BBDITM

Babu Banarasi Das Institute of Technology and Management

Sector-1, Dr. Akhilesh Das Nagar, Faizabad Road, Lucknow

IT INFRASTRUCTURE POLICY

Managed By	:	Babu Banarasi Das Institute of Technology & Mgmt., Lucknow
Approved By	:	All India Council for Technical Education, New Delhi
Affiliated To	:	Dr. A. P. J. Abdul Kalam Technical University, Lucknow

IT Policy

Need for IT Policy

BBDITM IT policy endeavors to provide all faculty, students and staff with a modern, fully networked computing and IT environment for academic use.

Purpose: The policy includes the procedure to avail the IT facility at institute. The policy provides the directives to ensure integrity, confidentiality, and availability of information and provide a safe IT environment at BBDITM. IT facilities at Institute are expected to abide by the prescribed rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and work of students and faculty. In case of complaints, appropriate action to be taken will be decided and taken by the person in-charge of the facility in consultation with the Director as appropriate.

Scope: All network assets, systems, computing devices, services, and operating personnel will be in scope for this policy. Faculty, staff, and students with authorized accounts may use the computing and IT facilities for academic purposes, official work, and for personal purposes so long as such use does not violate any law, Institute policy or IT Act 2008 of the Government of India does not interfere with the performance of Institute duties or work of an academic nature (as judged by the BBDITM Director).

1.0 Procedure

Acceptable Use

a. Institute users shall use the internet access or devices for the research or educational purposes.
b. Institute users are expected to respect the privacy of other users.
c. Access to the internet is limited to activities directly in support with institute academic or research activities.

2.0 non-Acceptable use

a. Institute internet/computer system will not use for any illegal purpose like transmission of any irrelevant data, violent, threatening, defrauding, pornographic, obscene, or illegal or unlawful materials, pirated software and unauthorized downloading.
b. Institute electronic mail or messaging shall not be used for private use or any other purpose.
c. Institute internet access shall not be used for private purpose nor for any other commercial purpose.
d. Institute users shall not make any copy of copywrite material without the express consent of the owner is a violation of policy liable for punitive action.

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e. If any work conducted without the permission or beyond the limits of policy with he use of institute device or internet access shall be liable for disciplinary action.

f. Institute users are not entitled to allow any other person to use their password or share their account.

g. Institute Users' responsibility to protect their account from unauthorized use by changing passwords periodically.

h. Any attempt to circumvent system security, guess other passwords, or in any way gain unauthorized access to local or network resources is forbidden.

i. Use of the internet for commercial gain or profit is not permitted from an educational site. If done so, it will be the sole responsibility of the user.

j. Downloading and installing of new software has to be done with the explicit consent of the respective facility in-charges.

k. Installation of unlicensed software is strictly prohibited.

l. Neither is any form of personal commercial advertising or soliciting permitted.

m. Users are expected to take proper care of equipment and are expected to report any malfunction to the staff on duty or to the in-charge of the facility.

n. Users should not attempt to move, repair, reconfigure or modify the any part of any device.

o. Display of any offensive material (either on computer screens or through posters etc.) is strictly disallowed and serious legal action will be taken against offenders.

The Institute IT policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means, e-mail, printed notices, or through the newsgroups.

3.0 Security

- Institute users may not use another person's account, attempt to forge an account identity, or use a false account or e-mail address.

4.0. Penalties

a. Violations of policy will be treated as academic misconduct, misdemeanor, or indiscipline against that disciplinary action shall be taken.

b. Any other violation will be treated as serious offence and strictly disallowed lead to serious legal action which will be taken against offenders.

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5.0 User Compliance

a. All the terms and conditions mentioned in this policy applicable to all users of internet or devices of the institute.

b. All the users must agree to abide by this policy by signing the acknowledgement of receipt and understanding of form.

Applies to

Stakeholders on campus/off campus

a. Faculty and Staff members

b. Student: UG and PG

c. Administrative Staff (Technical/Non-Technical)

d. Higher Authorities and other officers

Resources

- Internet Access
- Official websites, web applications
- Official email services
- Data storage
- Documentation Facility (Printers/Scanners)
- Any Other Policy

Email Etiquettes

- Institute employee shall ensure all the communication through official email provided by the institute.
- Use of any vulgar or obscene language is prohibited
- Transmission of email to large group with large attachment must be avoided.
- Messages transmitted from the institute official email is the property of institute therefore subject to inspection.

Note: Student will be seeking the internet facility, computation facility shall be permitted after giving a written application duly approved by HOD/ Sanctioned head.

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