

IADIMPALLI SATYANARAYANA RAJU **INSTITUTE OF TECHNOLOGY**



(Approved by AICTE, New Delhi || Affiliated to JNTUK, Kakinada || An ISO 9001, ISO 14001 & ISO 45001 Certified Institute)

Recognized under2(f) of the UGC Act 1956 | Accredited by NAAC with 'A' Grade (3.10/4.00)

B.Tech M.Tech MBA Diploma

web: www.nsrit.edu.in mail: office@nsrit.edu.in

Extract of Institutional Policy Documents

IT Policy for Campus Surveillance, Classroom Surveillance, Software Applications Licensing Policy, Personal Gadgets & Backup and Replacement & Service Policies

Security and surveillance mechanism at NSRIT

Nadimpalli Satyanarayana Raju Institute of Technology (NSRIT) operates a Closed-Circuit Television (CCTV) system on all the areas of the campus to provide staff, students, and visitors with a safe environment and also to protect any sort of personal lose of the stakeholders. The purpose of the Standard Operating Procedure is to outline the Institute's approach on using the CCTV. All staff, students and visitors should have a reasonable expectation of being captured on CCTV daily. The following content briefs the security and surveillance mechanism followed in NSRIT.

1.1 Surveillance Mechanism

The CCTV cameras have been fixed at all strategic locations of the entire campus. The cameras located in the classrooms are designed to work during working hours and at other locations, it is round the clock. The video footages are stored under the control of the administrator in the IT Help Desk, which operates on the first floor of Block #1 with a dedicated team of IT Help Desk Professionals.

1.2 Privacy Aspect

The surveillance mechanism is generally designed to serve as one of the investigative tools and as a limited deterrent. The cameras shall not be placed in the locations where the people have an expectation of privacy. In limited situations, cameras may be used in such locations for investigative purposes, after proper authority for its use has been obtained. Only the Admin (IT Help Desk) and the authorized persons nominated by the Head of the Institution will conduct such investigations under the directions of the Heads of the Institution. No unauthorized persons shall be permitted in the camera rooms, or to view the captured footage. Further, the server room is protected with RFID based locking system.

1.3 **Operating Procedure**

Display units are provided in which the video footages of various working areas have been displayed and monitored as and when required during the working time. Other than the regular monitoring, the video footages will be investigated closely if any complaints have been raised from the stakeholders. If any incident happens, the following procedure has to be followed

a) The stakeholder(s) has/must raise the complaint to the concern department head either in the form of complaint letter or via email



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- b) The complaint will be further forwarded to the Head of the Institution where the severity of the complaint will be scrutinized
- c) Based on the severity of the complaint, the complaint will be further forwarded to the IT Help Desk for micro investigation
- d) Then, the administrator in the IT section and the nominees will do the investigation based on the video footages obtained and the stakeholders are normally prevented to see the footages
- e) Once the investigation is completed, the investigation report will be prepared and submitted to the Head of the Institution for further action
- f) Then, the report will be forwarded to the head of the department of the stakeholder who has raised the complaint and the same will be notified to the concern and the issue will be closed

1.4 Accessibility to control room

The CCTV footages are maintained in the storage server located in the IT section with high-end security. No one is allowed to view the video footages other the diligent staff of IT section nominated by the institute administration. If any complaint has been received, the IT section head and nominees will be allowed to watch the video footages for investigation. Proper electronic facilities are available for deeper investigations.

2. Software Applications Licensing Policy

NSRIT, being an educational institution, it strongly discourages the use the pirated versions of software applications that are in the part of curriculum. Further, the students are instructed not to install any sort of pirated versions or cracked versions in the department or common computer centre though the input devices are inactive, and the teachers shall sensitize the students not to use any sort of pirated versions. In case of training software applications by external vendors or SMEs, the concerned internal staff should sensitize them well in advance not to use to any sort of pirated versions. Students/or any other staff facilitating violating the above clause will be viewed seriously and it shall be considered as breach of violation of IT Policy under Clause 2.0.

3. Use of Personal Gadgets

The internal stakeholders, especially, teaching, and non-teaching staffs are strongly encouraged to use their own licensed version or open-source anti-virus applications for data security whenever they are working with Institutional data. Staff members are encouraged to take periodical backups and store in the institutional server at regular intervals taking the support of IT Help Desk, if needed. Further the staff members shall use only domain mail IDs for all communications either within or outside the institution. In case if any members of faculty are availing long leave, the data may be shared to the IT Help Desk or the concerned and upon which the leave will be Santioned. Further, in case any damage, replacement can be done for a short duration with Institutional laptop on returnable basis till it is being serviced.



