



**KAHER's Shri BMK Ayurveda Mahavidyalaya,
Shahapur, Belagavi, Karnataka – 590003**

	Doc Name: Policy & Procedure on Use of Information Technology		Doc No: BMK/DL-01
	Prepared by Dr. Sumith Kumar M Mr. Vinayak Inchal	Approved by Principal  Dr. BS Prasad	Rev No: 01
			Rev Date: 13.01.2020
		Issue Date: 31.01.2020	

1. PURPOSE



With the level of technological integration into nearly every facet of life and business, it's practically essential for IT department to handle all the technological issues that arise.

- To define acceptable use of the College's IT resources. This document also details College policy regarding privacy, personal use, security, and data storage, and outlines associated compliance requirements and enforcement procedures
- To develop framework for use of Information Technology at Shri B M Kankanwadi Ayurveda Mahavidyalaya, Belagavi.

2. SCOPE

- This policy governs the use of all IT resources owned, operated, or contracted by institute. These include network infrastructure, servers, desktop, workstation, peripherals, remote access resources, departmental computer labs, databases and software applications; and telecommunications systems.
- The College's IT resources are provided for the use of authorizer; College community members. College community members encompass

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college staff, faculty, students with official standing, alumni, and others associated with the institute, who has credentials to access the College's IT resources. Guests using institute's IT resources are also subject to this policy

- Visitors to the College's websites should refer to the College's website Terms and Conditions of Use Policy and Website Privacy Policy.

3. DEFINITION

Information Technology

Information technology (IT) is the application of computers and telecommunications equipment to store, retrieve, transmit and process data



4. RESPONSIBILITY

Digital lab and College Staff and Students are responsible for implementing this policy

5. POLICY

Shri B M Kankanwadi Ayurved Mahavidhyalaya, Shahapur-Belagavi ensures safe and appropriate use of Information Technology

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OVERVIEW OF IT DEPARTMENT RESPONSIBILITIES

The Three Major IT Functions

- **Governance** refers to the implementation of operational parameters for working units and individuals' use of IT systems, architecture, and networks. This is part of the conventional IT security as well as the data assurance for which the IT department is also responsible.



- **Infrastructure** refers to the hardware components, the network, the circuitry and all other equipment necessary to make an IT system function according to the established needs and system "size" of the Institution.

- **Functionality** refers to creating and maintaining operational applications; developing, securing, and storing electronic data that belongs to the organization; and assisting in the use of software and data management to all functional areas of the organization.

IT Network Responsibilities

The IT department oversees the installation and maintenance of computer network systems within the Institution.

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The IT department must evaluate and install the proper hardware and software necessary to keep the network functioning properly. As this involves working within a budget allocated to the department for network devices and software, the IT department must make sure that the equipment it invests in will optimally serves the needs of the Institution without going over budget.

Network Contingencies

The IT department must put a crisis plan in place that can be implemented should the system go down. It must be designed to put the network back up quickly or allow it to switch over to an alternate system until the necessary repairs are completed. *



Communication

IT departments have been taking on a greater role in the technical side of Institution communication. This includes WhatsApp group, conference calls, and video and web conferences, as well as less direct forms of electronic communication like network drives, email systems, and secure servers.

Institution Website

The IT department is responsible for creating and maintaining the Institution's website. While the content of the site may be handled by respective department, IT typically creates the code and works with other departments to test the site for usability.

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Technical Support



The IT department provides this service for all the users who need access to the Institution's computer systems. This might entail installing new software or hardware, repairing hardware that has become faulty, training employees in the use of new software, and troubleshooting problems with the system or with an individual's computer.

Primary Responsibilities

Here's a list of common tasks Technical Support Specialists are expected to complete.

- ✓ Installing and configuring new technology to be used by the Institute, such as hardware, operative systems, and programs or applications.
- ✓ Giving regular maintenance to existing hardware and computer systems.
- ✓ Providing assistance to Institute staff or clients with technology-related issues:
 - Understanding the issue and its cause
 - solving the problem
 - explaining the problem to the staff member or client.
- ✓ Troubleshooting systems and applications
- ✓ Running diagnostics on malfunctioning hardware or software; and finding solutions for any issue and implementing it.
- ✓ Replacing damaged or malfunctioning parts on hardware when necessary
- ✓ Ordering new parts when out of stock.

