

SANT BABA BHAG SINGH UNIVERSITY

IT POLICY

About the Policy

Sant Baba Bhag Singh University IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the University on the campus.

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 the University.

Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information

This policy applies to all users of computing resources owned or managed by Sant Baba Bhag Singh University. Individuals covered by the policy include (but are not limited to) Sant Baba Bhag Singh university faculty and visiting faculty, staff, students, alumni, guests or agents of the administration, external individuals and organizations accessing network services via Sant Baba Bhag Singh University computing facilities.

Computing resources include all university owned, licensed, or managed hardware and software, and use of the university network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

These policies apply to technology administered in individual departments, the resources administered by central administrative departments (such as the University Libraries and Computing and Information Services), personally owned computers and devices connected by wire or wireless to the campus network, and to off-campus computers that connect remotely to the University's network services.

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Next Review Date : 24-03-2024

Objectives of IT Policy

1. The objectives of an IT policy is the preservation of confidentiality, integrity, and availability of systems and information used by an organization's members.

2. To provide IT infrastructure that would enable the users identify opportunities, improve performance and understand business environment.
3. To develop and preserve information as corporate resource and to offer infrastructure to ensure coherent access for users to complete, concise and timely information.
4. Developing user friendly high business value and high technological impact applications with the help of proper IT planning.
5. Specifying a common interface to applications to ensure high degree of consistency from one to the next application.
6. Ensuring effective control and maintenance of IT infrastructure, including defining a system of access to applications and services, security procedures, etc.
7. To design and develop a comprehensive plan for IT infrastructure that may serve as guide for future direction of application development effort.

Rules-Guidelines of IT Policy

1. All users of the university's network and computing resources are expected to respect the privacy and personal rights of others.
2. Be professional and respectful when using computing systems to communicate with others; the use of computing resources to libel, slander, or harass any other person is not allowed and could lead to university discipline as well as legal action by those who are the recipient of these actions.
3. While the University does not generally monitor or limit content of information transmitted on the campus network, it reserves the right to access and review such information under certain conditions. These include: investigating performance deviations and system problems (with reasonable cause), determining if an individual is in violation of this policy, or, as may be necessary, to ensure that SBBSU is not subject to claims of institutional misconduct.
4. Access to files on University-owned equipment or information will only be approved by specific personnel when there is a valid reason to access those files.
5. (i) Employees/students are solely responsible for the content accessed and downloaded using Internet facility in the office. If they accidentally connect to a website containing material prohibited by the organization, they should disconnect from that site immediately.

- (ii) During office hours, employees are expected to spend limited time to access news, social media and other websites online, unless explicitly required for office work.
 - (iii) Employees are not allowed to use Internet for non-official purposes using the Internet facility in office.
 - (iv) Employees should schedule bandwidth-intensive tasks like large file transfers, video downloads, mass e-mailing etc. for off-peak times
6. The following activities are prohibited on organization's Internet network. This list can be modified/updated anytime by the Management Committee. Any disciplinary action considered appropriate by the Management Committee (including legal action or termination) can be taken against an employee/students involved in the activities mentioned below:
- (i) Playing online games, downloading and/or watching games, videos or entertainment software or engaging in any online activity which compromises the network speed and consumes unnecessary Internet bandwidth
 - (ii) Downloading images, videos and documents unless required to official work
 - (iii) Accessing, displaying, uploading, downloading, storing, recording or distributing any kind of pornographic or sexually explicit material unless explicitly required for office work
 - (iv) Accessing pirated software, tools or data using the official network or systems
 - (v) Uploading or distributing software, documents or any other material owned by the organization online without the explicit permission of the Management Committee
 - (vi) Engaging in any criminal or illegal activity or violating law
 - (vii) Using the Internet for personal financial gain or for conducting personal business
 - (viii) Deliberately engaging in an online activity which hampers the safety & security of the data, equipment and people involved.
 - (ix) Carrying out any objectionable, frivolous or illegal activity on the Internet that shall damage the organization's reputation
7. Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subjected to the Do's and Don'ts detailed in the university IT policy.

8. All the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the University's information technology infrastructure, must comply with the Guidelines. Certain violations of IT policy laid down by the university by any university member may even result in disciplinary action against the offender by the university authorities. If the matter involves illegal action, law enforcement agencies may become involved.
9. File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.
10. Computer system may be moved from one location to another with prior written intimation to the System/Network Administrator as to maintain a record of computer identification names and corresponding IP address.
11. For all the computers that were purchased by the university centrally and distributed by the Computer Centre, University COMPUTER CENTER will attend the complaints related to any maintenance related problems.
12. University has agreement for hardware and software purchase with the reputed companies. Hardware purchase is done by requesting the quotations from reputed brand (HP, DELL, ACER, LENOVO)etc dealers. For software purchase university is having AMC with Microsoft (CAMPUS AGREEMENT) which covers the window operating system (Windows 10, Windows 7) and other development software's on annual basics.
13. University has well defined purchase policy for the Purchase of Computer related equipments , which is followed through the process as under:

(i). Requirement

The requirement on prescribed Performa or in simple application mode is made from Intender for its equipments which is required in concerned to System/Network Administrator of SBBSU.

