LINGAYA'S LDIMS
choose to know

Lingaya's Lalita Devi Institute of Management & Sciences
(NAAC Accredited "A" Grade Institute & Approved U/s 2(f) of UGC Act 1956)
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IT POLICY

The Institute, over the last many years, has taken several initiatives to use information and communication technologies for performing administrative functions, financial management, online admissions, examination-related operations, stores management, library operations and services, teaching and research, online events, webinars and host of other activities. The campus wide network, using state-of-the-art technologies, was established in 2005. Ever since, the use of ICT and network-based services has witnessed phenomenal growth. In view of this, the Institute administration felt the necessity to formulate its IT policy for ensuring: proper use of IT resources and bandwidth; effective control on the activities taking place on the Institute's network and security of Institute's IT-based resources.

A. Objectives of IT Policy:

Lingaya's Lalita Devi Institute of Management & Sciences will use IT as a strategic tool to accomplish the following objectives:

1. IT for Teaching, Research and other Administration Activities

The Institute will develop infrastructure and resources in phased manner as under:

i. ICT will be used in the teaching departments to make classroom pedagogy and delivery system more effective and efficient.
ii. The Institute will provide a PC to all teachers and administrative staff for discharging their teaching, research and other official responsibilities.
iii. The Institute has 4000 sq feet in size, air conditioned Computer Centre with 120 PCs, Lenovo\HP\Dell i5 processor, 500 GB HD\128GB SSD and 4GB RAM with 300 mbps Internet Connectivity
iv. There are 4 labs, centrally air-conditioned with Lenovo think centre i3 processor, 500GBHD and 4 GB RAM with 60 nodes each connected through LAN.
v. Each classroom has Lenovo 2.5 GHz i3 processor based computer to add in the process of teaching.
vi. Two servers IBM, Xeon are installed in the campus to cater to the IT infrastructure of the Institute.
vii. Wi-Fi and high speed internet connectivity through dedicated leased line is equipped to cater to the ever challenging needs of technical excellence in all areas of computer technology and business management.
viii. The Institute would ensure sufficient bandwidth in teaching departments and administrative offices for efficient & effective network surfing and other related activities.

2. IT for Governance Process

i. IT will be used for monitoring & management of Institute resources.
ii. IT will be used for grievance logging & redressal monitoring
iii. Faculty & staff development programmes will be offered from time-to-time to upgrade the skills of the Institute's staff to use JCT.

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B. Scope of the IT Policy

Computers owned by Institute and their users will be covered by the Policy. Further, the faculty, the students, the staff, the authorized visitors/visiting faculty and others who may be granted permission to use the Institute's IT infrastructure, shall comply with the guidelines en shrine din the Institute's IT Policy. Offenders of Institute' IT policy/Laws and bye-laws enacted by State Government and Central Government shall invite action against them as per laws and byelaws of the Institute/State/Country.

1. Procurement Policy:

i. Purchase procedure prescribed in the Institute Purchase Rules will be followed.
ii. Hardware & software with standardized specification will be procured for ease of support and resource / knowledge sharing. The specification will be vetted by IT-Department. The requirement list will be approved by Director and further sanctioned by Management before placing the order.
iii. Attempt will be made to have long warranty period as possible. After the expiry of warranty period, all the IT equipments should be brought under AMC cover. AMC terms and conditions should be as comprehensive as necessary for maintenance of hardware and software.
iv. For the purpose of asset management, inventory of all IT products will be made by IT Department.

2. Installation Policy:

i. There will be a designated person who will be responsible for IT policy compliance and proper handling of IT products.
ii. Only licensed software will be used. Use of pirated software is prohibited.
iii. Respecting the anti-piracy laws of the country, Institute IT policy does not permit any pirated/unauthorized software installation on the Institute owned computers and the computers connected to the Institute campus network. In case of any violation, the department/individual shall be held personally responsible.
iv. IT- Department will be responsible for updation of OS in respect of their service packs/patches through Internet. Checking for updates and updating of the OS should be performed at least once in a week or so.
v. Individualusersshouldhaveregularbackupsoftheirvitaldata.Preferably, atthe time of OS installation itself, one should have the computer's hard disk partitioned into 2 volumes typically C and D. OS and other software should be on C drive and user's data files on the D drive. The person can keep a copy to institute's server.

3. System &Network Use Policy

i. Computer Labs will be used for practical sessions of course work, practical examinations, lab assignments, workshops, tutorials, FOP organized by the department of Management.
ii. All the students of Master's and Graduation are given computer facility to carry out their practical assignments, experience on research based software for applying statistical techniques and project work as per their time table.
iii. Students are required to make entries in the log register before using the system.

