



Education to Eternity

J D College of Engineering & Management

IT Policies & Guidelines

J D College of Engineering & Management

IT Policy

PREAMBLE

The JDCEOM Autonomous College Nagpur Information Technology(IT) Policy sets forth the policies that govern the responsible usage of all users of the college's information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of college is expected to be familiar with and adhere to this policy. Users of the campus network and computer resources ("users") are responsible to properly use and protect information resources and to respect the rights of others.

Applicability

The IT Policy applies to all college faculty, staff and students and all others using the IT resources, whether personally or of college owned, which access, transmitter store various types of related information.

Objectives

Each user of the College Information Resources must ensure that it is used for promoting the mission of the College towards teaching, learning, research, and administration. In particular, the major objectives of this document are:

- ✓ To ensure the integrity, reliability, availability, and superior performance of the College IT Systems
- ✓ To ensure that the IT resources protects the official e-identity (allocated by the College) of an individual
- ✓ To ensure that all the users of the College are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules

Need for IT Policy

- Basically, the college IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the college on the campus.
- This policy establishes College-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the College.
- Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information

Intranet & Internet services have become most important resources in educational institutions & research organizations. Realizing the importance of these services, JDCEOM Autonomous college took initiative way back in 2008 and established basic network infra structure in the academic complex of the College.

Over the last Ten years, not only active users of the network facilities have increased many folds but also the web-based applications have increased. This is a welcome change in the College's academic environment. Now, the College has about 30 network connections covering Ten departments across the campus. All the faculty members using this network for teaching and learning.

JDCEOM Autonomous college is getting its Internet band width from Ishan and In Cable. Total band width availability from Ishan and In Cable source is 500 Mbps.

While educational institutions are providing access to Internet to their faculty, students, and staff, they face certain constraints:

- Limited Internet band width.
- Limited infra structure like computers, computer laboratories,

- Limited financial resources in which faculty, students and staff should be provided with the network facilities and Limited technical man power needed for network management.

On one hand, resources are not easily available for expansion to accommodate the continuous rise in Internet needs, on the other hand uncontrolled, uninterrupted, and free web access can give rise to activities that are neither related to Teaching/learning processes nor governance of the College.

At the outset, we need to recognize the problems related to uncontrolled surfing by the users:

- Prolonged or intermittent surfing, affecting quality of work
- Heavy down loads that lead to choking of available band width
- Confidential information being made public.
- With the extensive use of the Internet, network performance suffer sin three ways:
 - When compared to the speed of Local Area Network (LAN), Internet traffic over the Wide Area Network (WAN) is a potential bottleneck.
 - When users are given free access to the Internet, non-critical downloads may clog the traffic, result in gin poor Quality of Service (QoS) and affecting critical users and applications. When computer systems are networked, viruses that get into the LAN, through Intranet/Internet, spread rapidly to all other computers on the net, exploiting the vulnerabilities of the operating systems.
 - Too many concurrent users who are on the high-speed LANs trying to access Internet resources through a limited band width, create stress on the Internet band width available.
 - Every download adds to the traffic on the Internet. This adds to costs and after a point, brings down the Quality of Service. Reducing Internet traffic is the answer.
 - Computer viruses attach themselves to files, spread quickly when files

are sent to others and are difficult to eradicate. Some can damage the files as well as reformat the hard drive, causing extensive loss to the enterprise. Others simply attach themselves to files and replicate themselves, taking up network space and slowing down the network.

Apart from this, plenty of employee time is lost with a work station being canned and cleaned of the virus. Emails, unsafe download, file sharing and web surfing account for most of the virus attacks on networks. Once they enter the network, viruses attach themselves to files, replicate quickly and cause untold damage to information on the network. They can slow down or even bring the network to halt. Containing a virus once it spreads through the network is not an easy job. Plenty of man-hours and possibly data are lost in making the network safe once more. So, preventing it at the earliest is crucial.

Hence, to securing the network, Internet Unit has been taking appropriate steps by installing firewalls, access controlling and installing virus checking and content filtering software at the gateway. However, in the absence of clearly defined IT policies, it is extremely difficult to convince users about the steps that are taken for managing the network. Users tend to feel that such restrictions are unwarranted, unjustified, and infringing the freedom of users. As IT users are aware, all the educational institutions worldwide have IT policies implemented in the irrespective institutions.

Without strong management policies, IT security measures will not be effective and not necessarily aligns with management objectives and desires. Hence, policies and guidelines form the foundation of the Institution's security program. Effective policies are assigned of due diligence, often necessary in the event of an IT audit or litigation. Policies also serve as blue prints that help the institution implement security measures. An effective security policy is as necessary to a good information security program as a solid foundation to the building.

