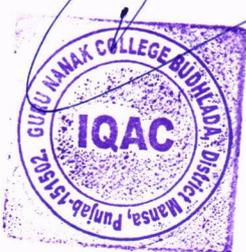


## IT Policy & Guidelines

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## 1. Need for IT Policy

- 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 and Research Fellowship Members.
- Due to the policy initiative and academic drives, IT resource utilization in the Campus has grown by leaps and bounds during the last decade.

IT Cell of the college has been given the responsibility of running the institute's intranet and Internet services. College is running the Firewall security, DHCP, DNS, email, web and applications restrictions and managing the network of the institute.

Guru Nanak College, Budhlada is getting its Internet bandwidth from Connect Broadband. Total bandwidth availability 200 Mbps (leased line 1:1).

With the extensive use of the Internet, network performance outreach in three ways:

- When compared to the speed of Local Area Network (LAN), Internet traffic over the Wide Area Network (WAN) is a potential bottleneck.
- When users are given free access to the Internet, non-critical downloads may clog the traffic, resulting in poor Quality of Service (QoS) and affecting critical users and applications.
- When computer systems are networked, viruses that get into the LAN, through Intranet/Internet, spread rapidly to all other computers on the net, exploiting the vulnerabilities of the operating systems.

Too many concurrent users, who are on the high-speed LANs trying to access Internet resources through a limited bandwidth, definitely create stress on the Internet bandwidth available.

Every download adds to the traffic on the Internet. This adds to costs and after a point, brings down the Quality of Service and Quality of Experience. Reducing Internet traffic is the answer. Computer viruses attach themselves to files, spread quickly when files are sent to others and are difficult to eradicate. Some can damage the files as well as reformat the hard drive, causing



  
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extensive loss to the enterprise. Others simply attach themselves to files and replicate themselves, taking up network space and slowing down the network.

Apart from this, plenty of employee time is lost with a workstation being scanned and cleaned of the virus. Emails, unsafe download, file sharing and web surfing account for most of the virus attacks on networks. Once they gain entry into the network, viruses attach themselves to files, replicate quickly and cause untold damage to information on the network.

They can slow down or even bring the network to a halt.

Containing a virus once it spreads through the network is not an easy job. Plenty of man-hours and possibly data are lost in making the network safe once more. So, preventing it at the earliest is crucial.

Hence, in order to securing the network, IT Cell has been taking appropriate steps by installing firewalls, access controlling and installing virus checking and content filtering software at the gateway.

However, in the absence of clearly defined IT policies, it is extremely difficult to convince users about the steps that are taken for managing the network. Users tend to feel that such restrictions are unwarranted, unjustified and infringing the freedom of users. As IT users are aware, all the educational institutions worldwide have IT policies implemented in their respective institutions.

Without strong management policies, IT security measures will not be effective and not necessarily align with management objectives and desires.

Further, due to the dynamic nature of the Information Technology, Information security in general and therefore policies that govern information security process are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changing technology, changing requirements of the IT user community, and operating procedures.

It may be noted that institute IT Policy applies to technology administered by the institute centrally or by the individual departments, to information services provided by the institute administration, or by the individual departments, or by individuals of the institute community, or



  
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by authorized resident or non-resident visitors on their own hardware connected to the institute network. This IT policy also applies to the resources administered by the central administrative departments such as Library, Computer Centers, Laboratories, Offices of the institute, or hostels and guest wherever the network facility was provided by the institute.

Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the Institute's information technology infrastructure, must comply with the Guidelines. Certain violations of IT policy laid down by the institute by any institute member may even result in disciplinary action against the offender by the institute authorities. If the matter involves illegal action, law enforcement agencies may become involved.