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4. Replacement and Service Policy

The members of faculty who are using the official and designated laptops or desktops, the servicing and maintenance will be periodically done or whenever any complaints being raised by the user. However, it is strongly discouraged to open the gadgets on your own and it is nor permitted on any ground. It will be treated as violation of IT Policy. In case repairs with minor issues, servicing will be done within a. day or two with backup systems till the service gets over.

The members approaching servicing or any sort of installations for those who are using personal gadgets, IT Help Desk will take care of the complete formalities only if the IP address is registered with the office followed by the request with due approval from the Head of the Department. In case of any change of major electronic components, the members shall take the load of payment and will be linked to our servicing partner.

5. Any other items missed out here shall be reviewed based on the genuineness and will be considered, with appropriate approval from the concerned

Dr. J. Raja Murugadoss Director

N.S. Raju Institute of Technology (A) Sontyam, Visakhapatnam-531173

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Internet levels line 25 Mbps Paris of 01.01.2021 to 31.03.2021

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	ujatha Nagar,Pendurthi, 'isakhapatnam-530051						APATNAM.						
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In Words-Fifty Seven Thousand Five Hundred Twenty Five)

For Sri Balaji Associates AJI ASSOCIATES AUTHORISED ROLL OF AUTHORISED SIGNATURE AUTHORISED S

Based on P.O. dated 23/10/17 of 18/11/17 25Hbps loosed lone. Internt period 01/01/2021 to 31/03/2021

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BILL FROM:

RR INTERNET ISP

rrinternet.in@gmail.com

#1-47-73, near Ambedkar statue, Tagarapuvalasa Jn, Visakhapatnam-Dist Andhrapradesh - 531162 GSTIN -37AAZFR1249P1Z5 93 25th. Mar 2021
CUSTOMER ID TERMS
103.141.246.138 /29 Net 30 Days

BILL TO:

NS RAJU INSTITUTE OF TECHNOLOGY

Sontyam - Vill

Anandapuram Mandal

Visakhkapatnam-Dist

531173

pchandureddy@gmail.com

DESCRIPTION	QUANTITY	RATE	AMOUNT
25M fiber maintenance charges (Quarterly)			2 - 1 - 19 - 19 - 19 - 19 - 19 - 19 - 19
Jan.2021	25M	650,00	16250.00
Feb.2021	25M	650.00	16250.00
Mar.2021	25M	650.00	16250.00
period (1st Jan=2021 to 31st Mar. 2021)			10200.00
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	SUB TOTAL		48,750.00
	SGST 9%		4387.00
THANK YOU	CGST 9%	2 - Sept. 19	4387.00
	Total		57,524.00



Payment can be made cheque favoring "RR INTERNET ISP". (or) Transfer to A/C no.034110100000012, IFSC- IBKL0031VCB, Visakha co-operative Bank LTD, Tagarapuvalasa-Branch.

Based on P.O. Dated 23/10/17 8 18/11/17 25 MBPS Levent line Internet Period 01/04/2021 To 30/06/2021

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July 1

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ujatha Nagar,Pendurthi,	VISAKHA	APATNAM.									
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Bank details: Sri Balaji Associates,	Sontyan		,								
C.A/c no: 652001010050160, IFSC Code:	LIBINOS652	02			APATNAM.						
Jnion Bank Of India, Sujathanagar Branch		02,									
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GST: 37ADMFS8281J1Z9				GST: LR No.							
Description of Supply of Goods		-		% of					· ·		
Sl.No. / Services	HSN/SAC	Qty	UOM	GST	Gross	CGST	SGST	IGST	Total		
Internet leased line 25Mbps subscription Quarterly charges	998717			18%	48,750.00	4,388	4,388		57,525.00		
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25 mbps per month(650X25=16250)	v		9								
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(In Words-Fifty Seven Thousand Five Hundred Twenty Five)

For Sri Balaji Associates

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RR INTERNET ISP

#1-47-73, near Ambedkar statue, Tagarapuvalasa Jn, Visakhapatnam-Dist Andhrapradesh - 531162 GSTIN -37AAZFR1249P1Z5 rrinternet.in@gmail.com INVOICE NO. DATE

