

**Shobhit Institute of Engineering and Technology (SIET)  
(Deemed to be University), Meerut**

**IT Policy**

**Preamble**

The Shobhit Institute of Engineering and Technology (Deemed-to-be University) Information Technology (IT) Policy sets out the central principles governing the effective use of all users of the University's information technology resources. This includes centralized IT infrastructure and individual departments. The users of network and computer resources ("users") are responsible for the proper use and protection of information resources and respect for the rights of others.

**Applicability**

IT policy applies to all University faculties, staff and students and all other IT resource users, whether personal or University, who receive, transmit or store a variety of related information.

**1. Objectives**

Each University Information Resources user must ensure that it is used to further the University's objective of teaching, learning, research and management. In particular, the main objectives of this document are:

- 1.1 To ensure the integrity, reliability, availability, and better performance of the University IT System.
- 1.2 To ensure that the IT resources protect the official e-identity (allocated by the University) of an individual
- 1.3 To ensure that all users of the University are responsible for following the procedures governing the drafting of this Policy document and any other matter consistent with those rules.

**2. Areas**

- 2.1 **IT usage and Prohibitions**

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**Registrar**  
Shobhit Institute of Engg. & Tech.  
(Deemed to be University)  
Meerut, U.P. Phone: 230116

2.1.1 University users will make effective use of Campus Internet, Wireless Resources, official websites (including the university website), Learning Management System i.e. University ERP software (outsourced), University Remote Access Resources and e-Library resources.

2.1.2 The University will insist on users to comply with University policies and legal obligations (including licenses and contracts)

2.1.3 The University will strive to develop user awareness programs to better utilize IT resources.

2.1.4 Prohibited Use - Users will not post, view or download fraud, harassment, pornography, threats, or other messages or material that violate applicable law or University policy. In particular, contributing to the creation of a hostile academic or work environment is not allowed.

## 22 **Copyright and Licenses**

2.2.1 Users must not infringe copyright law and must respect the licenses of copyrighted material. To avoid any doubts, the illegal distribution of files using University resources is a violation of this policy.

2.2.2 Social Media - Users must comply with University rules regarding the use of social networking sites, mailing lists, chat rooms and blogs.

2.2.3 Commercial Use - University IT resources may not be used for any commercial and promotional purposes, by advertising, by soliciting any other messaging message, unless permitted under University rules.

## 23 **Security and Integrity**

2.3.1 Personal Use - University IT resources should not be used for activities that violate the core functionality and purpose of the University, unless by accident.

2.3.2 Users should refrain from making unauthorized access to information in order to improve network and computer secure access.

2.3.3 A competent authority can access information resources for legitimate purposes.

2.3.4 Open Source Firewall - Additional procedures for maintaining secure Internet traffic

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and intranet traffic on campus will be managed through open source firewall.

## 24 **IT Asset Management**

24.1 Asset Management: The University shall lay down business processes for the management of hardware and software assets that facilitates the usage of IT resources in the University. This shall include procedures for managing the purchase, deployment, maintenance, utilization and disposal of software and hardware applications within the University.

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

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

## 3. **Operating Aspects**

3.1 University Management - The University will strive to ensure that this policy is implemented effectively in order to meet its development objectives. The responsibility for the management of IT resources is in the order of succession of the University's management framework.

3.2 The Heads of Institutions concerned shall be responsible for complying with all University policies pertaining to the use / ownership of information resources, taking into account the Vision and Purpose of the University.

3.3 The System Administrator working at the University level will coordinate various activities related to IT Policy adherence in collaboration with the relevant technical staff member.

3.4 Individual Users - Users are responsible for the activities they perform on the Institute / University servers with their "Username / Password" pairs and IP addresses (Internet Protocol) assigned to them.

## 4. **Violation of Policy**

Any violation of the basic objectives and areas referred to under the University IT Policy will



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be deemed to be an offense and as a serious misconduct and misconduct under the University Rules.

#### **5. Implementation of Policy**

For implementation of this policy, the University will decide necessary rules from time to time.

#### **6. Review and Monitoring**

The Policy Document needs to be reviewed at least once every two years and updated as necessary, in order to meet advances in IT-related development in the industry by the Vice Chancellor and his committee members. The other members of the committee shall consist of the System Administrator, Registrar and other members nominated by Vice Chancellor.

*Avinav*

**IT Head**

**Shobhit Institute of Engineering and Technology  
(Deemed to be University), Meerut**

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