IT REGULATIONS & GUIDELINES OF UNIVERSITY

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UTTARAKHAND TECHNICAL UNIVERSITY
(Formerly Uttarakhand Technical University established by Uttarakhand Government wide Act No 415/2005)
Dehradun, Uttarakhand –248007

1.0 Introduction

Veer Madho Singh Bhandari Uttarakhand Technical University (VMSBUTU) Dehradun provides IT resources and services to support the educational, instructional, evaluation, examination, assessment, research, and administrative activities of the University with the aim to enhance functional efficiency of all stakeholders namely University, Institutions, Teachers, Officers, Staff, Students, Parents, Alumni, Employers, etc. IT resources and services facilitate access to feed, share, and process information pertaining to respective domains.

IT Regulations and Guidelines are laid down here to create a robust framework that is adequately regulated, safe & secure, and meets the specific requirements of all stakeholders of the University.

All concerned are requested to adhere to the prescribed IT Regulations and Guidelines. Any violation of prescribed "IT Regulations and Guidelines of the University will be considered as unlawful activity and taken up by the university under the respective provisions of the applicable laws.

2.0 Scope

It is applicable to everyone who uses the IT resources and services, web applications, software, University Management System, E-Governance practices, etc. owned and/or managed by VMSBUTU such as University officers & staff, Institutions, Departments, Offices, Sections, Teachers, Visiting faculty members, Guest Faculty, Staff, Students, Alumni, Guests, Visitors, etc. 'IT Resources and Services' include all University owned, licensed, or managed hardware & software, University network in physical or wireless mode irrespective of who owns the computer or device connected to its network.

3.0 Objective

The objective of this Regulations is to ensure proper access to and usage of IT resources and services of VMSBUTU and prevent any likely misuse by the users. Use of IT resources and services of VMSBUTU will be automatically governed by these Regulations guidelines and no explicit written agreement is required for it.

3.1 To maintain, secure, and ensure legal and appropriate use of IT services and infrastructure created by the University.

3.2 To provide uniform Access & Availability, protect the Confidentiality, and maintain the Integrity of the database, services, and information that is created, managed, and/or controlled by the University.

4.0 Roles and Responsibilities

The following roles and responsibilities are envisaged from each entity respectively.

4.1 VMSBUTU shall implement appropriate controls to ensure compliance with this Regulations by their users through IT Cell of the University which shall also provide the requisite support required for it.

4.2 IT Cell will resolve all issues in the ambit of these IT Regulations and guidelines and take necessary action for its compliance and violation, if any.

4.3 All users are authorized to access the IT resources and services as per the accession rights determined by the University provided any thing is not falling under the "Prohibited Activities".

4.4 Every user has to compulsorily adhere to the existing regulations and laws enforced by the Government along with other applicable laws concerning the prevailing telecommunications and networking laws and regulations.

4.5 Every user has to comply with the copyright laws regarding software / intellectual property.

4.6 Every stakeholder of the university who uses the IT resources and services of the University is considered to have known and understood the University and makes ethical use of IT resources and services. Technically feasibility of any action does not imply its' appropriateness, if it is unethical.

4.7 All stakeholders are supposed to refrain from writing derogatory remarks for the University at any level and must attempt to add value for good of the University within and outside.

5.0 Privacy and Personal Rights

5.1 All users of IT resources and services of University are supposed to respect the privacy and personal rights of others.

5.2 Any user is not expected to access or copy other user's email, data, programs, or other files without authorization and approval of the University.

5.3 University may or may not monitor or limit content of information transmitted on its network but it reserves right to access and review certain information as per need with the approval of the competent authority of the University.

5.4 University is bound by its End User License Agreement (EULA), respecting certain third party resources. Every user has to essentially comply with such agreements while using any of such resource.

6.0 Privacy in Email

University will be taking all measures to ensure the privacy of VMSBUTU email users as well as other authorized information sharing but it may not be possible in few situations. In case of requirement, the University reserves and retains all the right to access and inspect stored information under intimation of the user.

7.0 User Compliance

Anyone using the IT resources and services of the University is deemed to be agreeing to comply with these IT Regulations and guidelines and is under obligation to remain updated on changes in it from time to time and esure compliance of the same.

8.0 Access to the Network

8.1 Access to Internet and Intranet

8.1.1 A user shall register the client system and obtain one-time approval from the competent authority before connecting the University resources.

8.1.2 Users shall not undertake any activity through any website or applications to bypass filtering of the network or perform any other unlawful acts which may deteriorate the network's performance or break the security.

8.2 Filtering and blocking of sites:

8.2.1 IT Cell of the University has authority to block content over the Internet which is in contravention of the relevant provisions of the applicable IT Act & Regulations 2000 and other applicable laws for prevention of any security threat to the network.