#### **Applies to**

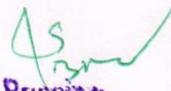
Stake holders on campus or off campus

- Students: Diploma, UG, PG, Research
- Employees (Permanent/ Temporary/ Contractual)
- Faculty
- Administrative Staff (Non-Technical / Technical)
- Higher Authorities and Officers
- Guests

#### **Resources**

- Network Devices wired/ wireless
- Internet Access
- Official Websites, web applications
- Official Email services
- Data Storage
  
- Mobile/ Desktop / server computing facility
- Documentation facility (Printers/Scanners)
- Multimedia Contents



  
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## 2. Vision, Mission and Objectives

- **IT Vision:** - To become globally competitive and sustainable IT resourceful institute and to provide skill oriented quality education in information technology.
- **IT Mission:** - To provide support, guidance and latest knowledge of information technology to staff and students. To update and enhance IT resources as per global standards, and to Implement IT policy through strategic planning.
- **Policy Objectives:** -

The objectives of the IT policy are as follows:

- To provide all required IT resources as per the academic programs and new IT technologies which will benefit the students and staff.
- To effectively have an annual plan of introducing new technologies in-line with the Academia.
- Create provision for priority up-gradation of the products
- Create Provision for Annual Maintenance expenses to ensure maximum uptime of the products.
- Plan and invest for redundancy at all levels.
- To ensure that the products are updated and catered 24x7 in the campus or as per the policies lay down by the College Management.

## 3. IT Hardware Installation Policy

The user community of the institute's network must observe certain precautions while installing their computers or peripherals so that he/she suffers the least possible inconvenience from the interruption of services due to hardware failure.

### • Primary User

An individual in whose room the computer is installed and is primarily used by him/her is considered to be "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department Head should make an arrangement and make a person responsible for compliance.

### a) End User Computer Systems



  
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Apart from the client PCs used by the users, the institute will consider servers not directly administered by IT Cell, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the IT Cell, are still considered under this policy as "end-users" computers.

**b) Warranty & Annual Maintenance Contract**

Computers purchased by any Department/Cells should preferably be with 3-year on-site comprehensive warranty. After the expiry of warranty, computers would be maintained by IT Cell or by external Service Engineers on call basis. Such maintenance includes OS re-installation and checking virus related problems also.

**c) Power Connection to Computers and Peripherals**

All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.

**d) Network Cable Connection**

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with the network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

**e) File and Print Sharing Facilities**

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.



  
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**f) Maintenance of Computer Systems provided by the Institute**

For all the computers that were purchased by the institute centrally and distributed by the IT Cell will attend the complaints related to any maintenance related problems.

**g) Noncompliance**

Faculty, staff, and students not complying with this computer hardware installation policy may leave themselves and others at risk of network related problems which could result in damaged or lost files, inoperable computer resulting in loss of productivity. An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole institute. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

**4. Software Installation and Licensing Policy**

Any computer purchases made by the individual departments/cells should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

Respecting the anti-piracy laws of the country, Institute IT policy does not allow any pirated/unauthorized software installation on the institute owned computers and the computers connected to the institute campus network. In case of any such instances, institute will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

**a) Operating System and its Updating**

Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft for which it provides patches/service packs to fix them.



  
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**b) Antivirus Software and its updating**

Computer systems used in the institute should have anti-virus software installed; and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

He/she should make sure that the software is running correctly. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed after its warranty period, is of practically no use. If these responsibilities appear beyond the end user's technical skills, the end-user is responsible for seeking assistance from IT Cell.

**c) Backups of Data**

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible.

Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into many volumes typically C, D and so on. OS and other software should be on C drive and user's data files on the other drives (e.g. D, E). In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is not a foolproof solution. Apart from this, users should keep their valuable data on CD / DVD or other storage devices such as pen drives, external hard drives.

**d) Noncompliance**

Faculty, staff, and students not complying with this computer security policy leave themselves and others at risk of virus infections which could result in damaged or lost files inoperable computer resulting in loss of productivity risk of spread of infection to others confidential data being revealed to unauthorized persons.