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- ✓ Writing reports on the status of all hardware and software in the Institute.
- ✓ Implementing and assisting on the roll out of new applications or operating systems
- ✓ Learning about the new application or operating systems
- ✓ Running tests before implementing them in all systems
- ✓ Evaluating new applications or operative systems
- ✓ Installing them on all systems in the Institute.
- ✓ Setting up profiles, emails, and issuing access passes for new employees and assisting in all password-related issues.
- ✓ Running security checks on all systems.
- ✓ Conducting electrical safety tests on all systems.

Daily Tasks

- ✓ Checking the status of all systems and hardware.
- ✓ Responding to help requests from staff members or clients.
- ✓ Installing and configuring new systems and hardware.
- ✓ Running reports on systems and hardware status.
- ✓ Replacing malfunctioning or damaged hardware.
- ✓ Troubleshooting software.
- ✓ Testing, assessing, and learning about updates and new technology.

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PROCEDURE

Responsible Use



While using institute's IT resources, USERS MUST:

- ✓ Abide by all local and state laws and regulations, including those related to the Internet, electronic communications or commerce, copyright, trademark, and intellectual property.
- ✓ Adhere to all College policies.
- ✓ Keep confidential data restricted by not disclosing such data to any unauthorized person.
- ✓ Observe the specific rules governing the use of departmental computing labs

While using institute's information systems, USERS SHALL NOT:

- ✓ Intentionally interfere with or cause disruptions to the normal, proper, and expected operation of institution's IT systems.
- ✓ Tamper with or disable security systems implemented by the College.
- ✓ Use College IT resources for any commercial purpose unrelated to official College business.
- ✓ Send unsolicited bulk e-mail, such as "spam."
- ✓ Use shared network resources assigned to another user or group of users, without their authorization, for example, sending print jobs to another user's printer-without that user's approval-is prohibited.

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- ✓ Access data that the user is not authorized to access or access another user's files or data without permission (except for administrative purposes)
- ✓ Damage or disable any College-owned hardware components, software, or computing facilities.
- ✓ Knowingly run applications that contain computer viruses, worms, or other potentially destructive applications or hardware.
- ✓ Use "backdoor" or other programs or devices to penetrate the College's firewall, servers, or any other network perimeter security measures or devices.
- ✓ Maintain or use an account after withdrawing from the College as a student or terminating employment with the College except as permitted by the Chief Information Officer.
- ✓ Engage in any illegal or criminal activity, such as downloading pornography, involving the College's IT systems.

Privacy

- While the College values and respects the privacy of its staff, faculty, students, and other users, the intrinsic nature of electronic records places limits on the extent to which the College can guarantee a user's privacy. Despite security protocols, communications over the Internet--and across the College's local campus network--can be vulnerable to interception and alteration. Consequently, the College cannot assure

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that absolute privacy can be maintained for data that reside on the College network or on storage media.

- Out of respect for personal privacy, the College does not routinely examine the contents of data or files in user accounts. However, on occasion, circumstances may require an examination of a user's files to maintain system security, to administer or maintain system integrity, or in response to legal mandate. In such cases, authorized personnel may examine a user's data without notice. Authorized personnel are those specifically entrusted and approved to conduct such examinations by the head of the institute, or others, as determined by the College's IT Committee.
- Some data are subject to strict access restrictions. The Library, the office of the institute, and other departments that administer confidential data may enforce more stringent access policies.

Personal Use

- Personal use is defined as the non-academic, non-administrative use of institute IT systems. Such use is solely discretionary; it neither serves an essential employment function nor is it related to academic discourse. Data that result from personal use are "personal data."
- Personal use of institute's IT resources is secondary to performing essential College functions using such resources. If personal use of College IT resources interferes with or causes disruptions to the essential

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functions of the College performed by IT, then authorized personnel may curtail such use.



Passwords and User IDs

- The system of accounts, passwords, and user IDs plays an important role in protecting the files and privacy of all users. Because users are responsible for all use made of their account, users must take exceptional care to prevent unauthorized use of their account. This includes changing passwords regularly and disabling "automatic" log-ins.
- In most cases, it is inappropriate-and perhaps dangerous-to allow another person to use another user's network credentials or e-mail account. In some cases, a user's data are vulnerable to alteration or deletion. In others, the veracity of a user's credentials could be compromised. Alternatively, if criminal activity can be traced to a user's account, the person to whom the account is assigned will likely be held accountable. The College, therefore, reserves the right to restrict or prohibit password sharing.

Data Storage and Back-ups

- The College maintains a centralized repository of data stored in user accounts on the College network. This includes all the data that a user creates and saves on the College's network storage devices. It also

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includes saved e-mail messages, attachments, files, and folders. Some departments also maintain data back-ups.

