



## RV Educational Institutions® RV College of Engineering®

Autonomous  
Institution Affiliated  
to Visvesvaraya  
Technological  
University, Belagavi

Approved by AICTE,  
New Delhi

Date: 12<sup>th</sup> June 2020

### RVCE – IT POLICY

IT Policy refers to a set of rules, guidelines, and procedures that an organization / institution establishes to govern IT resources, including hardware, software, networks, data, and other technology-related assets.

**Campus Network:** RVCE provides campus network (both Wired & Wireless) and computing facilities including Internet access for the use of faculty, staff, students, and other authorized individuals in support of the research, educational, and administrative purposes of the College. Each user login gets authenticated through their roles (Staff, Student, ...) and appropriate access rights are given. Since it is shared network, we will not guarantee the internet in all places even though it is covered in all departments, administrative building and hostels.

Use of the RVCE network, including access to the Internet, is a privilege, not a right, which may be revoked at any time for misuse. Examples of misuse include, but are not limited to, the following: any attempt to “hack” or otherwise break into or disrupt service; a deliberate act which jeopardizes the integrity of any network, computer equipment, systems, programs, or any other stored information, including the deliberate propagation of computer viruses; the placing of unlawful information on a system; and the use of fraudulent, harassing, racist, obscene, or pornographic messages. Such materials are not to be sent, received, printed, requested, or stored.

Downloading, sharing or using copyrighted material of institution including copyrighted music, movies, software or textbooks is prohibited. Connecting to the institution’s restricted-access resources is prohibited.

Students, Staff or Researchers who are suspected of violating policies regarding network or computing equipment will be confidentially reported to the appropriate faculty, supervisors, IT Manager, Head of Department and the Dean (Student Affairs). Disciplinary action will be taken against such disruptions / actions. Any violation of these policies can and may result in disconnection from the RVCE network.

Most of the network equipment and servers are on High Availability mode and we are trying to maximum uptime to all users in campus.

Firewall controls “inbound” and “outbound” traffic based on the policies created for various actions/ user groups. Restrictions are applied at firewall to stop the access to unwarranted sites / links / devices. Access to firewall hosts is tightly controlled. Only firewall system administrators are allowed to have user accounts on firewall hosts. Any changes on Firewall should be a request recorded using the Firewall Change Request Form with authorised signatories’ approval. Firewall deployed at RVCE is on HA Mode with two ISP connections. All user logs are stored for 30 days and helps in reviewing the data.

Following are the facilities / policies for IT.

1. Internet availability is provided through both wired and Wireless indoor, outdoor access points, and is available to users for 24 X 7.
2. The IT Department of RVCE will manage the internet services.
3. Ensure that the usage of internet facility is only for academic purpose of RVCE.





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4. RVCE is taking necessary steps in strengthening the security of internet usage and networks. RVCE has rights to do lawful monitoring / logging of all internet user's activity and share it with statutory bodies, if warranted.
  5. Ensure that the use of the Internet should be sensible and adhere to RVCE / hostel policies.
  6. RVCE will not be responsible for any loss to user in terms of wealth, data, misuse, or any cyber thefts while using RVCE internet.
  7. Misuse or abuse of internet facility is punishable under relevant acts of Government of India.
  8. Availability of the Wi-Fi signal will vary from place to place. The signal strength also may vary from location to location.
  9. Ensure that the RVCE network is bandwidth restricted for internet usage.
  10. Provides wireless infrastructure at hostels, departments and common places is to enhance the accessibility of internet for academic purposes and to browse exclusive online resource for student's / faculty members and staffs.
  11. During class hours mobile/smartphone Wi-Fi usage is prohibited for students.
  12. The networking components and Wi-Fi access points or any electronic devices installed in hostels, departments and common areas are the property of RVCE. Any damage or loss of the equipment will be considered as a serious breach of RVCE's code of conduct, and disciplinary action will be initiated to people who are found guilty for the loss or damage of the Infrastructure. If there is an undetected incident which leads to any loss or damage to the infrastructure, it will be assessed and the same will be recovered from all the people who are residing in that building / hostel.
- **Software usage policy:** This policy is designed to help institutions specify the applications that are allowed for installation and use on computer systems and mobile devices systems owned by the organization. It also covers the appropriate usage of these applications by institution employees and support staff.
  - **Internet and email usage policy:** This policy sets forth guidelines for the use of internet, as well as internet-powered electronic communications services including email, proprietary group messaging services and social networking services (e.g., Facebook, Twitter) in education contexts. It also covers Internet of Things (IoT) use and bring-your-own-device (BYOD) practices.
  - **IT Hardware inventory policy:** This policy describes to follow stock book entries, track, process, and decommission IT equipment through e-Waste.

*Subramanya*

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Date: 11<sup>th</sup> July 2022

### ADDENDUM TO THE RVCE – IT POLICY

Ref: IT Policy Document dated 12<sup>th</sup> June 2020

The following point has been included to the exiting IT Policy with immediate effect.

1. Any user or device that accesses RVCE internet should protect their user account / IP address from unauthorised use by not sharing the credentials to others for any reasons. User will be held responsible for any misuse of account.

  
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Date: 23<sup>rd</sup> July 2021

**ADDENDUM TO THE RVCE – IT POLICY**

**Ref: IT Policy Document dated 12<sup>th</sup> June 2020**

The following point has been included to the exiting IT Policy with immediate effect.

1. For Wi-Fi, the maximum number of concurrent (simultaneous) logins for a user account is TWO either in Desktop / laptop/tablet/smartphone.

*S. Subramangaiah*

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