An individual's non-compliant computer can have significant, adverse effects on other



  
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individuals, groups, departments, or even whole institute. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

**e) Computer Center Interface**

IT Cell upon finding a non-compliant computer will notify the individual responsible for the system and ask that it be brought into compliance. Such notification will be done via email/phone. The individual users will follow-up the notification to be certain that his/her computer gains necessary compliance. The IT Cell will provide guidance as needed for the individual to gain compliance.

**5. Network (Intranet & Internet) Use Policy**

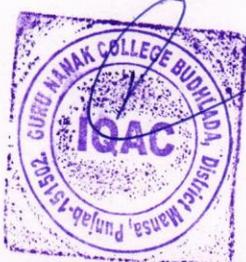
Network connectivity provided through an authenticated network access connection or Wi-Fi is governed under the Institute IT Policy. The IT Cell is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the Institute's network should be reported to IT Cell.

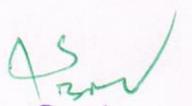
**a) IP Address Allocation**

Any computer (PC/Server) that will be connected to the institute network should have an IP address assigned by the Computer Center. Departments should follow a systematic approach, the range of IP addresses that will be allocated to each building. So, any computer connected to the network from that building will be allocated IP address only from that Address pool. Further, each network port in the room from where that computer will be connected will have binding internally with that IP address so that no other person uses that IP address unauthorized from any other location.

As and when a new computer is installed in any location, the concerned user has to take IP address allocation from Computer Center / respective department.

An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port. IP addresses are given to the computers but not to the ports.



  
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**b) DHCP and Proxy Configuration by Individual Departments/  
Cells/ Users**

Use of any computer at end user location as a DHCP server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered absolute violation of IP address allocation policy of the institute. Similarly, configuration of proxy servers should also be avoided, as it may interfere with the service run by IT Cell.

Non-compliance to the IP address allocation policy will result in disconnecting the port from which such computer is connected to the network. Connection will be restored after receiving written assurance of compliance from the concerned department/user.

**c) Running Network Services on the Servers**

Individual departments/individuals connecting to the institute network over the LAN may run server software, e.g., HTTP/Web server, SMTP server, FTP server, only after bringing it to the knowledge of the Computer Center in writing and after meeting the requirements of the institute IT policy for running such services. Non-compliance with this policy is a direct violation of the institute IT policy, and will result in termination of their connection to the Network.

Computer Center takes no responsibility for the content of machines connected to the Network, regardless of those machines being Institute or personal property.

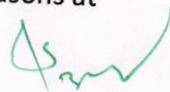
Computer Center will be constrained to disconnect client machines where potentially damaging software is found to exist.

A client machine may also be disconnected if the client's activity adversely affects the Network's performance.

Institute network and computer resources are not to be used for personal/commercial purposes.

Network traffic will be monitored for security and for performance reasons at Computer Center.



  
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Impersonation of an authorized user while connecting to the Network is in direct violation of this agreement and will result in the termination of the connection.

**d) Dial-up/Broadband Connections**

Computer systems that are part of the Institute's campus-wide network, whether institute's property or personal property, should not be used for dial-up/broadband connections, as it violates the institute's security by way of bypassing the firewalls and other network monitoring servers. Non-compliance with this policy may result in withdrawing the IP address allotted to that computer system.

**e) Wireless Local Area Networks**

This policy applies, in its entirety, department, or hostel wireless local area networks. In addition to the requirements of this policy, departments, or hostels must register each wireless access point with IT Cell including Point of Contact information.

Departments or hostels must not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication or MAC/IP address restrictions. Passwords and data must be encrypted.

**6. Email Account Use Policy**

In an effort to increase the efficient distribution of critical information to all faculties, staff and students, and the Institute's administrators, it is recommended to utilize the institute's e-mail services, for formal Institute communication and for academic & other official purposes.

Email for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal Institute communications are official notices from the Institute to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general Institute messages, official announcements, etc.

