



**DEEN DAYAL UPADHYAYA
GORAKHPUR UNIVERSITY
GORAKHPUR**

**POLICY
DOCUMENT**

Internal Quality Assurance Cell (IQAC)

INFORMATION TECHNOLOGY AND COMMUNICATION (ITC) POLICY

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PREAMBLE:

The DDU Gorakhpur University, Gorakhpur Information Technology and Communication (ITC) Policy sets forth the core 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 for properly using and protecting information resources and to respect the rights of others.

APPLICABILITY:

The ITC Policy applies to all University faculty, staff and students and all others using the IT resources, whether personally or 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. The major objectives of this document are:

- To ensure the integrity, reliability, availability, and superior performance of the University IT Systems.
- To ensure that the IT resources protect the official e-identity (allocated by the University) of an individual.
- To ensure total (100%) automation of the entire division and implementation of the examination management system.
- To ensure e-governance covering administration, finance and accounts, student admission and support and examination.
- 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:

IT usage and Prohibitions

- 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 Website Management Information Systems, ERP and EDP solutions, Remote Login based facilities of the University and e-Library resources.
- The University shall stress upon the users to comply with University policies and legal obligations (including licenses and contracts).
- The University shall strive to arrange for awareness program's to acquaint the users with the effective usage of resources.
- 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.

- 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 is a violation of this policy.
- Social Media - Users must abide by the rules of the University regarding the usage of social networking sites, mailing lists, newsrooms, chat rooms and blogs.
- 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.

Security and Integrity

- 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.
- The users must refrain from making any unauthorized access to the information in order to promote secure access to networks and computers.
- The competent system administrator may access the information resources for a legitimate purpose.
- Firewall - Additional procedures to maintain a secured flow of the internet and internet-based traffic on the campus shall be managed through the use of Unified Threat Management (firewall).
- 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.

IT Asset Management

- Asset Management: The University shall lay down business processes for the management of hardware and software assets that facilitate 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.
- Copying and Distribution: The University shall ensure that there is no violation in the copying and distribution of proprietary and licensed software.
- Risks: The University shall emphasize managing the risks involved in 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, and alternate internet connectivity for fail-safe internet access.
- Open Source Asset: The University shall endeavour towards the promotion and effective usage of open-source software.

3. OPERATING ASPECTS:

- University Governance - The University shall endeavour to ensure fair implementation of this policy to meet 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.
- 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.
- Chief Technical Officer working at University Level shall coordinate various activities related to the adherence of the ITC Policy in association with the ITC Administrator of the respective Institute.
- 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 ITC Policy of the University shall be considered a violation and misconduct and gross misconduct under University Rules.

5. IMPLEMENTATION OF POLICY:

For the implementation of this policy, the University will decide on 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, to meet the pace of the advancements in the IT-related development in the industry.

A review of this policy document shall be done by a committee chaired by the Vice-Chancellor of the University. The other members of the committee shall comprise the ITC core-committee members and advisory board members and other members as nominated by the Chair.

Terms of Reference

- ITC cell (Information Technology and Communication Cell) is the nodal and central agency for internet, internet connectivity, Online Admission, Online Examination and other online activities. The new internet connection to any Department/Section/Administration/Residential Hostel will have to get approval from the ITC cell. This is the duty of the Proctor and State Officer to bring into immediate knowledge of the ITC Cell regarding any activity regarding new internet activity being initiated by the Department/Section in the ITC Cell.
- The Data Center stores all digital data of the University. The University developing/working on any such software module, App etc. for admission, Examination, Result and such data must be officially stored at this Center.
- The new Online Center is set up with its own server hired at Cloud. It functions for all online examination-related activities like admission, examination form, admit card release, result publication etc.