Policy Document for IT Infrastructure

Introduction:

Education and Information Technology (IT) are inseparable. IT is complementary and supplementary to education though it has become now a discipline by itself. It has a set of tools and means to achieve the required outcomes of education. Though IT cannot replace teachers in the formative stages, it can be employed effectively by teachers in their job of employing teaching-learning process.

Executive Summary:

Department of IT has been instituted from the inception of the Tantia University. In continuation of this development, the Institute has created a committee of experts to develop a policy and procedures to establish adequate suitable infrastructures for IT. This policy document brings out the conditions under which access to the network and computing services at Tantia University, are granted to the users. It is subject to revision from time to time without advance notice.

Department of IT is a central agency to provide continuous support to upgrade the IT infrastructure as per the norms of UGC apart from offering instructions to its students who learn IT as a discipline. It looks after the requirements of various departments and library and ensures that all the issues are taken care of. The maintenance of the hardware and software available in the departments is under the control of IT department.

Anyone of the Institute who needs to use computing or network resources / equipment must agree to the conditions of this policy, failing which the access to the facilities will be withdrawn.

Objectives of the policy:

- To maintain all the systems, UPS and other peripheral accessories in the Institute.
- To ensure proper utilization of systems in the campus.
- To monitor the functioning and maintenance of the hardware and peripheral devices allotted to the departments, faculty and students.
- To provide Intranet and internet access to all the stake holders with adequate maintenance.

Tantia University

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(Established by State Govt. Act 32 of 2013 & U/S 2 (f) of UGC Act. 1956)

- To maintain website and ensure proper functioning of the ERP portal.
- To monitor the use of social media for dissemination of information among all the stake holders.
- To monitor the utilization of energy resources in all the laboratories of the campus.

Salient Features of IT Policy:

- This policy statement has been framed in line with the guidelines of Government of India and are subject to interpretation in the light of the existing laws of the country.
- The primary usage of IT resources is for academic and research purposes. In case of any conflict of interest, academic usage shall be given priority over non-academic requirements.
- Each individual or department is given a log in account for this purpose using which they can authorize/access either the network or other resources. The user is solely responsible for any use/misuse of these resources, including any malicious or illegal material that may result during activities.
- The use of the account of another person, with or without permission, is not allowed under any circumstances and shall be liable for suspension of accounts followed by penal action.
- The institute shall permit the use of only licensed software and users of pirated/ unauthorized software shall be liable for punishment and legal action and all financial liabilities arising out of this misuse shall be borne by the user.

Clause-1: Privacy Policy:

The users are expected to respect the privacy of fellow users and must not allow any other person to use their password or share their account. It is their responsibility to protect their account from unauthorized use by changing their passwords frequently. Users may share the required files through their own cloud or other sharing software with proper access control.

Users shall exercise care while entering their passwords at unauthorized sites and should not be misled by purported emails from admin or other IDs. Every user must verify the sender's signature before trusting such emails. Any attempt to circumvent system security, guess others' passwords or gain unauthorized access to local or network resources is

forbidden. Users shall not use another computing account, attempt to forge an account identity or use a false account or email address.

Clause-2: Security:

- All PCs, Laptops and workstations should be secured with a password or by logging off when the host shall be unattended.

- All equipment placed in public locations are for general use and University cannot guarantee that such machines are free of viruses and other malicious software. Users are expected to take adequate precaution and delete all personal information before logging out of these machines.

- Any derogatory / inflammatory postings by the students or staff are prohibited.

- Users are not allowed to extend or otherwise tamper with the institute network.

- Users who are aware of any breach of IT security in any part of the IT infrastructure, must report such situations to the system administrator or department representative responsible for IT security in that unit.

- All the hosts used by the user that are connected to the institute internet/intranet whether owned by the user or not, shall be continuously executing approved virus scanning software with a current virus database.

Clause-3: Internet Usage:

- Controlled internet access may be provided to staff, students, visitors, partners and suppliers based on 'need to access' and shall be monitored.

- Access to internet shall only be through firewall when operating in University domain.

- The access to internet shall always be used for official requirements only.

- All official communications shall be routed through official Email ID only. Any deviations shall be considered as violation of the policy.

- The ability to connect with a specific website does not in itself imply that users are permitted to visit that website.

- Users should be aware that University accepts no liability for their exposure to offensive material that they may access via the internet.

Implementation of the policy:

The Institute encourages FOSS (Free Open-Source Software) in all categories with a view to promote research and innovation through customization and incremental development in source codes by students and faculty for usage and experimentation. Apart from Open source, the Institute possesses various proprietary software for various laboratories with proper licenses. A team of Lab Administrators take care of proper downloading and installation of software in various computer laboratories upon request by the departments. All the systems are protected by regulated uninterrupted power supplies, with a backup support of one hour. These systems and UPSs are maintained by designated in-house skilled technicians and outsourcing agencies as well.

The institute gives internet and intranet facility to the students, faculty, staff and research scholars to access learning materials, administrative communications, academic details and financial transactions. Certain education and research materials are made available on the website for the public to have awareness about the different trends and developments in the present education scenario.

Firewall has been provided to avoid unethical usage in the Institute and any violation is easily tracked through the utilization log and other software.

A team of academics and administrators continuously monitors the uploading of the relevant activities on the website and social media.

All departments and faculty members have been provided with the required computers and peripherals as per the norms and ratio prescribed by UGC. The utilization of air-conditioners and the systems in all the laboratories are monitored to ensure that the campus is environment friendly.