



# IT Policy and Procedure Manual

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### **Introduction:**

The Sri Ranganathar Institute of Engineering and Technology IT Policy and Procedure Manual provides the policies and procedures for selection and use of Information Technology within the business which must be followed by all staff. It also provides guidelines Sri Ranganathar Institute of Engineering and Technology will use to administer these policies, with the correct procedure to follow. Sri Ranganathar Institute of Engineering and Technology will keep all IT policies current and relevant. Therefore, from time to time it will be necessary to modify and amend some sections of the policies and procedures, or to add new procedures. Any suggestions, recommendations or feedback on the policies and procedures specified in this manual are welcome. These policies and procedures apply to all employees.

## **Technology Hardware Purchasing Policy:**

The policy for Technology Hardware Purchasing should be read and carried out by all staff members of Sri Ranganathar Institute of Engineering and Technology. Purpose of the Policy This policy provides guidelines for the purchase of hardware for the business to ensure that all hardware technology for the business is appropriate, value for money, and where applicable, integrates with other technology for the business. The objective of this policy is to ensure that there is minimum diversity of hardware within the business. Procedures Purchase of Hardware The purchase of all business desktops, laptops, mobile devices, servers, network, and computer peripherals must adhere to this policy. All computer hardware, software, and mobile device related purchases MUST be approved by or done through Sri Ranganathar Institute of Engineering and Technology CSE department.

### **Purchasing desktop computer systems**

Purchasing desktop computer systems the desktop computer systems purchased must be able to run Windows 7 Pro, Windows 10 pro OS version and integrate with existing eco-system. The desktop computer systems must be purchased as standard desktop system bundle and must be by manufacturer Hewlett Packard (HP). The desktop computer system bundle for regular class lab must include:

- 4GB / 8GB RAM
- 320 HDD / 500 HDD
- Intel Core i3 / i5 processor
- 6 USB port
- 1 VGA port
- Notepad

Custom software configuration as needed per region. Any change from the above requirements must be authorized by the Principal through Head of the Department. All purchases of desktops must be supported by basic 1-year manufacturer warranty and be compatible with the business's server system

Purchasing server systems Server systems can only be purchased through purchase department with Principal's approval. Server systems purchased must be compatible with all other computer hardware in the business. All purchases of server systems must be supported by 24x7 service support and 4-hour response onsite support warranty every year and be compatible with the business's other server systems. Any change from the above requirements

must be authorized by the Principal through Head of the Department Purchasing computer peripherals Computer system peripherals include add-on devices such as printers, scanners, external hard drives, etc. Computer peripherals can only be purchased where they are not included in any hardware purchase or are considered to be an additional requirement to existing peripherals. Computer peripherals purchased must be compatible with all other computer hardware and software in the business. The purchase of computer peripherals can only be authorized by the Principal through Head of the Department. All purchases of computer peripherals must be supported by basic 1-year manufacturer warranty and be compatible with existing computer systems. Any change from the above requirements must be authorized by the Principal through Head of the Department.

### **Purchasing server systems**

Server systems can only be purchased through Systems Administrator with Principal's approval. Server systems purchased must be compatible with all other computer hardware in the business. All purchases of server systems must be supported by 24x7 service support and 4-hour response onsite support warranty every year and be compatible with the business's other server systems. Any change from the above requirements must be authorized by the Principal through Head of the Department.

### **Purchasing computer peripherals**

Computer system peripherals include add-on devices such as printers, scanners, external hard drives, Keyboard, Mouse, etc. Computer peripherals can only be purchased where they are not included in any hardware purchase or are considered to be an additional requirement to existing peripherals. Computer peripherals purchased must be compatible with all other computer hardware and software in the business. The purchase of computer peripherals can only be authorized by the Principal through Head of the Department. All purchases of computer peripherals must be supported by basic 1-year manufacturer warranty and be compatible with existing computer systems. Any change from the above requirements must be authorized by the Principal through Head of the Department.

## **Purchase of software**

The purchase of all software must adhere to this policy. All purchased software must be purchased or approved by the Principal through Head of the Department. All purchased software must be purchased from reputable software sellers. All purchases of software must be supported by basic 1-year manufacturer warranty and be compatible with SRIET servers and/or hardware system. Any changes from the above requirements must be authorised by Principal through Head of the Department.

## **Obtaining Open Source or Freeware Software**

Open source or freeware software can be obtained without payment and usually downloaded directly from the Internet. In the event that open source or freeware software is required, approval from the Principal through Head of the Department must be obtained prior to the download or use of such software. All open source or freeware must be compatible with the business's hardware and software systems. Any change from the above requirements must be authorized by the Principal through Head of the Department.

## **Virus or other security breach**

In the event that the Institute's information technology is compromised by software virus, malware, ransomware, etc. such breaches are to be reported to the Network Administrator immediately. The Network Administrator is responsible for ensuring that any security breach is dealt with within 2 hours to minimize disruption to Academic and administrative operations.