Pimplas

Policy Information

K. K. Wagh Institute of Pharmacy, Pimplas employees/students are provided computing, networking, and information resources for use as main service to support their efforts to meet their employment-related orcurriculum objectives. In keeping the view of freedom with responsibility, employees assume responsibility for their appropriate usage and are responsible for exercising good judgment regarding the reasonableness of personal use of computing resources. Individuals are expected to be careful, honest, responsible, and civil in the use of computers and networks. Employees/students must respect the rights of others, respect the integrity of the systems and related resources, and use these resources in strict compliance with the law, Institute policies, and contractual obligations. Use of IT resources in the work environment in a manner that results in inappropriate conduct will be addressed as an employee/student performance issue, even if such conduct does not rise to the level of a Institute policy violation. Any use of Institute IT resources and networks by employees/students that is inappropriate to the workplace, or otherwise contributing towards creating harassing or uncomfortable workplace, or creating a legal risk may lead to formal disciplinary action.

The Institute reserves the right to restrict the use of its information technology resources and to discontinue or limit access to information technology resources as required by employees or students.

1.2   Data Access

Policy Statement
K. K. Wagh Institute of Pharmacy, Pimplas needs to control the access to data in a controlled manner.

Policy Scope
All departments of K. K. Wagh Institute of Pharmacy, Pimplas
Policy Information
Data need to be classified as Confidential and Public. It would made be available on need to know basis. Privacy of data need to be maintained. Owner of the data for each data set should be identified and the owner would decide who will have access to the data. Any publication of the data on website would be decided by owner of the data.

1.3 Recording and Registration of Domain Names
Policy Statement
K. K. Wagh Institute of Pharmacy, Pimplas needs recording of all domain names purchased for institute with registration details.

Policy Scope
All departments of K. K. Wagh Institute of Pharmacy, Pimplas

Policy Information
Institute shall maintain a record of its domain name assets and use those names within the institute domain or host them on Institute servers.

1.4 IT Purchase

Policy Statement

K. K. Wagh Institute of Pharmacy, Pimplas must use standard hardware configurations for all IT related equipment in our institute.

Entities Affected By this Policy

All departments of K. K. Wagh Institute of Pharmacy, Pimplas

Policy Information

Purchase of all IT related equipment will be carried out as per Institute purchase policy.

1.5 Server Systems & Security

Policy Statement

Servers Systems inside K. K. Wagh Institute of Pharmacy, Pimplas should be kept in secure environment.

Entities Affected By this Policy

All departments of K. K. Wagh Institute of Pharmacy, Pimplas

Policy Information

Server systems and networking equipment must be provided with suitable and secure operating environment including power supplies, temperature and cleanliness.

Requirements for Server systems are as follows:
1. 24/7 Service
2. Closed Circuit
3. Uninterrupted Power Supply (UPS)

1.6 I.T Management

Responsibilities Policy Statement

K. K. Wagh Institute of Pharmacy, Pimplas would ensure a consistent and integrated approach in themanagement of IT functions within its purview.

Policy Scope

All departments of K. K. Wagh Institute of Pharmacy, Pimplas

Policy Information

K. K. Wagh Institute of Pharmacy, Pimplas would ensure the following;
1. Track IT related activities and ensure that they are completed within budget allocated and meet deadline
2. Coordinate IT human resources within K. K. Wagh Institute of Pharmacy, Pimplas for effective utilisation to achieve curriculum and academic objectives of each department.

3. Carryout analysis of functionalities for any support related to IT (ERP software, support for Examinations, Accounts and finance etc)
4. Encourage department to set up core team for IT development and implementation
5. To be aware of the capabilities of existing IT systems K. K. Wagh Institute of Pharmacy, Pimplas and be able to recognize opportunities and risk
6. Provide training to all departments of the institute.

1.7 Disaster Recovery Plan

Policy Statement
In case of disaster K. K. Wagh Institute of Pharmacy, Pimplas should be able to recover and resume theirIT operations from another location inside the campus.

Entities Affected By this Policy
All departments of K. K. Wagh Institute of Pharmacy, Pimplas.

Policy Information
The data on various servers owned by K. K. Wagh Institute of Pharmacy, Pimplas should be backed up ondaily basis on Network Attached Storage (NAS).

1.8 Open Source Software's

Policy Statement
K. K. Wagh Institute of Pharmacy, Pimplas (K.K.W.C.O.P.) needs employees (permanent/Adhoc) and students to use open Source Software

Entities Affected by this Policy
All departments of K. K. Wagh Institute of Pharmacy, Pimplas

Policy Information
1. Use of pirated software is strictly prohibited
2. As far as possible, Open source software to be used by employees and students
3. In case of a specific need of Licensce software, concern department and sections must purchase adequate number of software Licences