To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging on to <https://gncbudhlada@yahoo.co.in> with their User ID and password. For obtaining



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the institute's email account, user may contact IT Cell for email account and default password by applying in a prescribed format. Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:

- The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the facility for illegal/commercial purposes is a direct violation of the institute's IT policy and may entail withdrawal of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, sending of unsolicited bulk e-mail messages. And generation of threatening, harassing, abusive, obscene or fraudulent messages/images.
- User should not open any mail or attachment that is from unknown and suspicious source. Even if it is from known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user's computer; as such messages may contain viruses that have potential to damage the valuable information on your computer.
- User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.
- While using the computers that are shared by other users as well, any email account that was accidentally left open by another user, should be promptly closed without peeping into its contents, by the user who has occupied that computer for its use.
- Impersonating email account of others will be taken as a serious offence under the institute IT security policy.
- It is ultimately each individual's responsibility to keep their e-mail account free from violations of institute's email usage policy.



  
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## 7. Web Site Hosting Policy

### a) Official Pages

Departments, Cells, central facilities may have pages on Guru Nanak College, Budhlada' s official Web Site. As on date, the IT Cell is responsible for maintaining the official web site of the institute viz., <https://gncbudhlada.org/>.

### b) Personal Pages

It is recognized that each individual faculty will have individual requirements for his/her pages. Hence, faculty may have their personal pages linked to official web site of the institute by sending a written request or mail to Computer Center giving the details of the hyperlink of the URL that he/she wants to be added in the official web site of the institute. However, illegal or improper usage will result in termination of the hyperlink. The contents of personal pages must not violate any applicable export laws and regulations, must not constitute a copyright or trademark infringement, must not be used for commercial purposes, must not be used for political lobbying, and must not otherwise violate any local, state, or central government laws. Personal Pages also will not include the hosting of pages for other individuals or groups. Personal pages should explicitly mention that views expressed by him/her in their

pages are exclusively their own and not that of the institute.

### c) Responsibilities for updating Web Pages

Departments, cell, and individuals are responsible to send updated information time to time about their Web pages to IT Cell.

## 8. Institute Database Use Policy

This Policy relates to the databases maintained by the institute.

Data is a vital and important Institute resource for providing useful information. Its use must be protected even when the data may not be confidential.

College has its own policies regarding the creation of database and access to information and a more generic policy on data access. Combined, these policies outline the institute's approach to both the access and use of this institute resource.



  
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▪ **Database Ownership:**

Guru Nanak College, Budhlada is the data owner of the entire Institute's institutional data generated in the institute.

▪ **Data Administrators:**

Data administration activities outlined may be delegated to some of the officer's in that department.

▪ **MIS Components:**

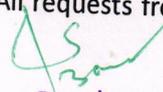
For the purpose of Management Information System requirements of the institute these are:

- Employee Information Management System.
- Students Information Management System.
- Financial Information Management System.
- Library Management System.
- Document Management & Information Retrieval System.

Here are some general policy guidelines and parameters for departments, cells and administrative department data users:

1. The institute's data policies do not allow the distribution of data that is identifiable to a person outside the institute.
2. Data from the Institute's Database including data collected by departments or individual faculty and staff, is for internal institute purposes only.
3. One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights. Through its data access policies, the institute makes information and data available based on those responsibilities/rights.
4. Data directly identifying a person and his/her personal information may not be distributed in any form to outside persons or agencies, including all government agencies and surveys and other requests for data. All such requests are to be forwarded to the Office.
5. Requests for information from any courts, attorneys, etc. are handled by the Office and departments should never respond to requests, even with a subpoena. All requests from



  
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law enforcement agencies are to be forwarded to the Office for response.

6. Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to:

- Modifying/deleting the data items or software components by using illegal access methods.
- Modifying/deleting the data items or software components deliberately with ulterior motives even by authorized individuals/ departments.
- Causing database or hardware or system software crash thereby destroying the whole of or part of database deliberately with ulterior motives by any individual.
- Trying to break security of the Database servers.

