IndSearch

Indian Institute of Cost And Management Studies & Research (IndSearch)
(An autonomous Institute affiliated to Savitribai Phule Pune University)

Metric No.		Weightage
4.3.1 **Q$_l$M**	***Institution frequently updates its IT facilities including Wi-Fi*** Describe IT facilities including Wi-Fi with date and nature of updation within a maximum of 500 words **File Description** ● Upload any additional information ● Paste link for additional information	**10**

IndSearch IT Policy

Preamble:
IndSearch IT Policy helps in governing responsible usage of all users of the Institute's information technology resources. Every member of the Institute 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.

Scope:
The IT Policy applies to all faculty, staff and students and all others using the IT resources, whether personally or of Institute owned, which access, transmit or store various types of related information.

Objectives:
1. Each user of the Institute Information Resources must ensure that it is used for promoting the mission of the Institute towards teaching, learning, research, and administration. In particular, the major objectives are:
    a. To ensure the integrity, reliability, availability, and superior performance of the Institute's IT Systems
    b. To ensure that the IT resources protects the official e-identity (allocated by the Institute) of an individual
    c. To ensure that all the users of the Institute are responsible for adhering to the procedures governing the implementation of this Policy.
2. IT usage:
    a. The users of the Institute shall make effective usage of campus collaboration systems, internet, wireless resources, official websites including Institute website, IndSearch Information System, and Remote Login based facilities of the Institute and e-Library resources.
    b. The Institute shall stress upon the users to comply with Institute's policies and legal obligations (including licenses and contracts).
    c. Copyrights and Licenses - Users must not violate copyright law and must respect licenses to copyrighted materials.

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

e. The competent system administrator may access the information resources for a legitimate purpose.

f. 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).

g. Anti-virus and security updates - The regular updates to the anti-virus and and other security tools should be done for the protection of computing resources.

h. IT Asset Management - The Institute shall ensure proper procedures for managing the purchase, deployment, maintenance, utilization, and disposal of software and hardware applications within the Institute.

i. Risk management: The Institute shall ensure timely data backup, replication and restoring policies.

j. Open Source Assets: The Institute shall endeavour towards the promotion and effective usage of open source software.

k. Institute Governance - The responsibility of the management of operational aspects of IT resources is as per the hierarchical flow of the Institute governance structure. The users are solely responsible for the activities they perform on Institute's servers with their "UserName/Password" pairs and IP (Internet Protocol) addresses assigned to them.

l. Violation of Policy: Any violation of the basic objectives and areas mentioned under the IT Policy of the Institute shall be considered as a violation and as a misconduct and gross misconduct under Institute Rules.

3. Implementation of Policy: For implementation of this policy, the Institute will decide necessary rules from time to time.

4. Review and Monitoring: The Policy document needs to be reviewed at least once in two years and updated if required, so as to meet the pace of the advancements in the IT related development in the industry.

IT Hardware

The Institute places a lot of importance on leveraging technology for teaching learning. In line with this, the IT facilities at the Institute have been updated from time to time. Further, we are also maintaining the requirement of Computers and internet bandwidth as per the statutory requirement of the AICTE.

The new computers have the following configuration:

Dell OptiPlex 3046 Series of Desktop :3GB RAM,500GB HDD, WIN10 Professional, 17" Monitor, No ODD, Office 2013

Sr. No	Facility	Upgraded/Added	Date
1	Computers	60 added. Configuration	2016
2	LCD Projectors	7 added. Make-Epson	2016
3.	Scanner	1added. Make-HP	2017

4.	Printer	1 added. Make-HP	2017
5.	Photocopier	1added. Make-XEROX	2017
6.	CCTV Cameras	5 added. Make-Dauha	2018

The Institute has dedicated Internet leased lines of 50 MBPS and 20 MBPS capacity for Bavdhan and Law College Road campuses respectively. The entire IT infrastructure is provided uninterrupted power supply to ensure all time availability of the Web applications of the Institute.

The IT infrastructure is efficiently maintained to support the academic and research activities carried out in the Institute. In order to ensure uninterrupted power supply to the computers, we have a UPS and Diesel Generating Set, well maintained by competent agencies. Thus, we assure that the lectures and lab sessions are not affected in case of power failures. We have also signed the Campus Agreement with Microsoft for use of licensed software for all our needs.

The following table summarizes the Annual Maintenance Contracts signed with various agencies for maintaining and supporting our infrastructure:

Sr.No.	Name	From	To	Agency name
1	UPS (On Rental) Maintenance	26-Apr-20	25-Apr-21	UPS Rental
2	Diesel Generator Maintenance (KOEL make)	9-Jan-19	31/08/2022	Omkar Engineers Pvt. Ltd.
3	Domain charges and website hosting charges for indsearch.org website	18-Mar-20	17-Mar-21	Dimakh Consultants
4	Domain charges for indsearch.ac.in website	9-May-18	8-May-27	Ernet India Pvt. Ltd.
5	Microsoft Campus Agreement for use of licensed products, including Office365 E-Mail services	20-Feb-20	31-Mar-21	Genie Infotech
6	Cyberroam Firewall License	1-Sep-19	1-Sep-22	Genie Infotech
7	Seqrite (Quckheal) anti virus license	27/12/2019	26-Dec-21	Genie Infotech
8	Tata Lease Line (50 MBPS) Maintenance and Support	28/09/2020	27-Sep-21	Tata Tele Services
9	Domain charges for indsearch.edu website	9-May-18	8-May-27	Ernet India Pvt. Ltd.