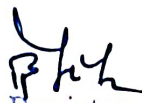


Information Technology (IT) Policy



**Sardar Vallabhbhai Patel University of Agriculture and
Technology, Meerut-250110 U.P. India**



Registrar
S.V.P. Uni. of Agri. & Tech.
Meerut-250110 (U.P.)

This policy is the guideline for appropriate use of all information technology enabled resources such as computers, networks, and the information contained therein.

Introduction:

Information technology is important in every walk-in life. It has a great impact on our education system. Various technologies have been used to improve the teaching and learning process. Information technology makes education system interested and effective. Students can learn better without getting bored and frustrated.

Policy Statement:

IT resources play a crucial role in achieving the objectives of teaching, learning and research. It is the responsibility of each Users of University network and computer resources to appropriately use and protect IT resources and to respect the rights of others. This policy is a guideline for safer and legitimate use of such IT resources.

The IT Policy applies to all teachers, staff, students and all others using the IT resources, whether personally or of University owned which access transmits or stores various types of related information.

1. Definitions

"Information Technology (IT) Resources" includes all the devices and technologies provided by the University, which access, process, store or transmit information.

"Information" includes both University's and an individual's personal information, both in public or personal domain.

"Individually owned resources" are IT resources that are purchased and owned by individuals and are being used within Institutional prerogatives.

2. Policies

General Policy

The University recommends its Users to safeguard

- (i) The integrity of IT resources,
- (ii) The privacy of electronic information, and
- (iii) Their own online identity from use by another individual.

User should not attempt to retrieve or gain unauthorized access to any other user's accounts and their IT resources. Users should safeguard the rights and privileges of owners and publishers over all copyrighted materials, licenses and on other information resources, no matter whether claimed or not.



Access to IT Resources

The University prohibits its users from gaining or enabling unauthorized access to forbidden IT resource on the University network. Any such attempt will not only be the violation of University Policy but may also violate national and international cyber laws, provisions under The Information Technology Act of India and infringe the principals of National Cyber Security Policy, and subject the user to both civil and criminal liability.

However, the University reserves all the rights to access and analyze the IT resource and Information for any legal and/ or institutionally provisioned operation, on its own or through its affiliates.

Non-transferable Identities

All user identities on the University network are non-transferable and shall not be shared or used by any other user. Any such known or unknown usage shall constitute violation of the University policy.

Proprietary nature of information

All the information belonging to other users (such as data, programs or any other digital material, passwords etc.) shall remain proprietary in nature and without obtaining specific permissions form respective users, other users shall not use or possess or share any such information in its original or modified form.

Legitimate Use of IT resources

The users of IT infrastructure of the University are also by default governed by the prevailing laws of the land. Further, current policy document broadly indicates University's commitment towards observing such security mandates and legal bindings. The 'users' are therefore also advised to be aware and remain compliant to various legal obligations, licenses, contracts and prevailing Information Technology Act of India, National Cyber Security Policy, etc.

Prohibited Use

The University prohibits its users from sending, viewing or downloading fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or University policy.

As a generalized policy, any contribution towards the destruction or distortion of congenial academic or work environment is prohibited.

Copyrights and Licenses

Users must not violate various IPR and copyright law(s), and licensing policies as associated with copyrighted materials and software. Any unlawful file-sharing, use of any form of illegal or pirated or un-licensed software, on the University's IT resources (including individually owned IT resource being used under Institutional IT privileges) is strictly prohibited and any such act shall constitute a violation of the University policy.

University also recommends to its students, faculty and office staff, to use Open Source Operating Systems (OS) and Processing Software (PS) such as respectively.



Role of IT Cell

OIC, IT Cell is responsible to implement the IT policy as approved by competent authority of the University.

- IT Cell is responsible for maintenance of the university owned computer systems and peripherals that are either under warranty or annual maintenance contract. Computer center is also responsible for maintenance and up-gradation of University website as per Policy.
- IT Cell may receive complaints from Departments or any administrative section, if any of the particular computer systems are causing network related problems.
- IT Cell will be responsible only for solving the hardware related problems or OS or any other application software that were legally purchased by the university and was installed by the company.
- IT Cell or its service engineers should not encourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.
- When the IT Cell or authorized service engineers reformat the computer systems and re-install OS and other application software, care should be taken to give the same hostname, IP address, network Mask, gateway as it was having earlier. Further, after installing the OS all the patches/latest service pack should also be properly installed. In case of anti- virus software, service engineers should make sure that its latest engine and pattern files are also downloaded from the net.