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iv. While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication .As far as possible, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

v. User will not be allowed to download any software that adversely affects the network's performance such a machine is liable to be disconnected from the Institute campus network.

vi. Access to remote networks using the Institute network connection must be in compliance with all policies and rules of those networks. This applies to any and all networks to which the Institute network connects.

vii. Use of Institute network and computer resources for personal commercial purposes is strictly prohibited.

viii. Network traffic will be monitored for security and performance reasons.

ix. Impersonation of an authorized user while connecting to the Institute network will amount to violation of the Institute IT policy. It will invite disciplinary/legal action.

x. Computer system can be moved from one location to another with prior written permission from the head of Institute.

xi. The IT labs circulation policy mandates that students adhere to strict guidelines regarding password management. One crucial aspect is the frequent change of passwords, enhancing overall security. This practice ensures a dynamic defense against potential breaches and unauthorized access. Students are obligated to update their passwords at regular intervals, contributing to a robust safeguarding of sensitive information within the IT labs. This proactive approach aligns with best practices in cybersecurity, emphasizing the importance of staying ahead of potential threats through regular password modifications. Compliance with this policy is essential for maintaining a secure computing environment within the educational institution.

4. E-mail Account Use Policy

i. The Institute staff will, therefore, use Institute's official e-mail services for all official communication by logging on to google using college website domain (https://\.vww.lldims.org.in) with their User and password ID allotted by IT-Department.

ii. The staff will keep their-mail account active by using it regularly.

iii. Users must be aware that by using the email facility, the users are agreeing to abide by the following policies:

(1) The facility should be used primarily for academic and official purposes only.

(2) Using the facility for illegal/commercial purposes is a violation of the Institute's IT policy. It will entail withdrawal of the facility, besides other disciplinary action(s). The illegal use includes the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages, generation of threatening, harassing, abusive, obscene or fraudulent messages/images, and other acts of similar nature.

(3) User should keep the mail box used space within about 80% usage threshold, as 'mailbox full 'or' mail box almost full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.

(4) User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any

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attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is essential from the point of security of the user's computer, as such messages may contain viruses that have potential to damage the valuable information on your computer.

(5) User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.

(6) User should refrain from intercepting, or trying to break into others email accounts, as it amounts to infringing the privacy of other users and violation of Institute policy.

(7) While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.

(8) Impersonating email account of others will be taken as a serious offence. It will invite legal action against the offender.

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5. Social Media & Website Policy

Two coordinators are responsible for maintaining the official web site of the Institute viz., www.lldims.edu.in and other social media accounts of LINGAYA'S Lingaya's Lalita Devi Institute of Management & Sciences namely, Instagram, Facebook, YouTube and Linked-In

The departments/faculties/administrative staff shall be responsible for the supply of information to Coordinators in the form of a softcopy accompanied by a hardcopy duly signed by the competent authority for the publication on website or social media group. The information to be supplied by departments/faculties/administrative may includes notices, circulars, new appointments, advertisements, events organized /to be organized, Images and videos of events and such other information as may be required to be uploaded on the web site and social media pages

6. Institute Data base Use Policy

A. This Policy relates to the databases maintained by the Institute. Data is a vital and important Institute resource for providing useful information. Its use must be protected even when the data may not be confidential.
B. The Institute will design its own policies regarding the creation of database and access to information and a more generic policy on data access. Combined, these policies will outline the Institute's approach to both the access and use of this Institute resource.
C. **Database Ownership:** Lingaya's Lalita Devi Institute of Management &Sciences, Mandi will be the data owner of all the data generated in the Institute.
D. Custodians of Data: Faculties or departments generate portions of data that constitute Institute's database. They may have custodianship responsibilities for portions of that data.
E. **Data Administrators:** Data administration activities will be delegated to specific officers in that department by the data Custodian.
F. Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to,
   i. Unauthorisedmodification/deletionofthedataitemsorsoftwarecomponents,
   ii. Modifying/deleting the data items or software components deliberately with ulterior motives even by authorized individuals/ departments,
   iii. Causing database or hardware or system software crash thereby destroying the whole of or part of database deliberately with ulterior motives by any individual.
   iv. Attempt to break security of the database servers. Such data tampering actions by Institute member or outside members will invite disciplinary/legal action against the Offender by the Institute. If the matter involves illegal action, law enforcement agencies may become involved.

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7. ICT

a. Objective

Information and Communication Technologies should be deployed for realizing the goals of teaching learning, enhancing access to and reach of resources, building of capacities, as well as management of the educational system. These will not only include hardware devices connected to computers, and software applications, but also interactive digital content, internet and other satellite communication devices, radio and television services, web based content repositories, interactive forums, learning management systems, and management information systems. These will also include processes for digitization, deployment and management of content, development and deployment of platforms and processes for capacity development, and creation of forums for interaction and exchange.

For effective use of ICT, All computers in the Institute should be part of a single local area network to enable optimum sharing of resources. In addition to the class rooms & labs, internet connections will also be provided at the library, teachers' common room and the admin office.

b. ICT Literacy and Competency Enhancement

A programme of ICT literacy will be implemented across all the faculties time to time. Each faculty must learn the use different software applications to enhance one's own learning -database applications, analysis of data and problem solving, computing, design, graphical and audio-visual communication; undertake research and carry out projects using web resources

c. ERP

Enterprise resource planning (ERP) refers to a type of software that organizations use to manage day-to-day business activities such as accounting, procurement, project management, risk management and compliance, and supply chain operations. The Institute has its own ERP that is used for the entire academic (Attendance, Assignments, Unit Tests, Notes distribution, Lesson Plan etc) and non academics (Leaves, Library, Stock Management, HR etc) work is conducted.

