

GUJARAT VIDYAPITH, AHMEDABAD

Information Technology Policy (IT Policy)



Gujarat Vidyapith, Ahmedabad

Nr. Income Tax Office, Ashram Road

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Gujarat – INDIA

Preamble

Gujarat Vidyapith, Ahmedabad is committed to sustainable development through efficient utilization of resources including Information and Communication Technology (ICT). In today's digital era, it is of utmost importance to have a legal framework for effective use of IT infrastructure in the Gujarat Vidyapith.

The Information Technology (IT) Policy of the Gujarat Vidyapith defines rules, regulations, and guidelines for proper utilization as well as the effective maintenance of these technological assets to ensure their ethical and acceptable use and assure health, safety and security of data, products, and facilities along with users. The IT policy is applicable to all the users of IT services in Gujarat Vidyapith.

Vision

The Information Technology (IT) vision is to provide Gujarat Vidyapith with secure and smooth access to information resources and structures in all its forms through a reliable and robust infrastructure.

Mission

- To upgrade the information technology infrastructure regularly and remain at the cutting edge of technology.
- To conform to legalized use of software systems and applications.
- To provide fail-proof and secure IT infrastructure that can provide a platform for all types of information, statics, and dynamics.
- To ensure optimum utilization of IT infrastructure, keeping in mind its compatibility towards environment protection.

Objective

- Make the Gujarat Vidyapith more accessible to the present and prospective stakeholders and empowering them through enhanced access to information and quality services while improving governance using ICT.
- Facilitate effective communication for the learning enrichment and student engagement.
- Develop international linkages with a view to facilitate participation in regional, national, and international networks strengthening teaching, learning and research in the Gujarat Vidyapith.
- Create employment opportunities for the youth and improve their employability through ICT based educational initiatives and industry focused curricula and to help them participate in the ICT revolution, derive economic benefits, and eventually become self- reliant.
- Promote and strengthen new Information Technology Enabled Services (ITES)/ Information Technology (IT) destinations across the Gujarat Vidyapith by aiding in setting up quality IT infrastructure.
- Create world class ICT infrastructure for seamlessly connecting and integrating all ICT Service Providers and End Users.
- Use appropriate technological systems to improve communication and interaction between the Gujarat Vidyapith office and its Constituent Institutions.

Scope of ICT Policy

This policy applies to people, denoted as ‘users’ in this Policy, using the Gujarat Vidyapith ICT Resources including but not limited to:

- Students enrolled in various departments of the Gujarat Vidyapith.
- Permanent staff employed by the Gujarat Vidyapith.
- Temporary, casual or agency staff working for, or on behalf of, the Gujarat Vidyapith.
- Guests (staying in the Guest House of the Gujarat Vidyapith)
- Participant (Workshop/ Seminar/ FDP / STTP)

IT Infrastructure

The Gujarat Vidyapith has been in the forefront adopting technologies and providing IT enabled service to all its stakeholders. The policy provides a framework for the use of IT infrastructure and lays down Vision and Mission of the Gujarat Vidyapith in making all its task IT enabled. It also outlines a mechanism for establishing and maintaining the IT infrastructure at the Gujarat Vidyapith. The Gujarat Vidyapith has appropriate budgetary provision for expansion and updating its IT facilities including Wi-Fi.

The Gujarat Vidyapith has campus network and Wi-Fi facility with around 1200 nodes. 1 Gbps NKN Fiber optic cables are available for faster and efficient connectivity. Old and outdated computers are upgraded periodically. They are either replaced or enhanced with respect to configuration. Additional computing facilities are added based on the need arising out of requirements of students, research scholars, and faculty.

- 1) Bandwidth: 1 Gbps NKN line.
- 2) Physical Education and Sports Science, Sadra, Randheja and Ahmedabad, campuses interconnected with microwave wireless devices up to 700 Mbps speed capacity.
- 3) LAN Facility details: 1200 nodes LAN with OFC backbone.
- 4) Wi Fi details: Centralised controller with 40+ Access points.
- 5) Firewall: Unified Threat Management (UTM) XG next generation firewall, Sophos 500 iNG with user-based authentications, Instruction Prevention, VPN.
- 6) Antivirus details: Seqrite End point Security.
- 7) Exchange up gradation in calling service Servers and desktops, Network infrastructure are upgraded at regular interval of Time.
- 8) Software details (Inhouse Development like examination, APAR, etc., Server, Language base software).

Rules

- Gujarat Vidyapith shall maintain reliable computing facilities, computing network environment, and related infrastructure to facilitate education, research, instructional and approved services.
- Gujarat Vidyapith's students shall also be bound by all the rules and regulations formulated from time to time regarding the use of computing facilities provided to

them. Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of campus network resources.

- Any computer, peripheral or network capable device and personal devices connected to campus network must belong to or be formally registered or be hosted by IT Branch.
- IT Branch is responsible for provision and maintenance of computing facilities provided to users. The facilities are provided after the user secure approvals from competent authorities.
- IT Branch shall not be responsible for any failure of personal peripherals connected to Gujarat Vidyapith's equipment by the user.
- The individual or the department shall be responsible to report any hardware related and software related faults to IT Branch. IT Branch shall take necessary steps to resolve the related issue at the earliest. However, faults that require substantial additional financial expenses may need to be approved by competent authorities.
- All support calls attended by support personnel shall be documented and the user or department shall ensure that the service is complete in all respect including components that have been removed or replaced by the service personnel.
- IT Branch shall provide all necessary software for operating the devices allocated to the user including network control devices.
- IT Branch reserves the right to secure the administrative passwords for all the devices owned by the Gujarat Vidyapith.
- All software installed on the user machines shall be legal copies from the original vendors. Users are encouraged not to use any illegal or unlicensed versions of copyrighted software. Any user found using any illegal or unlicensed versions of copyrighted software will face legal action.
- IT Branch is responsible for the design, development, and maintenance of campus-wide network facilities that are used to connect all users, including facilities such as ISDN, leased data links, fibre optic backbone network or any other technologies that may be adopted.
- IT Branch will test and monitor the shared networks to detect problems and will take actions necessary to isolate the cause and correct the problem.
- Individual departments, users or user groups may develop their own local area networks or local communications environment within, only if those facilities are approved by IT Branch and meets developed network standards. IT Branch shall also reserve the rights to monitor such networks.
- Concerned department will be responsible for maintaining physical security of all network equipment and data communications cabling in campus equipment closets, between buildings and in network hub locations.

