

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**  
**(Registrar Office)**

**IKGPTU/REG/NF/46**

**Dated: 17.02.2022**

**NOTIFICATION**

**Sub: IT Policy for I.K Gujral Punjab Technical University**

As approved by competent authority vide e-office file No. D/646/2021-ITS (Computer No. 50748) dated 31.12.2021, the following is the policy for use of IT Services of the University and its Constituent Campuses:

**1. Preamble**

The I. K. Gujral Punjab Technical University was established by an Act of State Legislature on 16th January, 1997, to promote Technical, Management and Pharmaceutical education in the state at degree level and above. Over the years, the University has grown substantially in terms of departments and academic programs as well as in infrastructure. In the journey of 13 years, University has established Main Campus at Kapurthala and five constituent campuses located at Mohali, Amritsar, Hoshiarpur, Sultanpur Lodhi in the state of Punjab. Every stake holder of the University has requirements of IT services to work smoothly. Realizing the importance of such services, Information Technology cell has been established in 2008 for setting up basic network infrastructure in the University premises.

**Need for IT Policy**

The basic purpose of University's IT policies is regarding protection of computer, email and network usage of all individuals associated with I.K. Gujral Punjab Technical University. Inappropriate use makes the university vulnerable to risks such as virus attacks, misuse/commercial usage of official emails, compromise of network systems and services etc.

Access to the information technology environment at I.K. Gujral Punjab Technical University is a privilege and must be treated as such by all users. Students, Staff and other Stake holders are expected to be positive members of the University community, which extends to cyberspace, by following all University policies.

I.K. Gujral Punjab Technical University provide all faculty, students and staff with a modern, fully networked computing and IT environment for academic use.

Users of I.K. Gujral Punjab Technical University computing, networking and IT facilities are expected to abide by the rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and work of students and faculty, and preserve our right to access the international networks to which the system is connected. In case of complaints, appropriate action to be taken will be decided and taken by the I.K. Gujral Punjab Technical University Authorities.

The IT department of the University has implemented an internet facility through optical fibre backbone connecting the academic as well as administrative departments. The IT department should ensure the internet facilities to be provided to each stake holders of the University. It also maintains the cloud server, web server, Microsoft mail server, administrative database server, Biometric server, CCTV, antivirus/end point protection, University domain, sub-domains, various software/hardware, etc. of the University.



In addition, it also maintains the computing resources used by the faculty and the administration.

Maintenance of these computing resources has become a cause of serious concern over the years. With the increase in the size of the computing resources in the University, need has also arisen for streamlining the process of procurement, maintenance and disposal of the computing resources in the University. A policy document in this regard has therefore become necessary in the University.

## **2. The IT Policy**

The IT policy shall include the following aspects:

- 2.1. Services to be provided by the computer centre (IT Services department)
- 2.2. Procurement of IT Infrastructure
- 2.3. Maintenance of IT Infrastructure
- 2.4. Networking facilities
- 2.5. Development, maintenance and upgradation of the software.
- 2.6. Green Computing Practices
- 2.7. Disposal of obsolete or unusable IT Infrastructure
- 2.8. Access control and usage of IT Infrastructure
- 2.9. Risk Management of IT Infrastructure
- 2.10. Computer Centre Committee
- 2.11. e-Content development and Management
- 2.12. Violations of IT Policy

### **2.1 Services to be provided by the Computer Centre**

The Computer Centre shall provide the following services:

- Provide computing resources to the students, Faculty Members, Administration and other stake holders.
- Set-up and maintain the LAN and WiFi.
- Facilitate Internet, email services etc. to all University users.
- Maintain the University websites.
- Assist the Administration in the process of Selection and Procurement of Computing Resources.
- Organize training programs for the faculty and staff from time-to-time.
- Provide necessary support for IT related services.
- Up-gradation of IT infrastructure.
- Implement various software/websites/portals for smoothening the process.
- Conducting Skill Tests for recruitments.
- Providing resources for conducting online examinations
- Maintaining website and databases for various Academics as well as examination purposes.

### **2.2 Procurement of IT Infrastructure**

The computing resources shall be procured by the Computer Centre for University. The process of procurement of the computing resources by the Computer Centre shall be as follows:

- The specifications for the computing resources shall be worked out by the Computer Centre in coordination with Intender.
- The purchase process shall be as per university norms.



### **2.3 Maintenance of IT Infrastructure**

The post-warranty maintenance of the computers, servers and other IT equipment's shall be carried out through AMC. The requirement of AMC will be depending upon the cost and critical nature of the device. The procurement process of AMC shall be managed by the computer center. A small buffer of necessary IT equipment's shall be maintained for temporary replacement in critical usage cases.

### **2.4 Networking facilities**

The LAN and Wi-Fi facility shall be provided and maintained by the Computer Center. The LAN facility shall cover all the academic departments, administrative departments, constituent campuses, offices, hostels, and the residential area with the approval of competent authority. The Wi-Fi facility shall be provided in the entire campus in phased manner. Appropriate technologies shall be used for the networking. The procurement, installation, administration and maintenance of the networking equipment shall be the responsibility of the Computer Centre.

### **2.5 Development, Maintenance and Upgradation of Software**

There shall be a mechanism for development, maintenance and upgradation of the software/website/web portals etc. The software should be hosted and manage through Computer Centre. Optionally, the software/website/web portal can be developed/managed through department itself with the approval of competent authority. The user departments should take the responsibility to submit a Software Requirement Specification (SRS) describing any need for new software or upgradation of existing software or maintenance, and the stipulated time frame for the service (i.e., urgency).

The Computer Centre will consider the SRS and either recommend third party service or take up the task for in-house service. For in-house tasks, the Computer Centre members may directly carry out the task, or engage other members, including students. Optionally, external professionals may also be hired. The same may be validated from the intender department and provide the user acceptance.