Such data tampering actions by institute member or outside members will result in discipline any action against the offender by the institute authorities.

If the matter involves illegal action, law enforcement agencies may become involved.

## 9. Responsibilities of IT Cell

### a) Campus Network Backbone Operations

1. The campus network backbone and its active components are administered, maintained and controlled by IT Cell.
2. IT Cell operates the campus network backbone such that service levels are maintained as required by the Institute Departments, and hostels served by the campus network backbone within the constraints of operational best practices.

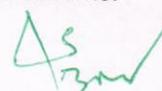
### b) Maintenance of Computer Hardware & Peripherals

IT Cell is responsible for maintenance of the institute owned computer systems and peripherals that are under warranty or out of the warranty.

### c) Receiving Complaints

IT Cell may receive complaints from the users if any of the computer systems or peripherals that are under maintenance through them is having any problems.



  
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The designated person in IT Cell receives complaints from the users of these computer systems and coordinates with the service engineers of the respective brands of the computer systems (which are in warranty) to resolve the problem within a reasonable time limit. For out of warranty computer systems, problems resolved at computer center.

IT Cell may receive complaints from department/users; if any of the networks related problems are noticed by them such complaints should be made by email/phone.

IT Cell may receive complaints from the users if any of the users is not able to access network due to a network related problem at the user end. Such complaints may be generally through phone call.

The designated person in IT Cell receives complaints from the users and coordinates with the user/service engineers of the network hardware or with internal technical team to resolve the problem within a reasonable time limit.

#### **d) Scope of Service**

IT Cell will be responsible for solving the hardware related problems or OS or any other application software that were legally purchased by the institute and was loaded by the company as well as network related problems or services related to the network.

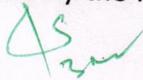
#### **e) Installation of Un-authorized Software**

IT Cell or its service engineers should not encourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

#### **f) Physical Demarcation of Campus Buildings' Network**

1. Physical connectivity of campus buildings already connected to the campus network backbone is the responsibility of IT Cell.
2. Physical demarcation of newly constructed buildings to the "backbone" is the responsibility of IT Cell. It essentially means exactly at which location the fiber optic-based backbone terminates in the buildings will be decided by the IT Cell.



  
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The manner in which the building is to be connected to the campus network backbone (whether the type of connectivity should be of fiber optic, wireless or any other media) is also the responsibility of IT Cell.

3. IT Cell will consult with the client(s) to ensure that end-user requirements are being met while protecting the integrity of the campus network backbone.
4. It is not the policy of the Institute to actively monitor Internet activity on the network, it is sometimes necessary to examine such activity when a problem has occurred or when optimizing traffic on the Institute's Internet links.

#### **g) Network Expansion**

Major network expansion is also the responsibility of IT Cell. Every 3 to 5 years, Computer Center reviews the existing networking facilities, and need for possible expansion.

#### **h) Wireless Local Area Networks**

1. Where access through Fiber Optic/UTP cables is not feasible, in such locations IT Cell considers providing network connection through wireless connectivity.
2. IT Cell is authorized to consider the applications of Departments, or divisions for the use of radio spectrum from Computer Center prior to implementation of wireless local area networks.
3. IT Cell is authorized to restrict network access to the Cells, departments, or hostels through wireless local area networks either via authentication or MAC/IP address restrictions.

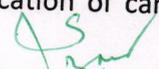
#### **i) Electronic logs**

Electronic logs that are created as a result of the monitoring of network traffic need only be retained until the administrative need for them ends, at which time they should be destroyed.

#### **j) Global Naming & IP Addressing**

IT Cell is responsible to provide a consistent forum for the allocation of campus



  
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network services such as IP addressing and domain name services. Computer Center monitors the network to ensure that such services are used properly.

**k) Providing Net Access IDs and email Accounts**

IT Cell provides Net Access IDs and email accounts to the individual users to enable them to use the campus-wide network and email facilities provided by the institute upon receiving the requests from the individuals on prescribed preformed.