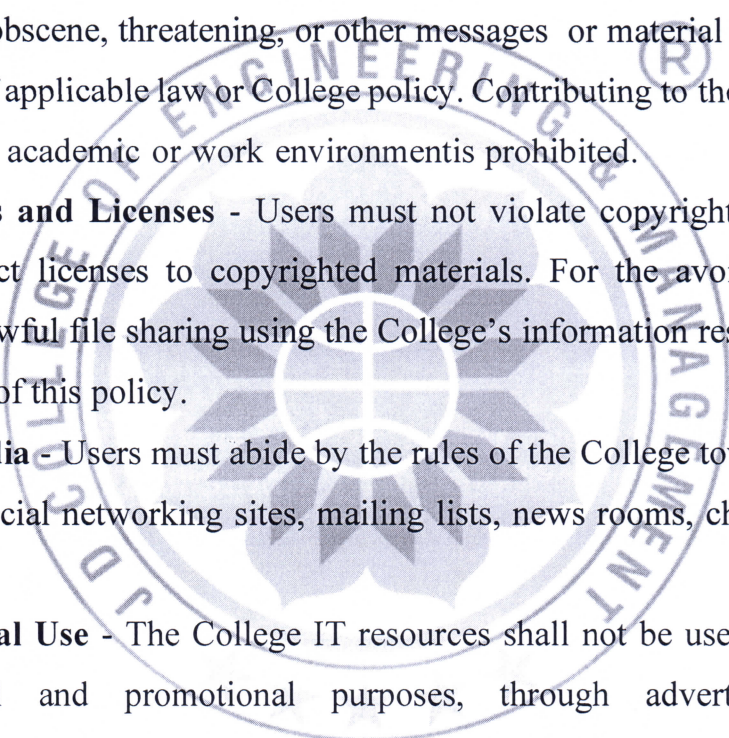
Hence, JDCEOM AUTONOMOUS COLLEGE, Nagpur also is proposing to have its own IT Policy that works as guidelines for using the College's computing facilities including computer hardware, software, email, information resources, intranet, and Internet access facilities, collectively called "Information Technology (IT)". Hence, this document tries to propose some IT policies and guidelines that would be relevant in the context of this College.

While creating these policies, every effort has been made to have a careful balance between security and the ability to conduct the rightful functions by the users. Further, due to the dynamic nature of the Information Technology, Information security in general and therefore policies that govern information security process are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changing requirements of the IT user community, and operating procedures. Purpose of IT policy is to set direction and provide information about acceptable actions and prohibited actions or policy violations. Guidelines are created and provided to help organization, departments and individuals who are part of college community to understand how College policy applies to some of the significant areas and to bring conformance with stated policies.

AREAS

IT USAGE AND PROHIBITIONS

- The users of the College shall make effective usage of campus collaboration systems, internet, wireless resources, official websites (including college website, conference website, journal portals, online admission systems, and course website), and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the College and e-Library resources.
- The College shall stress upon the users to comply with college policies and legal obligations (including licenses and contracts).

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- The College shall strive to arrange for awareness programs to acquaint the users with the effective usage of IT resources.
- **Prohibited Use** - The users shall not send, view, or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or College policy. Contributing to the creation of a hostile academic or work environment is prohibited.
- **Copyrights and Licenses** - Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file sharing using the College's information resources is a violation of this policy.
- **Social Media** - Users must abide by the rules of the College towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.
- **Commercial Use** - The College IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under college rules.

SECURITY AND INTEGRITY

- **Personal Use** - The College IT resources should not be used for activities violating the basic functionality and mission of the College, except in a purely incidental manner.
- The users must refrain from making any unauthorized access of information to promote secure access of Network and Computers.
- The competent system administrator may access the information resources for a legitimate purpose.
- **Firewall** - Additional procedures to maintain a secured flow of internet and intranet-based traffic in the campus shall be managed through the

use of Unified Threat management (firewall).

- **Anti-virus and security updates** - The regular updating of the anti-virus policy and security updates should be done for the protection of computing resources.

IT ASSET MANAGEMENT

- **Asset Management:** The College shall lay down processes for the management of hardware and software assets that facilitates the usage of IT resources in the College. This shall include procedures for managing the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the College.
- **Copying and Distribution:** The College shall ensure that there is no violation in the copying and distribution of proprietary and licensed software's.
- **Risks:** The College shall emphasize on managing the risks involved for the usage of IT resources. This shall include standard procedures for identification, minimization, and monitoring of risk impact by preventive and corrective measures. This should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access.
- **Open-Source Asset:** The College shall endeavor towards the promotion and effective usage of open-source software's.

OPERATING ASPECTS:

- **College Governance** - The College shall endeavor to ensure fair implementation of this policy to meet with the objectives of its formation. The responsibility of the management of operational aspects of IT resources is as per the hierarchical flow of the College governance structure.

The respective Head of the Institutes shall be responsible for compliance with all College policies relating to the use/ownership of information resources, keeping in mind the version and Mission of the College.

WEBSITE & TECHNICAL COMMITTEE at College Level shall coordinate various activities related to the adherence of the IT Policy in association with the IT Administrator of the College.

Individual Users - The Users are solely responsible for the activities they perform on College servers with their "User Name/Password" pairs and IP (Internet Protocol) address assigned to them.

VIOLATION OF POLICY

Any violation of the basic objectives and areas mentioned under the IT Policy of the College shall be considered as a violation and as a misconduct and gross misconduct under College Rules.

IMPLEMENTATION OF POLICY

For implementation of this policy, the College will decide necessary rules from time to time.

REVIEW AND MONITORING

The Policy document needs to be reviewed at least once in two years and updated if required to meet the pace of the advancements in the IT related development in the industry.

Review of this policy document shall be done by a committee chaired by Principal & Chairman IQAC of the College. The other members of the committee shall comprise of the Registrar, Website & Technical Committee, Head of the Departments and other members as nominated by IQAC.



IT POLICY JDCEOM, Nagpur

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