4 1st April. 2021

CUSTOMER ID TERMS

103.141.246.138 /29 Net 30 Days

BILL TO:

NS RAJU INSTITUTE OF TECHNOLOGY

Sontyam - Viil

Anandapuram Mandal Visakhkapatnam-Dist

531173

pchandureddy@gmail.com

DESCRIPTION	QUANTITY	RATE	AMOUNT				
25M fiber maintenance charges (Quarterly)		<u> </u>	XIII.OOM;				
Apr.2021	25M	650.00	10000				
May.2021	25M		16250.00				
Jun.2021		650.00	16250.00				
period (1st Apr.2021 to 30th Jun.2021)	25M	650.00	16250.00				
							
	SUB TOTAL		48,750.00				
	SGST 9%		4387.00				
THANK YOU	CGST9%	10.00	4387100				
	Total		57,524.00				



Payment can be made cheque favoring "RR INTERNET ISP". (or) Transfer to A/C no.034110100000012, IFSC- IBKL0031VCB, Visakha co-operative Bank LTD, Tagarapuvalasa-Branch.

Bond on P.O. Robed 23/10/17 \$ 18/11/17 25MBPS Leahd line.

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09/07/2021

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Original Name & Address of Consignor Name & Adress of Consignee Sri Balaji Associates, Nadimipalli Satyanarayana Raju Institute Of Technology, 13-2,L N Nagar, Near Indian Bank, Sontyam, Sujatha Nagar, Pendurthi, VISAKHAPATNAM. Visakhapatnam-530051 PO No: PO Date: Shipping Address/Working address Bill No: 196 Bill Date: 01.07.2021 Nadimipalli Satyanarayana Raju Institute Of Technology, Bank details: Sri Balaji Associates, Sontyam, C.A/c no: 652001010050160, IFSC Code: UBIN0565202, VISAKHAPATNAM. Union Bank Of India, Sujathanagar Branch. 37ADMFS8281J1Z9 GST: LR No. Description of Supply of Goods % of SI.No. HSN/SAC Qty UOM Gross **CGST SGST IGST** Total / Services **GST** Internet leased line 25Mbps subscription Quarterly 998717 48,750.00 4,388 4,388 57,525.00 charges (Per Mbps-650) - From 01.07.2021 to 30.09.2021 25 mbps per month(650X25=16250) 25 mbps per 3 months(16250X3=48750) Total value of Supply of Goods / Services 48,750.00 Add: CGST 4,387.50 Add: SGST 4,387.50 Add: IGST Total Value 57,525

(In Words-Fifty Seven Thousand Five Hundred Twenty Five)

For Sri Balaji Associates

Authorised signatory



BILL FROM:

RR INTERNET.ISP

#1-47-73, near Ambedkar statue, Tagarapuvalasa Jn, Visakhapatnam-Dist Andhrapradesh - 531162 GSTIN -37AAZFR1249P1Z5

rrinternet.in@gmail.com

 INVOICE NO.
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 1st Nov.2021

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 103.141.246.138 /29
 Net 30 Days

BILL TO:

NS RAJU INSTITUTE OF TECHNOLOGY

Sontyam - Vill Anandapuram Mandal Visakhkapatnam-Dist 531162

pchandureddy@gmail.com

DESCRIPTION	QUANTITY	RATE	AMOUNT
25M fiber maintenance charges			
(1st July.2021 to 30th Sep.2021) Qurterly	3 Months	16250.00	48,750.00
(1st Oct.2021 to 31st Dec.2021) Quartelry	-3 Months	16250.00	48,750.00
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	SUB TOTAL		97,500.00
	SGST 9%		. 8775.00
THANK YOU	CGST 9%		8775.00
· '	Total		115,050.00



Payment can be made cheque favoring "RR INTI RNET ISP". (or) Transfer to A/C no. 258688944889, IFSC- INDB0000771, Indusind Bank Ltc. Dwarakanagar Branch, Visakhapatnam.

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Bused on P.O. sated 23/10/174/ 18/11/17 25 Mbps. leased line internet. Period. 01/07/21 to 30/09/21 2 quality of 10/10/21 to 31/12/21

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BILL FROM:

RR INTERNET.ISP.