**l) Disconnect Authorization**

IT Cell will be constrained to disconnect any Department, or cell, hostel from the campus network backbone whose traffic violates practices set forth in this policy or any network related policy. In the event of a situation where the normal flow of traffic is severely degraded by a Department, or cell, hostel machine or network, Computer Center endeavors to remedy the problem in a manner that has the least adverse impact on the other members of that network. If a Department or division is disconnected, Computer Center provides the conditions that must be met to be reconnected.

**10. Responsibilities of Department**

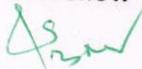
**a) User Account**

Any Centre, department, or cell or other entity can connect to the Institute network using a legitimate user account (Net Access / Captive Portal ID) for the purposes of verification of affiliation with the institute. The user account will be provided by IT Cell, upon filling up the prescribed application form and submitting it to IT Cell.

Once a user account is allocated for accessing the institute's computer systems, network, mail and web services and other technological facilities, that account holder is personally responsible and accountable to the institute for all the actions performed using that user account. Hence, users are advised to take reasonable measures such as using complex passwords, not sharing the passwords with others, not writing down the password at a place which is accessible to others, changing the passwords frequently and keeping separate passwords for Net Access Id and for email account ID to prevent un-authorized use of their user account by others.

It is the duty of the user to know the IT policy of the institute and follow the



  
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guidelines to make proper use of the institute's technology and information resources.

**b) Security**

In connecting to the network backbone, department agrees to abide by this Network Usage Policy under the Institute IT Security Policy. Any network security incidents are Resolved by coordination with a Point of Contact (POC) in the originating department. If a POC is not available to contact, the security incident is resolved by disconnecting the offending computer from the network till the compliance is met by the user/POC.

**c) Preservation of Network Equipment and Accessories**

Routers, Switches, Fiber optic cabling, UTP cabling, connecting inlets to the network, Racks, UPS, and their batteries that are installed at different locations by the

institute are the property of the institute and are maintained by IT Cell and respective departments.

Tampering of these items by the department or individual user comes under violation of IT policy.

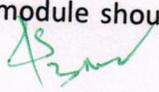
**d) Additions to the Existing Network**

Any addition to the existing network done by department or individual user should strictly adhere to the institute network policy and with prior permission from the competent authority and information to Computer Center.

Institute Network policy requires following procedures to be followed for any network expansions:

1. All the internal network cabling should be as on date of CAT 6 UTP.
2. UTP cabling should follow structured cabling standards. No loose and dangling UTP cables are drawn to connect to the network.
3. UTP cables should be properly terminated at both ends following the structured cabling standards.
4. Only managed switches should be used. Such management module should



  
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be web enabled. Managed switches give the facility of managing them through web so that Computer Center can monitor the health of these switches from their location. However, the hardware maintenance of so expended network segment will be solely the responsibility of the department/individual member. In case of any network problem created by any computer in such network, if the offending computer system is not locatable due to the fact that it is behind an unmanaged hub/switch, the network connection to that hub/switch will be disconnected, till compliance is met by the user/department.

5. As managed switches require IP address allocation, the same can be obtained from Computer Center on request.

#### **e) Campus Network Services Use Agreement**

The "Campus Network Services Use Agreement" should be read by all members of the institute who seek network access through the institute campus network backbone. This can be found on the institute web site. All provisions of this policy are considered to be a part of the Agreement. Any Department or individual, who is using the campus network facility, is considered to be accepting the institute IT policy. It is user's responsibility to be aware of the Institute IT policy. Ignorance of existence of institute IT policy is not an excuse for any user's infractions.

#### **f) Enforcement**

Computer Center periodically scans the Institute network for provisos set forth in the Network Use Policy. Failure to comply may result in discontinuance of service to the individual who is responsible for violation of IT policy and guidelines.

### **11. Video Surveillance Policy**

The system comprises: Fixed position cameras; Monitors; digital video recorders; Storage; Public information signs.