The Computer Centre shall also be responsible maintaining the University Website(s). One of the Computer Centre members shall act as the Web Master.

Software procured or developed should be properly documented and maintained in-house. Tailored software, developed by third parties must provide the full source code of the software.

The source codes of software developed in-house both by the software professionals or students must be available and maintained by the computer center personnel.

The software packages that have already been procured or developed in-house will be distributed to different user departments based on the user requirement assessment.

### **2.6 Green Computing Practices**

Due to growing concern in environmental responsibility, the computing resources should be used efficiently. The following green computing practices shall be adopted.

- Obsolete equipment disposal by following "Upgradation and disposal of obsolete or unusable IT infrastructure" policy.
- Use of certified energy efficient and environment friendly equipment
- Sharing printers over network
- Keeping monitors in sleep mode or turn off mode when not in use
- Activating power management feature on computers and peripherals
- Use of email for circulation of office documents and memos
- Reduce paper waste by printing as little as possible
- Use of double-sided printing
- Refilling toner cartridge wherever possible and buy back of batteries by authorized vendors

## **2.7 Disposal of obsolete or unusable IT infrastructure**

There shall be a central disposal committee as per university norms to assess the status of the IT resources. The committee shall prepare "Upgradation and disposal of obsolete or unusable IT infrastructure" policy. A member of the concerned department shall be a special invitee. The committee shall assess the status of the resources periodically and shall be empowered to declare a computing resource as obsolete and to recommend its disposal. The resources tagged as obsolete will be replaced by state-of-the-art resources, subject to availability of funds, without affecting the work of users.

## **2.8 Access Control and Usage of IT infrastructure**

In respect of access control and usage of IT infrastructure the University policy shall be as follows:

The University shall have the right to control the access to the various computing resources and databases in the University.

1. Accessing undesirable/illegal/harmful/copy right infringing materials using the University computing resources is prohibited. The access to those materials/websites shall be blocked to the extent possible. Log of accesses to websites of doubtful nature shall be maintained and scanned from time-to-time.
2. Users are expected to respect the privacy of other users and they may not allow any other person to use their password or share their account. It is the users' responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Sharing of passwords for any purpose whatsoever is strictly prohibited.
3. Any attempt to circumvent system security, guess others' passwords, or in any way gain unauthorized access to local or network resources is forbidden. Users may not use another person's computing account, attempt to forge an account identity, or use a false account or e-mail address.
4. Downloading and installing of new software has to be done with the explicit consent of the respective facility in-charges. Installation of unlicensed software on university facilities, or on individual machines connected to the University network, is prohibited and sole responsibility of users.

5. To the extent possible, users are expected to use only their official email addresses provided by university for official communications with other members of the University.
6. Recreational downloads and peer to peer connections for recreational purposes are not allowed unless it is academic requirement.
7. Users are expected to take proper care of network equipment, and are expected to report any malfunction to the staff on duty or to the in-charge of the facility.
8. Playing of Games in University laboratories or using University facilities for same is prohibited.
9. The users shall maintain discipline and shall not cause any damage to any resource of the Computer Centre and other laboratories.
10. The users shall not bring any food item to the Computer Centre.
11. Every user shall sign a user acceptance document assuring to abide by the above rules at the time of applying for Internet user login account. With the approval of competent authority disciplinary action shall be initiated against a user violating any of these rules and shall block his/her access to the resources in the Computer Centre.

## **2.9 Risk Management of IT infrastructure**

With growing dependency on IT infrastructure, the threats and vulnerabilities to IT infrastructure are of great concern today. IT infrastructure faces several risks and the risk exposure may vary from time to time. It is necessary to perform IT infrastructure risk assessment on regular basis. The University shall follow the risk management policies as given below:

- Periodic and Scheduled back up of data in geo graphically separated location.
- Keeping IT infrastructure under surveillance at critical locations.
- Use of fire alarm, smoke alarm and fire extinguisher
- Earth quake resistant buildings
- Use of Anti-virus tools for protecting servers, desktops and network devices from malwares
- Regular updating of software with security patches
- Regular updating of firewall

## **2.10 Computer Centre Committee**

There shall be a Computer Centre Committee consisting of one representative from each of the user departments with the Vice-Chancellor/VC Nominee as the chairman and the HOD/In-charge of the Centre as its convener. The committee shall meet at least once in a semester to review the functioning of the IT infrastructure and to take major operational and policy decisions.

## **2.11 e-Content development and Management**

Computer Centre will create technology enhanced learning resource centre at IKGPTU to enhance quality of teaching and capture the digital content in a high-quality format with less manpower. It will encompass entire digital content development cycle from production to consumption by the end user. All the policies related to usage of learning resource centre will be finalized by committee with approval of competent authority.



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### **2.12 Violation of IT Policy**

Violations of policy will be treated as academic misconduct, misdemeanour or indiscipline as appropriate. Depending upon the nature of the violation, the university authorities may fine/or and take an appropriate action as per penal provisions under Indian laws. The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means, e-mail, printed notices.

  
**(Jaspreet Singh, IAS)**  
**Registrar**

**Dated : 17.02.2022**

**Endst. No. IKGPTU/REG/NF/47-50**

A copy of the above is forwarded to the following for information & necessary action please:

1. Secretary to Vice Chancellor: for kind information of Hon'ble Vice Chancellor.
2. Dean Academic: to inform all Deputy Dean (Faculty), HoD's (Teaching) and Director/Incharge (Constituent Campuses).
3. All HoD's/Incharge (Non-Teaching)
4. ITS: Upload on University website.

  
**(Jaspreet Singh, IAS)**  
**Registrar**