(ii). Approval:

The items to be purchased are sent for approval with the signature of chairman, purchase committee on prescribed purchase format with estimated cost mentioned to the Hon'ble Chancellor for approval.

(iii). Quotations

Items once approved for purchase from Hon'ble chancellor, then the quotations from authorized vendors is called with the date mentioned to reach the concerned authority for the purchase.

(iv). Comparative Statement

A comparative statement of the rates provided by different vendors is prepared and vendors with the lowest rate quoted is finalized and send for final approval to Hon'ble Chancellor.

(v). Purchase order

A purchase order is prepared with price, quantity, specification and terms & condition mentioned to lowest rate quoted vendor and is send with the signature of Registrar, SBBSU.

(vi). Distribution

Item once delivered, entered in store stock register, received by computer centre is distributed to the concerned intender with the entry in stock register and their receiving signature.

14. E-waste policy is effective in university campus for disposing the Electronics waste. E-waste covers the Computer related waste, damaged material ie Monitor, CPU, Keyboard, Mouse, Hard Disk, UPS Batteries etc. E-waste submission is done as per the guidelines of PCB (Punjab Pollution control board). Initially E-waste material list are inquired from various departments and their submission to centralized e-waste room. After receiving the details of e-waste materials available in various departments, quotations are called from 3 different vendors/dealers which are on the panel of PCB. After receiving quotations, a committee is constituted by the Higher authorities of the university to compile the quotations and make comparative statement and finalize the lowest bidder. Agreement is done with authorized vendor/dealer from Punjab Pollution control board. Upon agreement, process of upliftment of e-waste material is carried out. Payment of the e-waste material is done by the dealer with upliftment certificate which

is sent to Punjab pollution control board. E-waste agreement is valid for 01 year and after one year it is revised.

15. Network Administrator upon finding a non-compliant computer affecting the network, will notify the individual responsible for the system and ask that it be brought into compliance. Such notification will be done via email/telephone and a copy of the notification will be sent to the COMPUTER CENTER, if applicable.
16. 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. 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.
17. Software licensed or purchased by the organization must be registered in the name of the organization with the Department in which it will be used and not in the name of an individual.
18. Computer Centre/Network Administrator provides Net Access IDs and email accounts to the individual users to enable them to use the campus-wide network and email facilities provided by the university upon receiving the requests from the individuals on prescribed Performa.
19. Network Administrator with consent of higher authorities is authorized to take whatever reasonable steps are necessary to ensure compliance with this, and other network related policies that are designed to protect the integrity and security of the campus network backbone

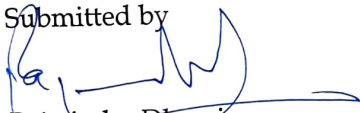
Benefits of IT Policy

1. By having an IT policy which deals with computer usage in place will help to provide employees with direction. A policy may, for example, provide specific guidance and rules relating to what is allowed during working hours *and* outside of

working hours (i.e. lunch breaks, before work and after work). A policy will also help employees to understand the potential implications of misuse and how such behavior is viewed.

2. Having an effective IT policy can guide your employees and students on the best practices for such things such as repair, support and training so you can get the most out of your investment.
3. It is important to have a policy that spells out how you the SBBSU expects the Internet and email to be handled and how much privacy an employee and student can expect when using these services at the office
4. Having a sound and coherent IT policy will communicate to all employees and students exactly what you expect from them when it comes to your IT policies. It will help you keep costs under control while protecting your company from harm as you attempt to grow and compete in the modern market.
5. Provide guidelines for acceptable use of technology resources
6. Reveal a clear method to resolve problems, including incident response
7. Improve efficiency of daily operations.
8. Reflect an organization's desire and ability to follow consistent processes
9. Establish trust and reliability in an organization

Submitted by



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Submitted to :



Registrar, SBBSU for Kind Approval through Director IQAC Cell.