#1-47-73, near Ambedkar statue, Tagarapuvalasa Jn, Visakhapatnam-Dist Andhrapradesh - 531162 **GSTIN -37AAZFR1249P1Z5**

rrinternet.in@gmail.com

BILL TO:

NS RAJU INSTITUTE OF TECHNOLOGY

Sontyam - Vill

Anandapuram Mandal

Visakhkapatnam-Dist

531162

pchandureddy@gmail.com

DESCRIPTION	QUANTITY	RATE	AMOUNT
25M fiber maintenance charges			
(1st July.2021 to 30th Sep.2021) Qurterly	3 Months	16250.00	48,750.00
(1st Oct.2021 to 31st Dec.2021) Quartelry	-3 Months	16250.00	48,750.00
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Payment can be made cheque favoring "RR INTERNET ISP". (or) Transfer to A/C no. 258688944889, IFSC-INDB0000771, Indusind Bank Ltr., Dwarakanagar Branch, Visakhapatnam.

Internet leased lare 50 Mbps Period 01-10-2020 to 31-12-20.).

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Name 1	Address of Consignor					10.				Original		
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						Nadimipalli Satyanarayana Raju Institute Of Technology,						
13-2,L N Nagar,Near Indian Bank,							m,					
Sujatha Nagar,Pendurthi,						VISAKH	IAPATNAM.					
Visakhapatnam-530051												
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	etails: Sri Balaji Associate:			-		Sontya	m,				8//	
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(In Words-One Lakh Fifteen Thousand Fifty)

For Sri Balaji Associares NJI ASSOCIARES AUTHORISED SIGNATOR AUTHO

Internet leased line 50 mbps.
Period - 01-10-2020 to 31-12-2020-

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DATE

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Net 30 Days

BILL FROM:

RR INTERNET ISP

#1-47-73, near Ambedkar statue, Tagarapuvalasa Jn, Visakhapatnam-Dist

Andhrapradesh - 531162 GSTIN -37AAZFR1249P1Z5 rrinternet.in@gmail.com

BILL TO:

NS RAJU INSTITUTE OF TECHNOLOGY

Sontyam - Vill Anandapuram Mandal Visakhkapatnam-Dist

531162

pchandureddy@gmail.com

DESCRIPTION	QUANTITY	RATE	AMOUNT
50M fiber maintenance charges (Quarterly)			
Oct.2020	50M	650.00	32500.00
Nov.2020	50M	650.00	32500.00
Dec.2020	50M	650.00	32500.00
period (1st Oct. 2020 to 31st Dec. 2020)			
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	SUB TOTAL		97,500.00
	SGST 9%		8775.00
THANK YOU	CGST 9%		8775.00
	Total		115,050.00



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Inhaunt period Dt: 01/10/2021 to 31/12/2021

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08/10/2024

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Original Name & Address of Consignor Name & Adress of Consignee Sri Balaji Associates, Nadimipalli Satyanarayana Raju Institute Of Technology, 13-2,L N Nagar, Near Indian Bank, Sontyam, Sujatha Nagar, Pendurthi, VISAKHAPATNAM. Visakhapatnam-530051 PO No: PO Date: Shipping Address/Working address Bill No: 244 Bill Date: 01.10.2021 Nadimipalli Satyanarayana Raju Institute Of Technology, Bank details: Sri Balaji Associates, Sontyam, C.A/c no: 652001010050160, IFSC Code: UBIN0565202, VISAKHAPATNAM. Union Bank Of India, Sujathanagar Branch. 37ADMFS8281J1Z9 GST: LR No. Description of Supply of Goods % of SI.No. HSN/SAC UOM Qty Gross **CGST** SGST **IGST** Total / Services **GST** Internet leased line 25Mbps subscription Quarterly 1 998717 18% 48,750.00 4,388 4,388 57,525.00 charges (Per Mbps-650) - From 01.10.2021 to 31.12.2021 25 mbps per month(650X25=16250) 25 mbps per 3 months(16250X3=48750) Total value of Supply of Goods / Services 48,750.00 Add: CGST 4,387.50 Add: SGST 4,387.50 Add: IGST Total Value 57,525

(In Words-Fifty Seven Thousand Five Hundred Twenty Five)

For Sri Balaji Associates

Prolan Koun

Authorised signatory