Terms of Use of Social Media

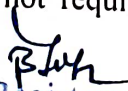
Effective use of social media platforms, the responsibly comes with challenges and the first challenge is to conduct social media practices clean/impartial to maintain the dignity of the University. By agreeing to abide by the terms of use of various online media forums, the users are expected to adhere with the norms as prescribed by respective social networking websites, mailing lists, chat rooms, blogs, etc. The OIC, IT Cell will create, access, monitor and supervised the official social media handle. He has

- Access all the social media authorized accounts of the University.
- Post information related to any academic/non-academic activity of any unit of the University.
- Block any account if found mis-dealing
- Interfere in social media conversations and to place clarifications on the behalf of the University.

Usage of Resources-

University IT resources should be used for Academic, Research and Extension purpose only, except when there is urgency to check personal e-mails, bank and other social accounts, news etc. University IT resources cannot be used commercially except when permitted by appropriate authority. The University does not require or recommend use of individually

IT Policy, SVPUAT, Meerut


Registrar

SVPUAT, Meerut
Meerut-250110 (U.P.)



owned IT resources to conduct institutional tasks. However, any such use must comply with the University policies and other requirements for which such use has been permitted.

Protection of IT Resources

Users must respect and maintain adequate level of confidentiality, integrity and availability of information and IT resources.

Confidentially

Unless a user has proper authorization, no user should attempt to gain access to information and disclose the same to self or other unauthorized users. The broader concept of data privacy must be honored by each user.

Integrity

No user should attempt to vandalize damage or change any data inappropriately, whether by accident or deliberately. The basic notion of trustworthiness of information resources must be preserved by all of its users. Any interference, disruption or encroachment in the University's IT resources shall be a clear violation of the University policy.

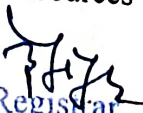
Access of Information to Legal and Institutional Bodies

As a part of certain investigation procedures, the University may be required to provide its IT information, resource and/ or records, in parts or full, to third parties. Also, for proper monitoring and optimal utilization of institutional IT resources, the University may review, analyze and audit its information records, without any prior notice to its Users. Further, the University may also seek services from third-party service providers. Accordingly, the users can only have reasonable expectation of privacy on the University's IT resources.

3. IT Resource Management

Management and operation of IT resource is the responsibility of concerned head of respective department to which that IT resource belongs. It could be the Dean, Head of Department, Principal Investigator, Coordinator of certain facility or any other competent authority with whom such IT resource has been associated. Compliance of the University's IT Policy shall be the sole responsibility of the aforesaid officials for the IT resources of their concern. For convenience, aforesaid officials may designate another person to manage and operate respective IT resource (designated as Incharge, IT resources) but responsibility for policy compliance on respective IT resources shall still remain with the concerned official only.

The OIC, IT Cell will manage and operate IT resources as per the policies of the University
IT Policy, SVPUAT, Meerut


Registrar

S.V.P. Uni. of Agri. & Tech.
Meerut-250110 (U.P.)

In the interest of better safety of user(s) or the user community, appropriate policy compliance or due to legal proceeding, all or part of IT resources may be monitored and/ or analyzed or audited with or without any prior notice to any or all the users, by the University or through third-party service providers. Only the competent authority may authorize this type of exhaustive inspection and monitoring.

Teamwork and Cooperation

The University solicits wholehearted cooperation and sincere support from its users of IT resource during any investigation of policy abuse and/ or cyber-crime. Instances of non-cooperation from any user shall constitute the grounds for suspension or cancellation of access to IT resources or other disciplinary actions.

6. Non-compliance of Policy and Consequent Abuse

Non-compliance of the Policy and consequent abuse of IT resources may attract appropriate disciplinary action up to and including discharge, dismissal, expulsion, and/or legal action. Violation of this policy may also indicate that a user may also have violated the legal prerogatives as permitted under prevailing cyber laws and acts. If established, such action may also lead to severe civil or criminal proceedings as per the applicable laws and provisions.

CAUTION: Various laws as applicable in real world may also be applicable in cyberspace. Users of IT resources are *not* exempted from existing laws about libel, harassment, privacy, copyright, licenses, stealing, threats, etc. Any abuse of IT resources may lead to severe consequences and legal proceedings.

References- IT Policy documents of: Lucknow University, IIT BHU, University of Allahabad.