Cameras will be located at strategic points on the campus, principally at the entrance and exit point of sites and buildings. No camera will be hidden from view and all will



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be prevented from focusing on the frontages or rear areas of private accommodation.

Signs will be prominently placed at strategic points and at entrance and exit points of the campus to inform staff, students, visitors and members of the public that a CCTV Camera installation is in use.

Although every effort has been made to ensure maximum effectiveness of the system it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.

▪ **Purpose of the system**

The system has been installed by institute with the primary purpose of reducing the threat of crime generally, protecting institutes premises and helping to ensure the safety of all staff, students and visitors consistent with respect for the individuals' privacy. These purposes will be achieved by monitoring the system to:

- Deter those having criminal intent
- Assist in the prevention and detection of crime
- Facilitate the identification, apprehension and prosecution of offenders in relation to crime and public order
- Facilitate the identification of any activities/event which might warrant disciplinary proceedings being taken against staff or students and assist in providing evidence to managers and/or to a member of staff or student against whom disciplinary or other action is, or is threatened to be taken.

It is recognized that members of institute and others may have concerns or complaints about the operation of the system. Any complaint should be addressed in the first instant to the Computer Center.

CCTV footage provided by the institute (IT Cell) upon receiving the requests from the individuals on prescribed format.

**12. Default Block Category in Firewall**

- Weapon
- Phishing and fraud
- Militancy and Extremist



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- Gambling
  - Pro-Suicide and self-Harm Criminal Activity
  - Marijuana
  - Intellectual Piracy
  - Hunting and Fishing
  - Legal highs
  - Controlled substances
  - Anonymizers
  - Sexually Explicit
- 
- Nudity
  - Advertisement



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# GURU NANAK COLLEGE, BUDHLADA

Information Technology CELL

## REQUISITION FORM FOR E-MAIL ACCOUNT

1. Full Name: \_\_\_\_\_  
(First Name) (Middle Name) (Last Name)
2. Designation: \_\_\_\_\_
3. Department: \_\_\_\_\_
4. Mobile No: \_\_\_\_\_
5. Existing Mail Id: \_\_\_\_\_

Date:

Signature of Applicant

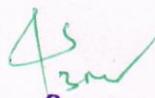
.....IT Cell Use only.....

The following email ID is created for Prof. /Dr. /Mr. /Ms.

\_\_\_\_\_@gncbudhlada.org

Signature on Behalf of In  
Charge, IT Cell



  
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# GURU NANAK COLLEGE, BUDHLADA

Information Technology CELL

## APPLICATION FOR NET ACCESS ID ACTIVATION

1. Full Name: \_\_\_\_\_

(First Name)

(Middle Name)

(Last Name)

2. Employee Id: \_\_\_\_\_

3. Department: \_\_\_\_\_

4. Mobile No: \_\_\_\_\_

5. Email Mail Id: \_\_\_\_\_

Date:

Signature of Applicant

.....IT Cell Use only.....

Net access ID is activated for the applicant.

Signature on Behalf of In

Charge, IT Cell



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## Information Technology CELL REQUISITION FOR CCTV FOOTAGE

1. Name of Applicant: \_\_\_\_\_
2. Employee / Student Id: \_\_\_\_\_
3. Department: \_\_\_\_\_
4. Mobile No: \_\_\_\_\_
5. Email Mail Id: \_\_\_\_\_
6. Date of Footage: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_
7. Camera Location: \_\_\_\_\_
8. Description: \_\_\_\_\_

Date:

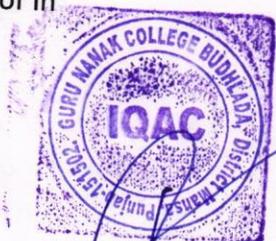
Signature of Applicant

.....IT Cell Use only.....

CCTV Footage is given to Applicant.

Signature on Behalf of In

Charge, IT Cell



  
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