



*Guru Ghasidas Vishwavidyalaya*

## **IT Policy**

## Preamble

In today's IT world it is very important for the University to provide secure, fast, and latest IT infrastructure for students, teachers, officers, and employees so that they can achieve the highest level of growth and satisfaction in their fields. Availability and quality of information in the University are determined by the type of IT infrastructure and implementation strategy for IT policy. Only a cost effective IT infrastructure that focuses on a set of well-defined objectives of the IT policy can serve the broad objectives of academic and administrative effectiveness.

## Objectives

1. To provide an information technology infrastructure that enables users to identify opportunities, improve performance, and comprehend their professional environment.
2. To develop and preserve information as a University resource and to provide infrastructure that enables users to access complete, concise, and timely information in a consistent manner.
3. To develop applications that are user-friendly, have a high professional value, and have a high technological impact through the use of proper IT planning.
4. To enable the controlled and rapid exchange of information in a variety of formats across multiple locations.
5. To ensure effective control and maintenance of information technology infrastructure, including the establishment of a system of application and service access, as well as security procedures.
6. To actively seek out and identify information technologies that will provide the University with a strategic advantage and to pursue opportunities to acquire such technologies that will help the university overcome competitive barriers in academic, administrative, procurement, and manpower management.
7. To design and develop a comprehensive plan for information technology infrastructure that will serve as a guide for the application development effort's future direction. This may include a robust system for evaluating existing and proposed applications on a regular basis in terms of their contribution to the University's success.

## Hardware Policy:

All the hardware will be purchased for the University with ideally 3 years of on-site comprehensive warranty and Annual Maintenance Contract (AMC). Quality hardware with latest configuration should be purchased to create the best IT infrastructure for the University. The



Handwritten signatures of various individuals, including names like P. S. Pan, K. S., P. S. Pan, A. S., and P. S. Pan.

department / section /concerned person should ensure the use of IT resources from the date of installation. The end user should start the renewal process of IT hardware at least 6 months in advance so that it can be done in time. The latest hardware may be purchased if AMC is not available further.

**Software & Enterprise Resource Planning (ERP):**

All software (operating system, antivirus software and necessary application software) installed on University IT Infrastructure should be licensed. Software available on the system allotted to any user should be used exclusively by the concerned user.

The website is widely viewed worldwide by students, parents, and common people. It will be the endeavour of Website Committee to make the web-content accessible to all sections of the society. In order to achieve this, it is recommended that the website content shall be hosted in the official languages (Hindi) of India, in addition to English, as much as possible.

Any information available on the website is always considered to be authentic and therefore, the concerned HOD (for the departmental web-pages), individual faculty (for individual information) and the section heads are responsible for the authenticity of the information which is available on the website pertaining to their department or section.

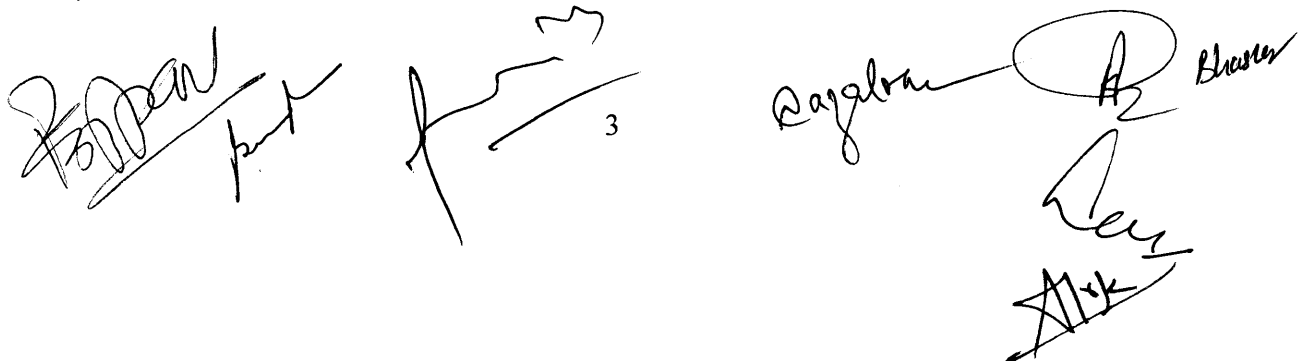
The content of the policy may be reviewed periodically by the concerned HODs, faculty members and section heads if the circumstances so arise.

**Network & Internet facility:**

The NKN LAN network facility is provided by Dynamic Host Configuration Protocol (DHCP). Nobody is allowed to use any IP address randomly without prior permission.

The end user should use the internet facilities only for academic, R&D and administrative purposes.

Each wi-fi user is allowed to connect a maximum of two devices (preferably one laptop and one mobile) with the username and password issued to him/her.



The bottom of the page contains three handwritten signatures. The first signature on the left is written in cursive and appears to be 'Rajendra'. The middle signature is also in cursive and includes a small crown-like symbol above it, with the number '3' written below. The signature on the right is written in a more stylized cursive and includes the name 'Rajendra' written vertically to its left, a circled 'A2' above it, and the name 'Bhawan' written to its right. Below these signatures are several other handwritten marks and initials, including what looks like 'Raj' and 'AK'.

No individual is allowed to disturb the network switches, racks, access points and other devices installed at different places in the campus for distribution of network.

It is advised to take prior permission of IT cell for digging anywhere in the campus so that the fiber optic cable (FOC) can be protected and uninterrupted internet facility can be provided 24x7 in the campus. The company or contractor will be held responsible for cutting the OFC cable and will be charged for repair/maintenance of the same.

### **End User policy**

1. The end users should maintain the security measures for the hardware allotted to them.
2. The end user has to ensure that the use of IT infrastructure provided by the University is done for administrative and academic purpose only.
3. The user is personally liable for all network traffic generated by him or her.
4. The user agrees not to use any of the IT infrastructure for commercial purposes or to host data services for other people or groups, and to refrain from hosting or broadcasting information that may cause harm to others or that may be deemed objectionable or illegal under Indian law.
5. In electronic communications or network traffic, the user shall not attempt to deceive others about his or her identity. Additionally, the user will refrain from using GGV's information technology resources to threaten, intimidate, influence, or harass others.
6. The user will not infringe on anyone's privacy. In particular, the user will refrain from attempting to gain unauthorized access to other people's computers (hacking), accounts, files, or information without their knowledge and explicit consent.
7. The user should understand that the IT resources provided to him or her are subject to monitoring on a case-by-case basis, as determined in consultation with the GGV administration.

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GGV administration will have the right to modify/ update these guidelines whenever necessary, looking at the circumstances.

Pravin  
Alok  
Regalwa  
Bharat