

# Control of Operational Software Policy

Vishwakarma University

Internal

<b>Title:</b> Control of Operational Software Policy	<b>Doc No.:</b>
<b>Approval Date:</b> 18-07-2020	<b>Review:</b> Annual
<b>Effective Date:</b> 19-07-2020	<b>Department:</b> System and Technology

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## 1. Purpose

To minimize the risk of loss of program functionality, exposure of sensitive information contained within VU's computing network, the risk of introducing malware, and the legal exposure of running unlicensed software.

## 2. Scope

This policy covers all computers, servers, and other computing devices operating within VU.

## 3. Objective

To control installation & access to software to minimize the risk of the exposure of sensitive information contained within VU's computing network, the risk of introducing malware, and the legal exposure of running unlicensed software.

## 4. Policy

- Software requests must first be approved by the CISO and then be made available to the Staff.
- Updating, installation and maintain integrity of the operational software, applications and program libraries shall only be performed by trained Administrator upon CISO's authorization.
- Software must be selected from an approved software list which includes open source/ Trial version/ Licensed software's and maintained by System Administrator, unless no selection on the list meets the requester's need.

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- Previous versions of application software shall be retained as a contingency measure.
- System Administrator will obtain and track the licenses, test new software for conflict, compatibility and integrity of the packages and perform the installation.
- The VU shall conduct extensive testing before implementing any software.
- Log shall be maintained for critical software updates.
- A roll-back plan shall be prepared by System Administrator before implementation of the software.
- Old versions of software shall be archived for 1 year, together with all required information and parameters, procedures, configuration details and supporting software for as long as the data are retained in archive.
- Physical or logical access shall be only given to suppliers for support purposes when necessary and with CISO's approval. The supplier's activities should be monitored.
- Any decision to upgrade to a new release shall take into account the business requirements for the change and the security of the release.
- Computer software may rely on externally supplied software and modules, which shall be verified to avoid unauthorized changes, which could introduce security weaknesses.

## 5. Enforcement

Any Staff found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

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## 6. Reference Documents

- Change management policy
- HR IT policy
- Acceptable use of information assets policy

## 7. Distribution List

The following users have access to this policy:

- All Staff of Vishwakarma University

## 8. Acronyms/Definition

- Malware: A wide variety of programs created with the explicit intention of performing malicious acts on systems they run on, such as stealing information, hijacking functionality, and attacking other systems.
- VU: Here it refers to Vishwakarma University
- Staff: Here it refers to Teaching Staff/ Non-Teaching Staff/ Office Staff/ Peons

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