# VEER BAHADUR SINGH PURVANCHAL UNIVERSITY

## JAUNPUR - 222003 (U.P.)

### vbspu.ac.in

## Supporting Documents (IT Policy)

| Criteria | Criterion 4 – Infrastructure and Learning Resources |
|---|---|
| Key Indicator | **4.3 IT Infrastructure** |
| Metric 4.3.2 | *Institution has an IT policy, makes appropriate budgetary provisions and updates its IT facilities including the Wi-Fi facility* |

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| S No | Content | Page Number | Remarks |
|---|---|---|---|
| 1 | IT Policy | Pages 1-9 | Comprehensive IT Policy framed by the ICT Cell and approved by the Executive Council. |

# VEER BAHADUR SINGH PURVANCHAL UNIVERSITY, JAUNPUR (UP)
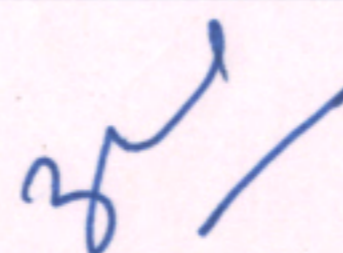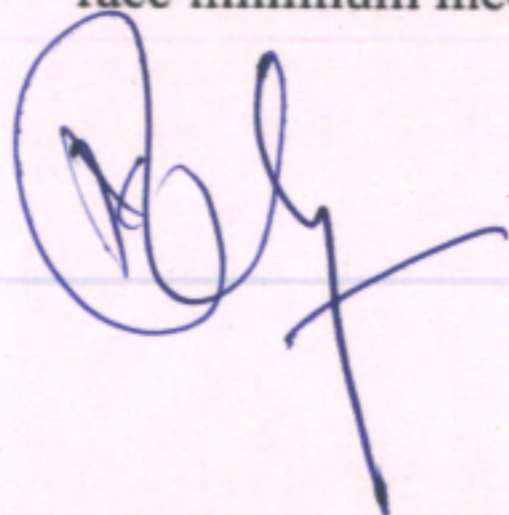
# INFORMATION TECHNOLOGY POLICY

# IT Policy

1. **Information Policy:** The information policy defines what sensitive information is within the organization and how that information should be protected. Policy covers all information within the organization as an asset. Each employee is responsible for protecting sensitive information that comes into employee's possession. Information can be in the form of paper records or electronic files. It has been taken both into account.

2. **Network (internet and intranet) policy:** The Communication & Information Services (Internet maintenance committee) is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the University's network should be reported to Internet maintenance committee.

   Any computer (PC/Server) that will be connected to the university network should have an IP address assigned by the Internet maintenance committee. Following a systematic approach, the range of IP addresses that will be allocated to each building is decided. So, any computer connected to the network from that building will be allocated IP address only from that Address pool.

   Further, each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorized from any other location. As and when a new computer is installed in any location, the concerned user can download the application form available for the purpose of IP address allocation and fill it up and get the IP address from the Computer Centre.

   An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port. IP addresses are given to the computers but not to the ports. IP address for each computer should be obtained separately by filling up a requisition form meant for this purpose.

3. **IT Hardware Policy:** The network user community needs to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

An individual in whose room the computer is installed and is primarily used by him/her, is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.
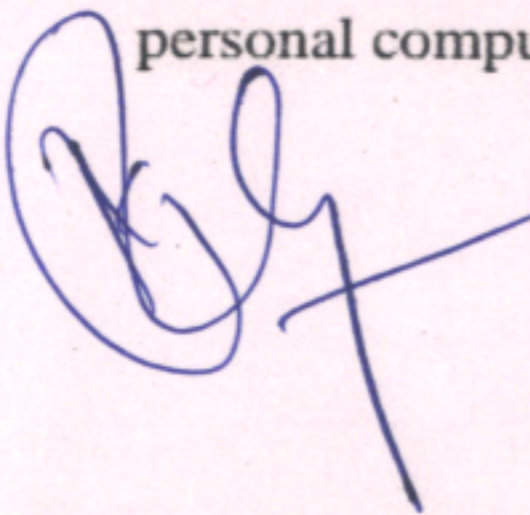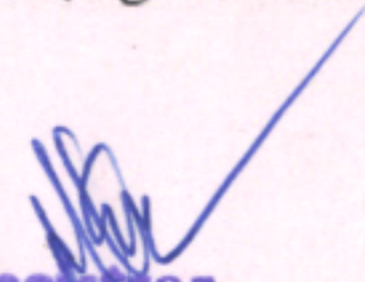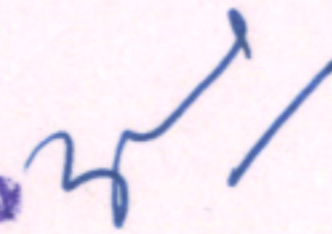
Shifting Computer from One Location to another, computer system may be moved from one location to another with prior written intimation to the concerned department, Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Maintenance of Computer Systems will be provided by the internet maintenance committee.