- IT Branch may shutdown the network services periodically for maintenance purposes. Users shall be informed well in advance regarding such outages.
- Execution of software programs are not permitted which excessively consume network or network server resources.
- Activities are not permitted that violate local administration, state, central government or recognized international organization or treaties.
- Initiating Denial of Service Attacks, Hacking, Cracking, or similar activities which disrupt the network services hosted internally and externally is not permitted.
- Users shall not use GVP network services to view, download, save, receive, or send material related to Offensive content of any kind, including pornographic material.
- Promoting discrimination based on race, gender, national origin, age, marital status, sexual orientation, religion, or disability, Threatening or violent behaviour are not permitted. Illegal activities are also not permitted.
- Spamming e-mail accounts from Gujrat Vidyapith e-mail services or computers is not permitted. Downloading or illegal digital use of materials protected under copyright laws are not permitted.
- In case of a gross violation, management will take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, and or disciplinary action. The user's computing and network access may be suspended.
- Proposed revisions of this policy should be reviewed by a committee which includes:
 - Vice Chancellor
 - Registrar
 - Branch Head – IT Branch
 - Coordinator- IQAC
 - Two members of IT Branch, Gujarat Vidyapith
 - Professor, Computer Department (Other University)
- The department is responsible for identifying the computing requirements for various academic and administrative departments in the campus and provides necessary computing facilities and Networking Infrastructure.
- All computing facilities in the campus are inter-networked. All buildings in the campus are linked through high-speed fibre optic cable or other for allowing seamless connectivity between departments functioning at these locations.
- All hostels and Academic Blocks at Gujarat Vidyapith are covered by the Wireless network (Wi-Fi). Faculty and students can connect to Wi-Fi using their Campus Domain Controller username and password.
- All faculty, staff and students are allotted email address on the Gujarat Vidyapith domain. The use of the email ID is governed by the Gujarat Vidyapith Email Use Policy.
- The Internet bandwidth is distributed to the campus network through a firewall. The firewall also has spam filtering, content filtering, IPS, virus scanning and bandwidth management facilities. The intranet portal can be accessed from any PCs in the campus.

- Organizing training programme to upgrade ICT skill of teaching and non-teaching faculty.
- Every department must keep back-up of relevant data.

Email Ids

- Gujarat Vidyapith's official email ids shall be provided to every person of the university and all communications in electronic form shall be through Gujarat Vidyapith's official email ids only.
- All the officials/teachers/students/staff of the university shall be provided with an official email id and any message received will be considered as official irrespective of the same message being received in hard copy or not.

Dos and Don'ts while using official email id:

- Do not circulate any unauthorized content which you are not fully aware of through official email id.
- Change the email id password frequently.
- Avoid forwarding the messages received from unknown sources using official email id.
- Do not open any link received from outsiders (unknown sources) on official email id.
- Do not send/forward any message containing abusive/offending/anti- social content.
- Do not use official email id to send any sensitive messages for campaigning.
- If there is any suspicion of the official email id being hacked, report to the IT Branch immediately.

Permissions to official email ids:

- The official Gujarat Vidyapith email ids of teachers/staff/officers leaving Gujarat Vidyapith shall be deactivated but the data will be kept for 5 years. However, it may be kept active with prior permission and approval of authorities.
- The official Gujarat Vidyapith email ids of students (UG and PG) shall be deactivated immediately after they complete their course and/or with permission of 2 years of completion of UG and PG.
- The official Gujarat Vidyapith email ids of PG students, whose course work involves research may be kept active for a period of 02 years from the time of their graduation on request.
- The official Gujarat Vidyapith email ids of research scholars shall be kept active for a period of 5 years.

- The official Gujarat Vidyapith email ids of teachers who leave the Gujarat Vidyapith after completing minimum 05 years of service shall be kept active unless requested to be deactivated.
- Request for Resetting/Forgotten password of official Gujarat Vidyapith email id of a teacher/student/officer/staff shall be given in prescribed form by applicant, and it should be forwarded by the competent authority.
- Activating/deactivating an email id of a teacher/student/officer/staff shall be decided upon request by the competent authority in prescribed form.
- Any misuse of official Gujarat Vidyapith email id by a former employee/student shall be immediately deactivated and it shall not be liable to be reactivated in any case.

Computer as a resource

- Every officials/teachers/staff of the university whether regular, temporary, or outsourced shall be provided with a computer to accomplish their day-to-day activities.
- It is the responsibility of the employee to upkeep the computer provided and shall not involve himself/herself in the misuse of the computer.
- He/she shall be responsible to get the computer repaired/updated through IT Branch. Any loss or damage to the computer shall be reported to the IT Branch and reporting officer immediately.
- An employee needs to surrender the computer, or any other peripherals of IT device issued by university before being relieved from the university in working condition (unless was reported of damage or malfunctioning).