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# Policy on Information Technology



**Mangalmay Institute of Management Technology**  
Greater Noida (U.P.)

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## Policy on Information Technology

Information Technology Policy on Information Technology (IT) of Mangalmay Institute of Management Technology sets forth the premises for maintaining, securing, and ensuring legal and appropriate use of Information Technology infrastructure established by the Institute on the campus. This comprises the IT facilities allocated centrally or by individual departments. 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.

### **Applicability:**

IT Policy is being documented for fair and transparent academic purpose for use of various IT resources in the Campus for Students, faculty, Staff, Management and visiting Guests whether personally or of Institute owned, which access, transmit or store various types of related information.

### **1. Objectives**

- a. Each user of the 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 of this document are:
- b. To ensure the integrity, reliability, availability, and superior performance of the Institute IT Systems
- c. To ensure that all the users of the Institute are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to these rules.

### **2. Areas**

#### **a. IT usage and Prohibitions**

- i. The Institute shall stress upon the users to comply with Institute policies and legal obligations (including licenses and contracts).
- ii. The Institute shall strive to arrange for awareness programmers to acquaint the users with the effective usage of IT resources.
- iii. 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 Institute policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.
- iv. Copyrights and Licenses - Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using the Institute’s information resources is a violation of this policy.
- v. Social Media - Users must abide by the rules of the Institute towards the usage of social networking sites, mailing lists, news rooms, chat rooms

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and blogs.

- vi. Commercial Use - The Institute 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 Institute rules.

**b. Security and Integrity**

- i. Personal Use - The Institute IT resources should not be used for activities violating the basic functionality and mission of the Institute, except in a purely incidental manner.
- ii. The users must refrain from making any unauthorized access of information in order to promote secure access of Network and Computers.
- iii. The competent system administrator may access the information resources for a legitimate purpose.
- iv. Anti-virus and security updates - The regular updation of the anti-virus policy and security updates should be done for the protection of computing resources.

**c. IT Asset Management**

- i. Asset Management: The Institute shall lay down business processes for the management of hardware and software assets that facilitates the usage of IT resources in the Institute. This shall include procedures for managing the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the Institute.
- ii. Copying and Distribution: The Institute shall ensure that there is no violation in the copying and distribution of proprietary and licensed softwares.
- iii. Risks: The Institute 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 should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access.
- iv. Open Source Asset: The Institute shall endeavour towards the promotion and effective usage of open source softwares.

**3. Operating Aspects**

- a. Institute Governance - The Institute shall endeavour to ensure fair implementation of this policy so as to meet with the objectives of its formation. The responsibility of the management of operational aspects of IT resources is as per the hierarchical flow of the Institute governance structure.

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- b. The respective Head of the Institution shall be responsible for compliance with all Institute policies relating to the use/ownership of information resources, keeping in mind the Vision and Mission of the Institute.
- c. Head of Department shall coordinate various activities related to the adherence of the IT Policy in association with the IT Administrator of the respective Institute.
- d. Individual Users - The users are solely responsible for the activities they perform on Institute servers with their "User Name/Password" pairs and IP (Internet Protocol) addresses assigned to them.

#### **4. 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.

#### **5. Review and Monitoring:**

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

Review of this policy document shall be done by a committee chaired by Director of the Institute. The other members of the committee shall comprise of the Head of Department, IT Experts from Industry and Academia & IT Administrator.

#### **6. Do's**

- a. Do respect the rule "That which is not expressly permitted is prohibited".
- b. Do use the internet only for academic related matters
- c. Do check the information you access is accurate, complete and current.
- d. Do respect the legal protections to data and software provided by copyright and licenses.
- e. Do inform the CCF in case of any unusual occurrence.
- f. Do contact the CCF in case of any Internet related problems.
- g. Do clean the browser history and cache periodically.
- h. Do sign off from captive portal when you are not using Internet or leaving the system.

#### **7. Don'ts**

- a. Do not download content from Internet sites unless it is related to your work.
- b. Do not make any unauthorized entry into any computer or network.
- c. Do not represent yourself as another person. Do not share your password.
- d. Do not use Internet services to transmit confidential, political, threatening,

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obscene or harassing materials.

- e. Do not attach/transmit files through email which contains illegal/unauthorized materials.
- f. Do not download any image/video/file which contain pornographic, racist, violence or any illegal activity.
- g. Do not use Internet services to download movies/previews Games.

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