- The College reserves the right to restrict the amount of network storage available for users. This includes the prerogative to impose quotas on the number and/or size of stored files. Departments that maintain independent back-ups, may also regulate storage capacities for data under their purview.
- Data files are routinely backed up on a daily, weekly, monthly, and/or yearly basis. These back-ups facilitate the restoration of College data that have been lost, altered, or damaged. The Institution will not routinely retrieve backed-up personal data. Users, therefore, are encouraged to maintain independent back-ups of their important personal data, including e-mail messages. Institution disclaims any responsibility for maintaining or providing access to backups of a user's personal data.
- For data backed up by the IT department, retrieval or restoration is at the discretion of the head of the institute. For data backed up by other departments, retrieval or restoration is at the discretion of the administrator responsible for that department.

Security

- The College implements appropriate "industry-standard" practices concerning the security of the College's IT resources. These methods are designed to protect against unauthorized access, intrusion, or damage to

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the availability, access, or integrity of the College's IT systems. However, due primarily to the nature of security threats and the remote possibility of a breach of security, the College warrants neither a user's privacy nor the integrity of data stored on the College network.

Copyright, Trademark, and Domain Names

- Users must comply with all copyright, trademark, and other intellectual property laws. In general, permission is necessary for a user to reproduce materials, such as video, music, images, or text. To "reproduce" in this context includes downloading and saving a digital copy to a hard drive, floppy, or other storage media. Photocopying copyrighted materials without authorization is also prohibited. Certain exceptions apply, such as "Fair Use."
- In addition, users must generally obtain permission from the copyright owner to prepare derivative works, including modifying existing works. Copyright law also prohibits the distribution, display, or performance of works created by another without a proper release.
- Additionally, the College owns certain Internet domain names. These include "**kleayurworld.edu.in**". Registration of domain names incorporating or referencing College trademarks is prohibited without the approval of the head of the institute.

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Web Pages

- The College reserves the right to remove or disable noncompliant Websites, Web pages, or any portion of a Web site posted on College Webservers.

Compliance and Enforcement

- All users of the College's IT resources must abide by this policy. Users not wishing to agree to and comply with this policy, will be denied use of or access to institute's IT resources. The head of the institute is responsible for the interpretation and enforcement of this policy. He may also grant written exceptions to specific clauses of this policy.
- College community users who intentionally violate this policy are subject to disciplinary action by the College consistent with established College due process.
- Guest users of available college IT resources are also subject to the terms of this policy. While explicit acceptance of this policy is not required for guests to access these limited IT resources, guests are accountable for their actions while using College IT resources. Guests who violate this policy will be asked to cease use and may be barred from further access. If a guest user violates state, or local law while using College IT resources, the head of the institute may report this activity to the appropriate governmental enforcement agency.

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Dissemination and Revisions

- This policy is posted on the College website. Notice of changes to this policy will be sent by e-mail to all affected College members.
- The institute reserves the right to amend or revise this policy at any time without prior notice to users.
- The most recent version of the policy will be the version in effect. Changes to this policy are effective upon posting to the IT Web site.



Limitation of Liability and Indemnification

- The institute is not responsible for the actions of individual users of the College's IT resources. In no event will the College be liable to any user for damages suffered by a user as a result of his/her use of the College's IT resources, or as a result of the unavailability, malfunction, or misuse of the College's IT resources.
- Each user hereby agrees to indemnify and hold College harmless from and against any and all claims, demands, liabilities, costs, and expenses, including attorneys' fees, arising out of or resulting from any violation by the user of the terms of this IT Use Policy

Green Computer Policy

- All the unused / non repairable items are accumulated in the store room from time to time

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- On Yearly basis, the detail list of the items to be disposed of / buy back items is prepared and the same is intimated to the Condemnation Committee
- Once the Condemnation Committee inspects the items, minimum 3 vendors are called for to quote the rates
- The Member Secretary will discuss with the Principal and finalize regarding the offer.
- After finalization of the highest rates/offer, for the items to be disposed of / buy back items, the items are either disposed of &/or new items are purchased by buy back policy
- The new items purchased by buy back policy is entered into the stock register
- The items disposed of deducted from the stock register

RECORDS

Display of Instructions

Basic orientation file



REFERENCES

Information Technology Act,2000

Reviewed by the Institutional IT Cell Committee:

Dr. Arunkumar Biradar

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Dr. Anil Koralli

Dr. Kaveri Hulyalkar

Dr. Anju P Uppin.