

## **AIMS Institutes IT Policy**

### **Purpose of IT Policy:**

- To maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the College on the campus.
- To establish College-wide strategies and responsibilities for protecting the information assets that are accessed, created, managed, and/or controlled by the College.
- To work as a guide to stakeholders in the usage of the College's computing facilities including computer hardware, software, email, information resources, intranet and Internet access facilities.
- To set direction and provide information about acceptable actions and prohibited actions or policy violations.

### **Scope of IT Policy:**

- College IT Policy applies to technology administered by the College centrally or by the individual departments, to information services provided by the College administration, or by the individual departments, or by individuals of the College community
- This IT policy also applies to the resources administered by the departments such as Library, Computer Labs, Laboratories, and Administrative Offices of the College
- Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subjected to the Do's and Don'ts detailed in the College IT policy.
- Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the College's information technology infrastructure, must comply with the Guidelines.

- IT policies broadly concentrates on the following areas
  - IT Hardware Installation and Maintenance Guidelines
  - Software Installation and Licensing Guidelines
  - Network (Intranet & Internet) Use Guidelines
  - E-mail Account Use Guidelines
  - Web Site Hosting Guidelines
  - College Database Use Guidelines
  - Role of Network/System Administrators

## **IT Hardware Installation and Maintenance Guidelines:**

- IT Hardware Installation and Maintenance is performed by System Administrators
- Faculty and the departments can submit IT Hardware requirements based on their academic requirements.
- Procurement of IT Hardware should be initiated based on the availability of stock and the requirements submitted by the departments.
- Stock Register should be updated immediately when IT Hardware is procured.
- IT Hardware Installation and maintenance services are provided only after receiving an approval from the concerned Head of the Department and the Principal.
- Maintenance of Computer Systems should be done periodically by System administrators and the same need to be recorded in Maintenance register.
- Movement of IT Hardware within the college or outside the college should be recorded in Movement Register.
- The major e-waste such as written off instruments /equipment's, CRTs, Printers, Computers, batteries should be sold regularly.
- The Faculty or The Department is solely responsible for the IT Hardware provided to them and any damage or loss or theft need to be addressed bared by them only.

## **Software Installation and Licensing Guidelines:**

- College IT policy allows authorized and open source software installation on the College computers. In case of any violation the College will hold the Department/Individual personally responsible.
- Open source software should be used in their systems wherever possible.
- Licensed software need to be installed in the systems.
- Antivirus Software need to be procured and installed in the systems
- Backups of Data should be taken periodically by the system administrators and stored in External Hard Disk.
- Software's used for academic and administrative purposes should adhere to ISO standards

## **Network (Intranet & Internet) Use Guidelines:**

- Any computer (PC/Server) that will be connected to the College network should have an IP address assigned by the System Administrators.
- An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port.
- Change of the IP address of any computer by staff or student is strictly prohibited.
- Configuration of a network will be done by system administrators only.
- Individual departments/individuals connecting to the College network over the LAN may run server software only after bringing it to the knowledge of the System Administrators.
- Access to remote networks using a College's network connection must be in compliance with all policies and rules of those networks.
- Internet and Wi-Fi facilities should be used for academic and administrative purpose only.

## **Email Account Use Guidelines:**

- Every faculty is provided with an E-mail
- The E-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the E-mail facility for illegal/commercial purposes is a direct violation of the College's IT policy and may entail withdrawal of the facility.
- Faculty should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
- Impersonating email account of others will be taken as a serious offence under the College IT security policy.
- It is ultimately each individual's responsibility to keep their e-mail account free from violations of College's email usage policy.

## **Web Site Hosting Guidelines:**

- The College Website should be used to provide academic and administrative information for its stake holders.
- Website Updation Committee is responsible for content updation and maintenance of the website.
- Maintain up to date pages. Proofread pages and test links before putting them on the Web, and regularly test and update links.
- The contents hosted on website should be correct and clear.
- The departments, and Associations of Teachers/Employees/Students may have official Web page on Website. Official Web pages must conform to the College Web Site Creation Guidelines.
- LMS can be linked to the website so that Faculty may post class materials (syllabi, course materials, resource materials, etc.) on the Web to facilitate eLearning
- Website Updation Committee need to take proper measures in safeguarding the security of the data hosted on the website

## **College Database Use Guidelines:**

- The databases maintained by the College administration under the College's e-Governance must be protected.
- College is the data owner of all the College's institutional data generated in the College.
- Individual or departments generate portions of data that constitute College's database. They may have custodianship responsibilities for portions of that data.
- The College's data policies do not allow the distribution of data that is identifiable to a person outside the College.
- Data from the College's Database including data collected by departments or individual faculty and staff, is for internal College purposes only.
- One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights. Through its data access policies the College makes information and data available based on those responsibilities/rights.
- Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the IQAC Office of the College
- Requests for information from any courts, attorneys, etc. are handled by the Office of the College and departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies are to be forwarded to the IQAC Office of the College for response.
- At no time may information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation or other purposes.
- All reports for UGC, MHRD and other government agencies will be prepared/compiled and submitted by the Dean, IQAC coordinator, Controller of Examinations and Finance officer of the College.

- Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to.

Certain violations of IT policy laid down by the College by any College member may even result in disciplinary action against the offender by the College authorities. If the matter involves illegal action, law enforcement agencies may become involved.

### **Responsibilities of Network/System Administrators:**

- To Design College Network and perform Backbone operations
- To follow Global Naming & IP Addressing conventions
- To review the existing networking facilities, and need for possible expansion.
- Configuring and maintenance of Wireless Local Area Networks
- To configure and maintain IT facilities provided in class rooms, Labs and Semi
- To receive and address complaints from users of college network
- To Maintain servers in the server room
- To look into the Maintenance of Computer Hardware, Peripherals and Networking devices.
- To discourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

### **E-waste Management:**

- The Institution has undertaken a number of E-waste Management initiatives with the objective of creating an eco-friendly environment in the campus.
- E-Waste Management: Electronic goods are put to optimum use; the minor repairs are set right by the Laboratory assistants and teaching staff; and the major repairs are handled by the Technical Assistant and are reused.
- Old configuration computers and LCD Projectors are transferred to the schools run by our education society.

- The major e-waste such as written off instruments/equipment, CRTs, Printers, Computers are sold out.
- UPS Batteries are recharged / repaired / exchanged by the suppliers.
- Electronic gadgets, circuits, kits have been written off on regular basis and then it is sold out to buyers
- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.
- The waste compact discs and other disposable non-hazardous items are used by students for decoration
- The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.