Noida Institute of Engineering and Technology Greater Noida

INFORMATION TECHNOLOGY POLICY - NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY, GREATER NOIDA

Preamble:

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

Applicability:

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

1. Objectives

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

1.1 To ensure the integrity, reliability, availability, and superior performance of the NIET IT Systems

12 To ensure that the IT resources protects the official e-identity (allocated by the Institute) of an individual

13 To ensure that all the users of the Institute are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules

2. Areas:

21 IT usage and Prohibitions

2.1.1 The users of the Institute shall make effective usage of campus collaboration systems, internet, wireless resources, official websites (including college website, journal portals and online admission systems), and Learning Management Systems (LMS) and ERP solutions, Learning Management System, Remote Login based facilities of the Institute and e-Library resources.

2.1.2 Support and encourage the internal development of the E-Learning program by promoting and providing guidelines for learning, inclusion of E-Learning courses in faculty workloads, and technical support.

2.1.3 Provide informational resources and support services for students enrolled in online courses.

Encourage and support the use of Online Learning environments.

2.1.4 Transmitting, distributing & forwarding any online resources, files or programs of Institution that infringe any copyright, trademark or intellectual property rights or which exposes Institution to unauthorized legal obligations or liability.

2.1.5 The Institute shall stress upon the users to comply with Institute's policies and legal obligations (including licenses and contracts).

2.1.6 The institute shall strive to arrange for awareness programs to acquaint the users with the effective usage of IT resources.

2.1.7 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 Institute policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.

2.1.8 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 Institute's information resources is a violation of this policy.

2.1.9 Social Media - Users must abide by the rules of the Institute towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.

2.1.10 Commercial Use - The Institute 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.

2.2 Security and Integrity

2.2.1 Personal Use - The Institute's IT resources should not be used for activities violating the basic functionality and mission of the Institute.

2.2.2 The users must refrain from making any unauthorized access of information in order to promote secure access of Network and Computers.

2.2.3 The competent system administrator may access the information resources for a legitimate purpose.

2.2.4 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).

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

2.3 IT Asset Management

2.3.1 Asset Management: The Institute shall lay down business processes for the management of hardware and software assets that facilitates the usage of IT resources in the Institute.

2.3.2 This shall include procedures for managing the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the Institute.

2.3.3 Copying and Distribution: The Institute shall ensure that there is no violation in the copying and distribution of proprietary and licensed softwares.

2.3.4 Risks: The Institute 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.

2.3.5 Open Source Asset: The Institute shall endeavour towards the promotion and effective usage of open source softwares.

Director
Noida Institute of Engineering & Technology
19, Knowledge Park-II, Greater Noida-201 306

3. Operating Aspects:

3.1   Institute Governance - The Institute shall endeavour to ensure fair implementation of this policy so as 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 Institute governance structure.

3.2   The respective Heads of the Department shall be responsible for compliance with all the policies relating to the use/ownership of information resources, keeping in mind the Vision & Mission, Quality Policy of NIET.

3.3   Senior System Administrator working at Institute Level shall coordinate various activities related to the adherence of the IT Policy in association with the various departmental IT Administrator.

3.4   Individual Users - The users are solely responsible for the activities they perform on Institute/Department servers with their "UserName/Password" pairs and IP (Internet Protocol) addresses assigned to them.
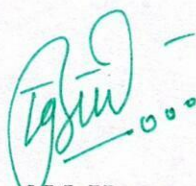
4. Violation of Policy:

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

5. Implementation of Policy:

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

6. Review and Monitoring:

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

Dr. Vinod M. Kapse
Director
Director
Noida Institute of Engineering & Technology
19, Knowledge Park-II, Greater Noida-201 306