ABHILASHI UNIVERSITY

IT POLICY

IT POLICY

Introduction

This policy establishes University-wide strategies and responsibilities for protecting the confidentiality, integrity, and availability of the information assets that are accessed, created, managed, and/or controlled by Abhilashi University. Students, Faculty, Staff, visiting Guests and Research scholars of Abhilashi University availing computing, networking, and IT facilities are expected to abide by the following rules.

General Rules

1. Students, faculty, non-teaching staff, visiting guests and research scholars of Abhilashi University are authorized to use the computing, networking, and other IT facilities for academic purposes, official university business, and for personal purposes if such use does not violate any law or any university policy.
2. The University prohibits its users from enabling unauthorized access to forbidden IT resource on the University network. The University reserves all the rights to access and analyze the IT resource and Information for any legal and/or institutionally provisioned operation.
3. The University prohibits its users from sending, viewing, downloading fraudulent, harassing, pornographic, threatening, or other messages or material that are a violation of applicable law or University policy.
4. The 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 is strictly prohibited.
5. The users are expected to adhere with the norms as prescribed by respective social networking websites, mailing lists, chats, blogs.
6. No user should attempt to vandalize, damage or change any data inappropriately, whether by accident or deliberately. Any interference, disruption or encroachment in the University IT resources shall be a clear violation of the University policy.
7. No user should attempt to affect the availability of IT resource, whether accidently or deliberately.
8. For proper monitoring and optimal utilization of University 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.
9. Users are expected to take proper care of equipment and are expected to report any malfunction to the staff on duty. Users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.
10. No food or drink is permitted in the laboratories. Also making noise either through games/music/movies or talking and/ or singing loudly is prohibited.
11. Violations of policy will be treated as academic misconduct. Depending upon the nature of the violation, the University authorities may take an action.
12. The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediatel.

Email Account Use Policy

To increase the efficient distribution of critical information to all faculty, staff and students, and the University's administrators, it is recommended to utilize the university's e-mail services, for formal University communication and for academic & other official purposes.

E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal University communications are official notices from the University to faculty, staff and students. These communications may include administrative content, such as HR information, policy messages, general University messages, official announcements, etc.

To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging with their User ID and password. For obtaining the university's email account, user may contact HR for email account.

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

1. The email facility to be used primarily for academic and official purposes and may be to a limited extent for personal purposes.
2. Using the email facility for illegal/commercial purposes is direct violation of the university's IT policy.
3. User should not open any mail or attachment that is from unknown and suspicious source.
4. It is user's responsibility to keep a backup of the incoming and outgoing mails of their account.
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 is infringing the privacy of other users.
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 under the university IT security policy.
9. It is ultimately each individual's responsibility to keep their e-mail account free from violations of university's email usage policy.

Social Media Policy

• This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include What's App, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others.

PROCEDURES

• The following principles apply to professional use of social media on behalf of Abhilashi University as well as personal use of social media when referencing Abhilashi University.
• Employees need to know and adhere when using social media in reference to Abhilashi University.

- Employees should be aware of the effect their actions may have on their images, as well as Abhilashi University's Image. The information that employees post or publish may be public information for a long time.

- Employees should be aware that The University may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Abhilashi University, its employees, or customers.

- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment, or which may hurt religious & Sentiments of any one or any Community.

- Employees are not to publish post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department.

- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the authorized University spokespersons.

- If employees encounter a situation while using social media that threaten to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of Human Resources Department.

- Employees should get appropriate permission before they refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.

- Social media use shouldn't interfere with employee's responsibilities at Abhilashi University. The University's computer systems are to be used for business purposes only. When using University's computer systems, use of social media for business purposes is allowed only to those staff whose work profile requires use of social media (ex: Face book, Twitter, Abhilashi University blogs and LinkedIn, What's app, Instagram, any other) , but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.

- Subject to applicable law, after-hours online activity that violates or any other company policy may subject an employee to disciplinary action or termination.

- It is highly recommended that employees keep Abhilashi University related social media accounts separate from personal accounts, if Possible.

- Employees should not use any type of offensive/abusive language or make any comment/post any photo which is not in line with their image as a faculty/Teacher (As they belong to a very respected community).

Software Installation and Licensing Policy

- Any computer purchases in the University must have all licensed software (operating system, antivirus software and necessary application software) installed.

- Respecting the anti-piracy laws of the country, University IT policy does not allow any pirated/unauthorized software installation on the university owned computers and the computers connected to the university campus network. In case of any such instances, university will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

A. Operating System and its Updating

- Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft for which it provides patches/service packs to fix them. Checking for updates and updating of the OS should be performed at least once in a week or so.

- University as a policy encourages user community to go for open source software such as Linux, Open office to be used on their systems wherever possible.

- Any MS Windows OS based computer that is connected to the network should be updated. Such updating should be done atleast once in a week. Even if the systems are configured for automatic updates, it is users responsibility to make sure that the updates a being done properly.

B. Antivirus Software and its updating

- Computer systems used in the university should have anti-virus software installed, and it should be always active. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

- Individual users should make sure that respective computer systems have current virus protection software installed and maintained

- The user should make sure that the software is running correctly. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed after its warranty period, is of practically no use. If these responsibilities appear beyond the end user's technical skills, the end-user is responsible for seeking assistance from any service-providing agency.

C. Backups of Data

- Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible.

- Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into two volumes typically C and D. OS and other software should be on C drive and user's data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data either on Floppy, or CD or other storage devices such as pen drives.

<div align="right">

-sd-
Major J. C. Patial (Retd.)
Registrar

</div>