Abbreviations: IT (Information Technology), E-waste (Electronic Waste)

SANT BABA BHAG SINGH UNIVERSITY

NAAC Criteria 4

IT INFRASTRUCTURE

IT infrastructure and IT enables services in the university campus are provided to all the faculty/staff/students/offices/departments. The ICT infrastructure of the university is being used for education, research and e-Governance. University Computer Centre houses a data centre having 6 Blade Server (Intel Xeon Server with 8 GB RAM each) hosting web server, email server, Database Server (MS SQL 2012 Enterprise Edition)

The Network is secured through Inbuilt Firewall through NEBERO (Internet Bandwidth Management System) to secure the network from hackers, for filtering unnecessary traffic and blocking unwanted sites on the 100 Mbps Leased line Internet connectivity. The internal LAN is managed by having backbone speed of Gigabit Manageable CISCO SG300-28 Layer3 switch. The University network has more than 6 KM long Optical Fibre Cable Network to connect all buildings and CCTV cameras.

All the Faculty room, Laboratories and offices has Ethernet network points. Nearly 50 Wi-Fi Access Points (University owned) provide round the clock Wi-Fi access in the campus through Login user name and password. Reliance JIO has installed more than 200 Access points in hostels and other buildings. Intercom services are provided to all the HOD/CoD's offices.

The University is implementing centralized ERP Module for student Life Cycle Management and e-Governance (Finance, FEES Management, Inventory Management, Examination & Admission Process). Parts of Custom built ERP is still under implementation process.

Number of Computer System with configuration

Desktops (Intel core i5, Intel Core i3, Core2duo, Dual Core processor with 2-4 GB RAM and 250-1TB Hard disk)

Laptop(Intel core i3, Core i5, core i7, Core2duo, 1 GB to 8 GB RAM, 250 GB to 1 TB HDD)

Servers (Intel Xeon i3 x3250 M4(Blade), x3200 M3 (Tower server), 8GB RAM, 500Gb-1TB HDD)

Total number of working Computer systems: 500

Total number of Laptops : 15

Total number of servers : 08

Dedicated Computing Facilities:

- Internet in All Computer Labs
- Internet in Hostels (Boys & Girls)
- Wi-Fi in Buildings, outside and Hostels

- Paid Printing facility
- LCD Projectors

LAN Facility: One Network across the campus and access Internet/ Intranet resources under uniform network policy

Proprietary Software's

Microsoft Campus agreement covers most of proprietary software's

Microsoft Office 365 for Student & Faculty

MS SQL 2005

Auto CAD 2006

Solid Works

Windows 10/XP/8/7

Windows Server 2003/2012/2016

Oracle

IT POLICY

University has a campus specific entity which is responsible for planning, specific need, forecasting for improvement of IT infrastructure of the various institutes, specific maintenance of the IT infrastructure and uninterrupted delivery of IT services to the user community.

Following are the features

- Planning & need forecasting for IT infrastructure of the institutes
- Continues upgrade of IT infrastructure to enable enhanced teaching/learning experience.
- Centralized Hardware and Software purchase
- Administration, monitoring and maintenance of campus wide Network Infrastructure
- Maintenance of IT infrastructure
- System administration and Server co Hosting
- Centralized support for desktop and server computing
- Email services for all the users

Information security: The purpose of this policy is to minimize the risk associated with Internet and Email Services and defines controls against the threats of unauthorized access, theft of information and malicious disruption of services. To minimize such risk, Periphery network security is implemented using WEB based Firewall which are capable of handling content filtering, spam filtering and filtering these devices are also used for identity based network access control.

Software Asset Management: Software assets are categorized into open source software assets and proprietary software assets. The proprietary software assets used institute wide is maintained by computer centre/IPC. The software purchased for individual department's research & teaching is maintained by the concerned departments. The computer Centre signs Campus agreement with major software vendors such MICROSOFT, ORACLE, IIT Delhi (for Virtual Labs) to provide licensed copy of software and productivity tools to faculty and staff members of the university institutes.

Internet/Network Security: The university campus has completely switched, high availability network. The users are categories and each category can have different access and access to these is controlled by implementing the desired access policy.

Open Source Resources: To reduce the dependence of on licensed software and tools, university strongly promote Open source software, tools and application. Currently university institutes support various versions of Linux operating system for training. Various institutes uses open source software tools like Open office, Office 365, Scilab, Virtual Box for supporting computers assisted learning, teaching & design.

Green Computing : SBBSU practice hard to reduce the carbon footprints. Most of the administrative activities pertaining to faculty, staff and students are handled through the ERP server placed in server room. All the notices are electronically circulated through emails. The power reduction is managed by replacing the older and power consuming technology/devices with newer devices requiring less power, example: replacement of CRT monitor with LCD monitors.

Computer-Student Ratio : 500: 3000 i.e 1 : 6

Bandwidth Available : 500 Mbps



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Submitted to :

Registrar, SBBSU for Kind Approval through Director IQAC Cell.