8.2.2 IT Cell of the University has authority to block content which, is considered to be inappropriate by the University or may affect the users adversely in any manner.

9.0 Monitoring and Privacy

9.1 IT Cell of the University shall have the right to audit networks and systems at regular intervals for ensuring of compliance of the IT Regulations and Guidelines.

9.2 IT Cell of the University may access, review, copy or delete any kind of electronic communication or files stored on University resources under intimation to the user, for security related reasons or for compliance with applicable laws.

10.0 E-mail Access from the University Network

10.1 E-mail service authorized by VMSBUTU shall only be used for all official correspondence.

11.0 Access to Social Media Sites from Network

11.1 Use of social networking sites by users is governed by "Framework and Guidelines for use of Social Media for Government Organizations".

11.2 User shall comply with all the applicable provisions under the IT Act 2000 and other applicable laws / regulations, while posting any information on social networking sites and use high security settings on social networking sites.

11.3 User shall adhere to the "Terms of Use" of the relevant social media platform/website, as well as copyright, privacy, defamation, contempt of court, discrimination, harassment and other applicable laws. And, also report any suspicious / malicious activity as soon as possible to the webmaster of the University.

11.4 Any user is not authorized to post any content that is offensive, threatening, obscene, infringes copyright, defamatory, hateful, harassing, bullying, discriminatory, racist, sexist, or is otherwise unlawful.

11.5 No employee of the University is authorized to disclose any information unless authorized to do so or use any confidential information obtained in their capacity as an employee of the university.

11.6 Every user is prohibited to comment or post any material that might otherwise cause damage to reputation of the VMSBUTU.

12.0 Intellectual Property

All content accessible through the network's and resources of VMSBUTU are subject to protection under privacy, publicity, or other personal rights and intellectual property rights, including but not limited to, copyrights and laws protecting patents, trademarks, trade secrets or other proprietary information. Users are not allowed to use University network, infrastructure, resources, and services in any manner that would infringe, dilute, misappropriate, or otherwise violate any such rights.

13.0 Deactivation

13.1 IT Cell of the University will deactivate and block the user in case of any threat to security of systems or network from the resources being used by a user.

13.2 IT Cell will be informing the all concerned and competent authorities as applicable about the deactivation later on.

14.0 Review

IT Regulations and Guidelines may be changed as deemed necessary with the approval of the competent authority of the University.

15.0 IT Hardware Installation Regulations

University network users have to observe certain precautions while getting their computers or peripherals installed so as to face minimum inconvenience due to interruption of services due to hardware failures.

15.1 Primary User

An individual in whose room the computer is installed and is primarily used by him/her, is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the Incharge / Head of respective Section/Department/Institute will have to make arrangements for making the concerned responsible for compliance.

15.2 End User Computer Systems

University will consider servers not directly administered by IT Cell, as end-user computers. If no primary user can be identified, the section/department/institute will assume the responsibilities identified for end-users. Computers acting as servers providing services to other users on the Intranet/Internet registered with the IT Cell, are considered as "end- users" computers.

15.3 Warranty & Annual Maintenance Contract

Computers purchased by any Section/ Department/ Project should preferably be with onsite comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract including its standard repair and maintenance from time to time.

15.4 Power Connection to Computers and Peripherals

All the computers and peripherals should be connected to the UPS and power supply to the UPS should never be switched off for proper battery recharging, till the UPS is being left unattended. Further, these UPS systems should be connected to the electrical socket with proper earthing in wiring.

15.5 Network Connection

The network connection cable must be away from any electrical/electronic equipment, as they interfere with the network communication and no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

15.6 File and Print Sharing Facilities

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.

15.7 Maintenance of Computer Systems provided by the University

IT Cell of the University is responsible to resolve the complaints related to any maintenance related problems of IT resources and infrastructure.

16.0 Software Installation and Licensing Regulations

All computers should get licensed software (operating system, antivirus software and necessary application software) installed.

16.1 Operating System and its Updating

The users should ensure that respective computers have updated operating system in respect of their service packs/patches, through internet.

16.2 Use of software on Desktop systems

16.2.1 Users shall not copy or install any software on their own on their desktop systems including privately owned shareware and freeware without the approval of the IT Cell.

16.2.2 Any software installed on University resources should be for University activities only.

16.3 Antivirus Software and its updating

Computer systems used on the university network / ERP should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection Regulations. The users must ensure that the respective computer systems have valid virus protection software installed on them.

16.4 Backups of Data

Individual users should perform regular backups of their data and keep their data backups in external storage devices such as pen drives, external HDD etc.

17.0 Network (Intranet & Internet) Use Regulations

Network connectivity provided through the University, referred to hereafter as "the Network" through an authenticated network access connection will be governed by the University IT Regulations and Guidelines. The IT Cell is responsible for the maintenance and support of the Network, Resources , and Service, exclusive of local applications.

