



sasi INSTITUTE OF
autonomous TECHNOLOGY &
ENGINEERING

Accredited by **NAAC** with "A" Grade,
Recognised by **UGC** under section 2(f) &12(B)
Approved by **AICTE** - New Delhi
Permanently Affiliated to **JNTUK, SBTET**,
Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/P&D/01/2021-22/02

Date: 05-01-2022

Orders of the principal dt.05.01.2022

OFFICE CIRCULAR

Sub: IT policy –Reg.

Ref1: Letter dt.05.01.2022 from Dr. T V Rama Krishna, Coordinator, IQAC& HOD, CST

Ref2: AQAR-4.3.1 - Institution has an IT policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities

IT Policy of the College

SITE has clear policy regarding Information Technology ,The college has been always in the forefront adopting technologies and providing IT enabled service to all its stakeholders .The policy provides a framework a use of IT infrastructure and also lays down Vision and Mission of the college in making all its task IT enabled ,it also outlines a mechanism for establishing and maintaining the IT infrastructure at SITE. SITE has appropriate budgetary provision for expansion and updating its IT facilities including wi-fi.

The IT Policy of the college covers relevant ethical aspects of internet use on the campus and instructs all stakeholders on how the network facilities of the college may be used in accordance with the existing laws and regulations of the nation. Users of network facilities on the campus are required to agree not to use the same for illegal or unethical activities. They are also required to refrain from any activities resulting in compromising the data security and integrity of the cyber infrastructure of the institution. The policy is regularly revised and the latest version is available on the college website. Any monetary or other damage arising from not following the rules stipulated in the policy will be deemed as the liability of the user responsible for the same

Rules for IT facility usage

The IT infrastructure of the institution is primarily intended to enable the free and fair access to information for students and staff. In addition the infrastructure is also a crucial part of the administrative and examination framework of the institution. The various sections of the IT Policy covers possible use-case scenarios and sets down regulations for safe and effective use of both online and offline information technologies. It is expressly designed to prevent local and remote data breaches or attacks. The policy also makes provisions for the use of the college website, other subdomains of the college and its social media accounts.

Maintenance of Server Logs and Provision for Backup

Automatic Backup has been enabled on all servers. At regular intervals backups are made onto separate storage media that are kept in a secure location outside the server room. This ensures data redundancy and security in the event of an unexpected server failure or some such mishap. Detailed logs of all server network traffic is maintained for monitoring and archival purposes. Server traffic is regularly inspected for signs of unusual traffic. IP addresses from which malicious activity is detected will be blacklisted and blocked.

Use of Official Email Address for all communications

The college has provided official email addresses for all staff and students (of the format id@sasi.ac.in). All official communiqués are handled exclusively through the official email ids. The enterprise email solution subscribed by the college is provided by Google and comes with unlimited cloud storage for staff and students.

Provision for Firewall

The college intranet is secured with dedicated firewall protection sourced from. Both hardware and software firewalls are provided to secure network traffic on the college premises. Our leased line Internet connection is connected to the firewall, and all network queries are routed through it accordingly after successful user login confirmation

Website – Secure Hosting


The college has procured a secure domain for itself at <https://www.sasi.ac.in/> . All the academic departments and independent cells under the college are provided with subdomains on the main domain. All of the domains rely on secure communication protocols for information exchange. In addition, domains requiring additional security have been provided with dedicated login pages where users can enter their credentials to access information. The domain of the college features data security features such as Software Security, SSL Support, Regular Backups, DDoS Attack Monitoring, Malware Scanning, Firewall Protection, etc.

Licensed Software and Policy to Promote Free and Open Source Software

In case proprietary software such as operating systems and office suites are required, the college has purchased adequate numbers of licenses for the same. However, it is the policy of the college to promote the use of open source software in all possible scenarios. Pursuant to this, the college has deployed open source OSs including Debian and Ubuntu on the test servers. Additionally, the college OPAC terminals and terminals in the library browsing centre run on open source operating systems (Ubuntu). Several cutting edge research projects undertaken in the institution such as drug delivery modeling and design are also made possible through the use of open source software.

CC To

Mail & Hard copy to: Hon'ble Chairman, SITE
Mail & Hard copy to: Hon'ble Vice-Chairman, SITE
Mail & Hard copy to: PA to principal
Mail & Hard copy to: Principal polytechnic
Mail & Hard copy to: Director, SITE
Mail & Hard copy to: Dr. T V Rama Krishna, IQAC-Cordinator
Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/ AS&H /MS
Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO/Transport/Hostel/Canteen/Sports/Placements
Mail to: All faculty members
Mail to: All student members


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