MODY UNIVERSITY
LAKSHMANGARH - RAJASTHAN
A Leading Women's University

Mody University of Science & Technology

Information Technology Policy

Preamble:

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

Applicability:

The IT Policy applies to all University faculties, staff and students and all others using the IT Resources, whether personally or of University owned, which access, transmit or store various types of related information.

1. Objectives

Each user of the University Information Resources must ensure that it is used for promoting the Mission of the University 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 University IT Systems

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

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

2. Areas:

2.1 IT usage and Prohibitions

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

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2.1.1 The University shall stress upon the users to comply with University policies and legal obligations (including licenses and contracts).

2.1.2 The University shall strive to arrange for awareness programme to acquaint the users with the effective usage of IT resources.

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

2.1.4 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 University's information resources are a violation of this policy.

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

2.1.6 Commercial Use - The University 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 University rules.

2.2 Security and Integrity

2.2.1 Personal Use - The University IT resources should not be used for activities violating the basic functionality and mission of the University, except in a purely incidental manner.

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 University shall lay down business processes for the management of hardware and software assets that facilitates the usage of IT resources in the University. This shall include procedures for managing the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the University.

2.3.2 Copying and Distribution: The University shall ensure that there is no violation in the copying and distribution of proprietary and licensed software.

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2.3.3 Risks: The University 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.

2.3.4 Open Source Asset: The University shall endeavor towards the promotion and effective usage of open source software.

3. Operating Aspects:

3.1 University Governance - The University shall endeavor 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 University governance structure.

3.2 The respective Heads of the Institutions shall be responsible for compliance with all University policies relating to the use/ownership of information resources, keeping in mind the Vision and Mission of the University.

3.3 Chief Technical Officer working at University Level shall coordinate various activities related to the adherence of the IT Policy in association with the IT Administrator of the respective Institute.

3.4 Individual Users - The users are solely responsible for the activities they perform on Institute/University servers with their "User Name/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 University shall be considered as a violation and as a misconduct and gross misconduct under University Rules.

5. Implementation of Policy:

For implementation of this policy, the University 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. Review of this policy document shall be done by a committee chaired by Director General of the University. The other members of the committee shall comprise of the Chief Operating Officer, Director (Academic and General Administration), Head of Institutions, Executive Registrar and other members as nominated by the Chair.

Acknowledgement:

Mody University wishes to acknowledge the following institutions whose related policies and procedure provided background and foundation in the preparation of this policy document: Stanford University, Princeton University, Yale University, University of Michigan, Northern Caribbean University, Thapar University.

3/12/17

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