17.1 IP Address Allocation

Any computer that will be connected to the university network, should have an IP address assigned by the IT Cell. Each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorized from any other location.

17.2 Running Network Services on the Servers

17.2.1 Individual departments/sections/institutions/individuals connecting to the university network may run server software, e.g., HTTP/Web

server, SMTP server, FTP server, only after bringing it to the knowledge of the IT Cell in writing and after meeting the requirements of the University IT Regulations and Guidelines for running such services. Non-compliance with this Regulations and guidelines will lead to termination of their connection to the Network.

17.2.2 IT Cell takes no responsibility for the content of machines connected to the Network.

17.2.3 IT Cell will disconnect client machines wherever damaging software is found. A client machine may also be disconnected if the client's activity adversely affects the Network's performance.

17.2.4 Access to remote networks using a University's network connection must be in compliance with all policies and rules of those networks. This applies to any and all networks to which the University Network connects. University network and resources are not for commercial usage.

18.0 Email Account Usage Regulations

VMSBUTU provides official email access privileges to its authorized users. For effective interactions and information dissemination among the administration, faculty members, staffs and students of the University, it is recommended to avail official email with University domain (uktech.ac.in). By using the email facility, the users agree to abide by the following. These conditions are broadly applicable even to the email services provided by other service providers such as Gmail, Hotmail, Yahoo, Rediffmail etc., as long as they are being used from the university's campus network, or on the IT resources and services provided by the university to the individual for authorized use.

18.1 Use of Email is primarily for academic and official purposes and to a limited extent for personal purposes.

18.2 User is personally held accountable, in case of any misuseof that email account.

18.3 User should refrain from intercepting, or trying to break into others email accounts.

18.4 Impersonating email account of others will be considered as a punishable offence.

18.5 Email address of any user who leaves the University/Institution and is no more a n authorized user of the University IT Resources and Services will be deactivated

19.0 Disposal of ICT equipment

The disposal of ICT hardware equipment shall be done as per the Standard Operating Procedures of the University.

20.0 Breach of This Regulations

Users must report any suspected violations of IT Regulations and Guidelines. The University reserves the right to suspend a user's access to IT resources and services. University will be taking necessary disciplinary action as deemed suitable for any breach of its IT Regulations and Guidelines.

21.0 Revisions to Regulations

The University reserves the right to revise the terms of this Regulations at any time. Any such revisions will be updated on the website and users will continue to use the University's IT Resources and Services on the revised terms of this Regulations.

Disclaimer

The provision laid down in I.T. Regulations and Guidelines are subjected to the availability of resources & facilities.

Appendix – I: Email and Access Requisition Form

FORM FOR REQUISITION OF ACCESS TO OFFICIAL ERP & EMAIL ID

(For Officers / Staff / Teachers only)

First Name	:
Middle Name	:
Last Name	:
Section / Department	:
Designation	:
Current Email address	:
Mobile Number	:
Year of Joining	:

Note:

1. The filled in form should be submitted after getting duly signed from respective Section Incharge / Head of the Department.
2. Information regarding the official Email address created would be sent to your current Email address within 24 hrs. – 48 hrs.

GRANT AN OFFICIAL E-MAIL ID PLEASE.

(Signature of the Section Incharge / Head of the Department)

Appendix – II: Email and Access Requisition Form
FORM FOR REQUISITION OF ACCESS TO OFFICIAL ERP & EMAIL ID
(For Head of Institution only)

First Name	:	
Middle Name	:	
Last Name	:	
Designation	:	
Institution Code	:	
Institution Name	:	
Current Emailaddress	:	
Phone Number	:	
Year of Joining	:	

Note:
1. The filled in form should be submitted after getting duly signed from respective Head of the Department.
2. Information regarding the official Email address created would be sent to your current Email address.
3. **An official Email address and ERP credentials would be created within 24 hrs. - 48 hrs.**

REQUEST FOR GRANT AN OFFICIAL E-MAIL ID / ACCESS TO ERP PLEASE.

(Signature of the Director / Principal)

Appendix – III: Email and Access Requisition Form

FORM FOR REQUISITION OF OFFICIAL ERP & EMAIL ID

(For Students only)

First Name	:
Middle Name	:
Last Name	:
Department/Branch	:
Roll No	:
Name of Program	:
Duration of Program	:
Current Email address*	:
Phone Number	:
Admission Year*	:

Note:

1. The filled in form should be submitted after getting duly signed from respective Head of the Department/Section In charge to the Head of the Institution / IT Cell Incharge.
2. Information regarding the official Email address created would be sent to your current Email address within 24 hrs. – 48 hrs.

RECOMMENDED FOR GRANT AN OFFICIAL E-MAIL ID / ACCESS PLEASE.

(Signature of the Head of the Department / Section Incharge)