



## **MAHATMA GANDHI UNIVERSITY, NALGONDA**

### **INFORMATION TECHNOLOGY POLICY**

The IT Policy of the University requires all its Users of Information Technology Resources (Teacher Staff / Non Teaching Staff / Research Scholars / Students etc) at Mahatma Gandhi University, to be the responsible Users and strictly adhere to all the guidelines / regulations in vogue given by the Competent Authorities (Like Information Technology Act, India, Rules & Regulations given by MeitY etc). This comprises the IT facilities allocated centrally or by individual departments / Offices. Users of the campus network and computer resources are responsible to properly use and protect information resources and to respect the rights of others.

#### **Applicability:**

The IT Policy applies to all University Teaching, Non Teaching Staff, Research Scholars and Students and all others using the IT resources at the University, whether personal or of University owned, which access, transmit or store various types of related information.

#### **Objectives**

Each User of the University Information Resources must ensure that it is used for promoting the mission of the University towards teaching, learning, research, and administration. In particular, the major objectives of this document are:

- To ensure the integrity, reliability, availability, and superior performance of the University IT Systems.
- To ensure that all the Users of the University are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules.

## **IT usage**

- The users of the University shall make effective usage of campus collaboration systems, internet, wireless resources, official websites (including university website, conference website, journal portals, online admission systems, and course website), and Management Information Systems (MIS) and ERP solutions, Learning Management System, Remote Login based facilities of the University and e-Library resources.
- The University shall stress upon the users to comply with University policies and legal obligations (including licenses and contracts).
- The University shall arrange for awareness programmes to acquaint the users with the effective usage of IT resources.

## **Prohibited Use**

- The users shall not send, view or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or University policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.
- Users must not violate copyright laws and must respect licenses to copyrighted materials.
- The University IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under University rules.
- The University IT resources should not be used for activities violating the basic functionality and mission of the University
- The users must refrain from making any unauthorised access of information

## **IT 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, energy audit, and disposal of software and hardware applications within the University. The University shall encourage the promotion and effective usage of open source softwares.

**Risk Management**

The University shall emphasize on managing the risks involved for the usage of IT resources. This shall include standard procedures for identification, minimization and monitoring of risk impact by preventive and corrective measures. This also includes procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity etc.

**Operating Aspects**

The responsibility of the management of operational aspects of IT resources is as per the hierarchical flow of the University governance structure. The respective Heads of the Institutions shall be responsible for compliance with all University policies relating to the use/ownership of information resources, keeping in mind the Vision and Mission of the University. The ICT Centre at the University shall coordinate various activities related to the adherence of the IT Policy.

**Violation of Policy**

Any violation of the basic objectives and areas mentioned under the IT Policy of the University or given by the competent authorities shall be considered as a violation and will be treated as misconduct under University Rules.