

Information Technology Cell (IT Cell)
Kurukshetra University, Kurukshetra
(Established by the State Legislature Act XII of 1956)
("A+" Grade NAAC Accredited)

No. ITC/21/5990

Dated: 20-07-2021

CIRCULAR

Information Technology Policy (IT Policy)
Kurukshetra University Kurukshetra

Preamble:

The Kurukshetra 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.

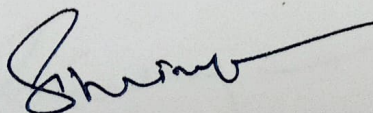
Applicability:

The IT Policy applies to all University faculty, 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 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 Learning Management System, Remote Login based facilities of the University and e-Library resources.

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

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

2.1.4 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.

2.1.5 Copyrights and Licenses - Users must not violate copyright law and must respect licenses to copyrighted materials. The department/ branch head will ensure the use of only original licensed software or the open source software and use of no pirated software is allowed. For the avoidance of doubt, unlawful file-sharing using the University's information resources is a violation of this policy.

2.1.6 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.

2.1.7 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

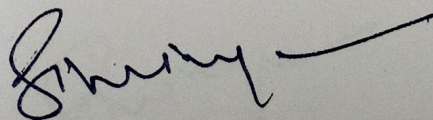
2.2.1 Personal Use - The University IT resources should not be used for activities violating the basic functionality and mission of the University, except in a purely incidental manner.

2.2.2 The users must refrain from making any unauthorised access of information in order to promote secure access of Network and Computers.

2.2.3 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).

2.3 IT Asset Management

2.3.1 Asset Management: It includes procedures for managing the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the University. The university will follow the purchase procedure as permissible under the



University Account code and the Policy regarding Repair/ Replacement of laptops and other computer peripherals in Kurukshetra University in the various UTDs/ University maintained colleges/Institutes in this regard being notified time to time or for any IT infrastructure under administrative approvals from the University authorities.

2.3.2 e-Items disposal policy: The e-items like Desktop/ Laptop/ Printers/ tablets issued to the entitled users, in case is used for more than 7 years without seeking a replacement with the newer one, there would be no need to return/ deposit the same in the store and it would be written off from the stock registers as the value of the said item would be negligible it may be allowed to be given to the Officers/ Officials at 'Zero' price or may be declared as e-waste following the proper procedure for declaration as e-waste as per university guidelines.

The university shall ensure the strict implementation of the e-waste policy within the university as per guidelines framed and e-waste policy should be reviewed time to time as per the guidelines of the Government.

2.3.3 The University shall ensure that there is at least availability of one ICT enabled facility available in each department/ institute/ college situated within the university.

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

2.3.5 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.

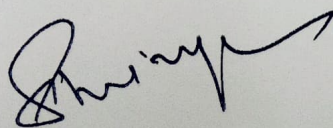
2.3.6 Open Source Asset: The University shall endeavour towards the promotion and effective usage of open source softwares.

3. Operating Aspects:

3.1 University Governance - The University shall endeavour 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/ Departments 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 The Director, Information Technology Cell, 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 "UserName/Password" pairs 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. Offences and Penalties: (As per IT Act, 2000)

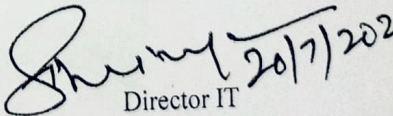
Any violation of the IT policy may lead to disciplinary action, up to and including loss of privileges and/or expulsion, and may be at risk for civil or criminal prosecution as per IT Act 2000 or amended latest one.

6. Implementation of Policy:

For implementation of this policy, the University will decide and notify necessary rules from time to time regarding all the mentioned subjects in the IT policy to be followed by all the University employees, students and other university IT infrastructure users permitted by the university authorities.

7. Review and Monitoring:

The Policy document needs to be reviewed at least once in three 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 to be appointed by the Vice Chancellor of the University.


Director IT 20/7/2022

Copy to:

1. All the Chairpersons/ Directors/ Principals of UTDs/ University maintained colleges/ Institutes situated in the university.
2. All the branch officers of the university.
3. OSD to VC for information of the Vice Chancellor.
4. PA to Registrar for information to the Registrar,

Dated: 23-01-2021

Policy regarding Repair/ Replacement of laptops and other computer peripherals in Kurukshetra University in the various UTDs/ University maintained colleges/Institutes.

1. The policy will be applicable to all the regular teachers of level of Assistant Professor and above and officers of the rank of Deputy Registrar.
2. All the proposals of repair and replacement will be routed through IT Cell for recommendation.
3. The life of a laptop/ notebook/ ultrabook/ chrome book or a device of similar category will be minimum 5 years and before that no replacement will be allowed on the reason of being obsolete.
4. Thereafter the replacement will only be allowed if the system does not meet the user software requirement. For which the user has to put up a proposal with a proper justification mentioning the software requirement on the laptop, relevance with the academic and research activities and availability of licenses etc.
5. The replacement will only be allowed if there exists a technical fault in the device resulting its shutdown and fault being of such a nature that it is beyond any economical repairs and there are no signs on the device of physical damage due to mishandling, but in no case will be allowed before the completion of 4 years from the date of its purchase what so ever be the reason and in that case only repairs will be allowed.
6. In case of Physical damage no recommendation will be made for any repair or replacement and any such repairs or replacements has to be got done by the user at their own end.
7. The procurement of the laptop will be done through the department at their own level from their own budget head or the budget suggested/allocated through accounts branch.
8. The procurement of the computer peripherals like printers, scanners will be done by the department at their own level from their own budget head or the budget suggested/ allocated through accounts branch.
9. The repairs of the laptops will be allowed only after the assessment of the fault by the IT cell/ Computer Centre and its recommendation for repair. The repair may include the change of battery, RAM or its upgradation, adaptor, and work of similar nature.
10. The funds for repair will be met out by the teachers from the Teachers' contingency provided on annual basis to the teachers and thereafter from the department's own budget head.
11. Any desktop falling spare with the teachers will be handed over to the department and it is to be ensured by the Chairperson that there is an optimum utilization of these desktops in the department. If such desktops are not in use, the concerned Chairperson will provide information on such desktops to the IT cell so that these can be shifted/issued to departments/ branches who are in need of such machines for their day-to-day work.

Director IT

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