8. Responsibilities of the IT-Department

A. Campus Network Backbone Maintenance

IT-Department will be responsible for administration, maintenance and control of the campus network backbone and its active components.

B. Network Services Maintenance

i. IT-Department will be responsible for 24x7 network operation and internet facilities. All network failures and excess utilization should report to the IT-Department for problem resolution.

ii. Non-intrusive monitoring of campus network traffic will be conducted by the IT-Department on routine basis. If traffic patterns suggest that system or network security, integrity or network performance has been compromised, IT-Department will an analyse the net traffic offending actions, identify the equipment, and take preventive actions.

iii. A report will be submitted to the higher authorities in case the offences are of very serious nature.

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C. Physical Connection of Campus Buildings to Campus Network

1. IT- Department will be responsible for physical connectivity of the campus buildings to the campus network backbone.
11. The buildings should have structured cabling like any other wiring such as electrical and telephone cabling. This should form part of plan layout of the new building. To ensure this, Executive Engineer or equivalent officer will responsible to take all necessary measures.

D. Network Updation and Expansion

IT- Department will review the existing network facilities every 2-3 years and take necessary action for its updating/expansion.

Following procedures should be followed for network expansion:

i. Cat6 UTP or latest cables should be used for the internal network cabling.
ii. Structured cabling standards should be followed. No loose and dangling UTP cables be drawn to connect to the network.
iii. The cables should be properly terminated at both ends following the structured cabling standards.
iv. Only managed switches should be used. Such management module should be web-enabled. Using unmanaged switches of more than 16 ports is prohibited.

E. Wireless Local Area Networks

I. Where access through Fiber Optic/UTP cables is not feasible, network connectivity will be provided through wireless technology.
II. IT- Department will be responsible for controlling network access to the Departments / offices through wireless local area networks either via authentication or MAC/IP address restrictions.
III. The users (Staff or students) shall make a written request to the IT- Department for providing access to internet through Wi-Fi. Such a request should have the recommendation of the respective Head of the Department/Office. Subsequently, IT-Department will assign a password to the applicant.

F. Electronic Logs

Electronic logs that are created as a result of the monitoring of network traffic may be retained until the administrative need for them ends. The logs may, subsequently, be flushed.

G. Global Naming & IP Addressing

IT- Department will be responsible to provide a consistent forum for the allocation of campus network services such as IP addressing and domain name services. IT- Department will monitor the network to ensure that such services are used properly.

9) Rebuilding the Computer System

When the service engineers re-format the computer systems and re-install OS and other application software, care shall be taken to assign the same hostname, IP address, network mask and gateway as was assigned before formatting. Further, after installing the OS, all the patches/latest service packs should also be properly installed. In case of anti-virus software, it should be ensured that its latest engine and pattern files are also downloaded from the net. In addition, before re-formatting the hard disk, dump of only the data files should be taken for restoring it back after proper re-installation. under no circumstances, software files from

the infected hard disk dump should be used to write it back on the formatted hard disk.

10) Preservation of Network Equipment and Accessories

Routers, switches, fiber optic cabling, UTP cabling, connecting inlets to the network, racks, and UPSs, including their batteries that are installed at different locations in the Institute are the property of the Institute. IT- Department will be responsible for their maintenance. Tampering for/and damage to these items by the teaching departments, civil or maintenance department or individual user will invite disciplinary/legal action the offender. Tampering includes, but not limited to, the following:

a. Removal of network inlet box.
b. Removal of fiber/UTP cable
c. Opening the rack and changing the connections of the ports either at jack panel level or switch level
d. Taking away the UPS or batteries from the switch room.
e. Disturbing the existing network infrastructures a part of renovation of the location without the permission of IT- Department.

11) Campus Network Services Use Agreement

All the users of the campus network facility shall be deemed to have accepted all the provisions Institute's IT policy in letter and spirit. It is, therefore user's responsibility to make himself/ herself well aware of the IT policy. Ignorance of the existence of Institute IT policy shall not be an excuse for any user's infractions.

12) Enforcement of Policy

IT- Department will periodically scan the Institute network for provisions set forth in the Network Use Policy. Failure to comply will make the user liable for discontinuance of service to the individual.

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We keep the following Back up Policy:

We keep 3 copies of any important file:

1. Primary and backup.

- The first copy is the primary data itself. The second copy is a backup of the primary data.

2. Keep the files on 2 different media types to protect against different types of hazards.

- Encrypted all the files on rar protected protection.
- Add Bitlocker password on HDD.

3. We also keep a copy of the data in hard disk outside the campus at our Chairman's office & home.

- We store all HDD's data on centralized server.
- We keep a copy of the data in Chairman's Office & home.

IT Head

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