4. **Software Installation and Licensing Policy** Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software, and necessary application software) installed. Our IT policy does not allow any pirated/unauthorized software installation on the university-owned computers and the computers connected to the university campus network.

5. **Use policy for Free and Open source software:** The use of free and open source software (FOSS) in government and private organizations at around the world is growing tremendously. According to an IIM Bangalore report, the adoption of FOSS could make organizations self-reliant for IT requirements.

The adoption of FOSS provides innovative alternative solutions to optimize cost savings in the deployment of IT infrastructure in an organization. The University promotes the use of FOSS in academic and administrative activities. Open-source software are promoted for diverse administrative activities. The University computers have been installed with Linux operating system i.e. Ubuntu, Mint etc, and LibreOffice applications.

6. **Security:** For network security, we have installed a CISCO firewall in our network, which manages the specific access rights to the users. The network administrator creates and implements network policies as well as security policies for our network.

Every computer or other device connected to the network including a desktop computer has an associated owner (e.g. a faculty or student who has a personal computer) or caretaker (e.g. a staff member who has a computer in his

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or her office). For security policy, owners and caretakers both referred to as owners.

Owners are responsible for ensuring that the machines meet the relevant security standards and for managing the security of the equipment and the services that run on it. Some departments may assign the responsibility for computer security and maintenance to owner.

These services include but are not limited to, email, ERP, SharePoint, DNS, DHCP, and Domain Registration. Exceptions will be made by network administrators for approved personnel in departments who can demonstrate competence in managing the aforementioned services.

7. **Writing-off IT equipment:** These guidelines will be applicable to all the IT equipment installed at the University, and include laptops, personal computers (PCs), printers, UPS, servers, projectors, microphones, spealcers, external drives, storage devices, data communication equipment (LAN switches/routers/ data cables), etc.

**Grounds for writing-off:**

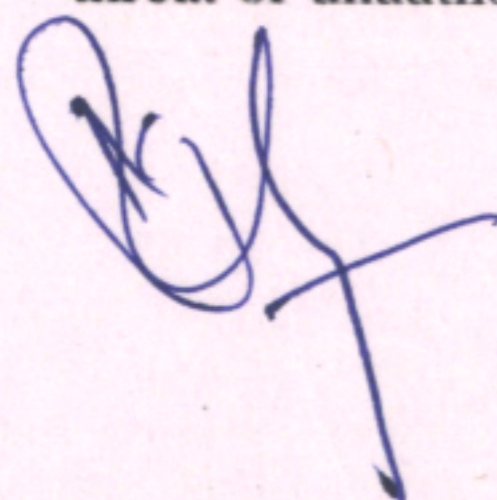The IT equipment can be written-off on the following grounds:

The equipment outlived its prescribed life and was certified by the Maintenance committee as inappropriate for usage. The prescribed life tif various IT equipment is as follows:

(a). Laptop, PCs, servers, projectors, printers, UPS (excluding battery), storage devices, microphones: 5 years or till the fitness of such device is certified by the system administrator, whichever is later.

(b). UPS battery: 1 year after the warranty period.

(c). Data Communication Equipment (LAN switches/routers/ data cables): 5 years till the fitness of such device is certified by the System Administrator, whichever is later.

The equipment which have become obsolete and cannot be upgraded, and support from vendor does not exist, their fitness may result In security threat or unauthorized access to data. Beyond economical repair: When repair

cost is too high (exceeding 50% of the residual value of equipment taking depreciation into account), and the age of the equipment cannot be prolonged by the repair, the price of the new equipment is lower than the repair cost; such cases should be dealt on a case-to-case basis and should have the concurrence of finance calculation of residual value.

The equipment that has been damaged dire to fire or any other unforeseen reason, and has been certified as beyond repair by the authorized service agency, and agreed upon by the System Administrator.

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