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Information Technology Policy, SVPUAT

Mandatory Undertaking

By signing-up this declaration (Annexure – I), the signatory user will hereby adopt and enact the University’s Information Technology Policy” along with the following explicit Undertaking in online form.

1. [My Computer] I understand that the term “My Computer” binds me with all the IT resource for which I am responsible. I shall be responsible for all of my usage and activities on University’s IT resource. I shall bear full responsibility for all the content on my personally owned IT resource (computer(s), mobile, tabs etc.) which I operate within IT resource prerogatives of the University. Also, I will own similar responsibility, on all the IT resources as allotted to me by the University, including its stored and shared content (for example: file storage area, web pages, stored/ archived emails, compute and storage nodes, NAS and SAN etc.).
2. [My Software] I will be responsible for all the Software as installed, copied and operated on ‘My Computer’. I will also NOT infringe with the copyright and licensing policy of each software as present in my computer. I will also NOT indulge in any unauthorized duplication, distribution or use of computer software than the license allows, or install software onto multiple computers or a server which has been licensed for one computer only. I will also NOT aid to piracy by providing unauthorized access to software by way of providing serial numbers used to register software. I also understand that the University is committed to run legally licensed software, and that the University does not support software copyright infringement in any form.
3. [My Network] I will hold responsibility for all the network traffic generated from “my computer”. I will not attempt to physically tamper or access remotely any network connection(s)/ equipment(s), send disruptive signals, or over use of network resources. I understand that repeated abuse as indicated in this policy document could result in permanent termination of my IT resource access privileges disconnection of network services. I shall not act as a forwarder on/ masquerade any network connection for anyone else and would access the IT resources for my own individual use.
4. [My Communication] I shall also not use University IT resources to threaten, intimidate, or harass others or to send wasteful broadcasts and malicious mail broadcasts. I shall also not attempt to deceive and spoof my identity while using IT resources.
5. [Principles of Use] I understand that the institutional IT resource is for academic, research and extension purpose only. I shall not use it for any other purpose including any



commercial or data hosting services for other people or groups, both on local and global network. I shall also not host shared files or information that might be otherwise considered objectionable or illegal under prevailing IT Act and other Cyber Laws.

6. [Privacy Rights] I shall respect privacy rights of all users. By any means, I shall not indulge into or attempt to gain unauthorized access of any IT resource belonging to other user(s) and without their knowledge and explicit consent. This includes any attempt to hack other user's computers, accounts, files, data, programs or any other information resource. I also understand that 'forgery' or other misrepresentation of one's identity via electronic or any other form of communication is a 'Fundamental Standard violation' and may attract severe legal actions.

7. [IT Resource Monitoring] I understand that the all IT resources of University are subject to monitoring as per the University policy. The monitoring may include aggregate bandwidth usage, monitoring of traffic content etc. in response to compliance of any national or institutional policy or due to request from law enforcement agency. I understand that the University has authority to perform network vulnerability and port scans on my systems (without any prior notice), as and when needed, to ensure integrity and optimal utilization of IT resources.

8. [Protection from Viruses] I understand that viruses may severely degrade the performance of IT resources and it is my responsibility to keep my computer updated, by using available virus detection software and operating system updates.

9. [Prohibition in File Sharing] I understand that sharing and hosting of any copyrighted or obscene material is strictly prohibited. I also understand that the electronic resources under IT resources such as e-journals, e-books, databases etc. are for personal academic use only. Bulk download or printing of complete book or downloading complete issue of any journal is strictly prohibited and may infringe with the policy of the library or terms of use of the publishers.

10. [Security Compliance] I understand that any attempt to endanger the security and stability of the IT resource is strictly prohibited. I undertake that by any means, deliberate or unknowingly, I shall not attempt to bypass firewalls and access rules as configured. I will not attempt to set-up any unauthorized server(s) and client(s) of any kind (e.g. vpn, proxy, mail, web or hub etc.) both on local or global network by misusing institutional IT resource. I understand that any such careless act may lead to suspension or permanent loss of IT resources access privileges along with other suitable disciplinary action(s) etc.

11. [Consequences of Non-compliance] I understand that any abuse to and non-compliance of Computer Assets and IT Policy and any other act that constitutes a violation of Institutional Rules & Regulations could result in administrative or disciplinary procedures.



I hereby undertake to abide by the Policy and other rules and regulations of the University and adopt and enact this with immediate effect.

Signature of the User.....


Name & Affiliation of the User.....

.....
.....

Place.....

Date.....




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