IT POLICY

PACE

INSTITUTE OF TECHNOLOGY & SCIENCES

AUTONOMOUS | Approved by AICTE and Govt. of A.P. Accredited by NAAC(A Grade)
Recognized under 2(f) & 12(B) of UGC, Permanently Affiliated to JNTUK
An ISO 9001:2015, ISO 14001:2015 and ISO 50001:2018 Certified Institution

NH-16, Near Valluramma Temple, Ongole-523272, Prakasam Dist, Andhra Pradesh

SRINIVASA EDUCATIONAL SOCIETY'S

PACE INSTITUTE OF TECHNOLOGY & SCIENCES
(AUTONOMOUS)
Permanently Affiliated to JNTUK, Kakinada. A.P., An ISO 9001:2015 Certified Institution
Approved by AICTE, Accredited by NBA & NAAC(A Grade), Recognized under 2(f) & 12(B) of UGC
NH-16, Near Valluramma Temple, ONGOLE - 523 272, A.P., INDIA, Ph.: 08592 278315, 9581456310 | www.pace.ac.in

Information Technology Policy

About the Institution:

PACE INSTITUTE OF TECHNOLOGY AND SCIENCES (PACE ITS), established under **Srinivasa Education Society** in 2007 at Valluru village near Ongole. It has been running successfully since the academic year 2008-09. PACE, being an NRI's project, is committed to provide a world-class technical education.

This great institution was established in the year 2008 with a humble beginning with a modest strength of 240 students, by the founders Er. M. VENUGOPAL RAO, Chairman and Er. M. SRIDHAR, Secretary & Correspondent. Ever since, it has been growing from the strength to strength and the stewardship of the Enlightened Management. This college has been situated in a panoramic area of 11.0 acres. This institution has assumed a place of pride and become a pioneer in imparting higher education. The management has pioneered the courses such as B.Tech, M. Tech, MBA and Diploma. The various courses run by the Management are endowed with a team of dedicated faculty working with the missionary zeal.

Vision of the Institution:
Our vision is to impart futuristic technical education transforming the students technically superior, ethically strong and self-disciplined to serve the nation as a valuable resource.

Mission of the Institution:
- ➤ To inculcate quality education by implementing innovative teaching-learning methods and state-of-the-art facilities.
- ➤ To enrich the intellectual know-how, credibility and integrity of the students to necessitate industry.
- ➤ To recognize as scholarly and influential leaders in engineering education, and to develop human power with creativity, advanced technology and passion for the betterment of future nation.

About the Information Technology Cell:

Information and Technology cell determined to provide technological products, services and facilities like Personal Computers (PCs), peripheral equipment, servers, telephones, Internet and application software to its employees for official use. The cell defines rules, regulations and guidelines for proper usage and maintenance of these technological assets to ensure their ethical and acceptable.

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The Vision of the Information Technology Cell: To establish a firm administrative structure in order to reach the pinnacle of excellence by the best assimilation of Information Technology in all the administrative spheres.

Objective of the the Information Technology Cell: Aimed to provide technical facilities, services, assistance to administrative and academic departments.

Function and activities of Committee:

- ➤ Maintenance of Computer Hardware & Peripherals
- ➤ Purchasing the IT equipment and Receiving Complaints
- ➤ Solving the hardware related problems or OS
- ➤ Reporting incidents related to Network Operations
- ➤ Rebuilding the Computer System
- ➤ Coordination with internet unit
- ➤ Video Surveillance
- ➤ CCTV/IP Camera installation is in use
- ➤ Security Control Room Administration and Procedures
- ➤ Backups of Standalone System
- ➤ Wireless Local Area Networks
- ➤ Website Maintenance

Committee formation:
- ➤ Principal as chairman
- ➤ One senior faculty as Convener
- ➤ 4 -10 faculty as coordinators

Expected Outcome:
- ➤ Splendid administration.
- ➤ Transparency and accuracy.
- ➤ Best surveillance and security.
- ➤ Accurate accessibility of the information.
- ➤ Knowledge up gradation

Documents need to maintain:
- ➤ IT Equipment purchased
- ➤ List of Equipment available
- ➤ Record of Grievances
- ➤ Maintenance of CCTV footages.

PRINCIPAL
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VALLUR, ONGOLE-523 272 ANDHRA PRADESH