



## 2. 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.

### **IT usage:**

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.

- d. The Institute shall stress upon the users to comply with Institute's policies and legal obligations (including licenses and contracts).
- e. Copyrights and Licenses - Users must not violate copyright law and must respect licenses to copyrighted materials.
- f. Security and Integrity - The users must refrain from making any unauthorised access of information in order to promote secure access of Network and Computers.
- g. The competent system administrator may access the information resources for a legitimate purpose.
- h. 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).
- i. Anti-virus and security updates - The regular updates to the anti-virus and other security tools should be done for the protection of computing resources.
- j. 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.



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

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

m. **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.

n. **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.

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

**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.

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