

General Guidelines for IT infrastructure access

1. Users must consult a member of IT support staff before reloading their allocated desktop or laptop system.
2. Users are not allowed to manually set the network address of any system unless permission is given by a member of ITSUPPORT.
3. Softwares may be installed only after getting prior approval from the competent authority only. Do not install any software on your own.
4. Do not modify any system software or configuration files or any other system parameters without permission.
5. Data backup should be routinely taken by the user on personal devices. Complain for any data loss may not be entertained.
6. Printing of web site images, pages and other e- documents must be for academic and institutional interest only.
7. On-line chatting will be allowed only for academic and institutional activities purposes
8. Users should maintain professional and courteous communication. Electronic devices should be used on a professional level. No obnoxious or belligerent behavior will be tolerated.
9. Don't violate copyright law by illegally copying, distributing, downloading and/or uploading information from the Internet (or any electronic source). Even innocent, unintentional infringement violates copyright law.
10. May not use computing and network resources for personal financial gain and/or commercial purposes, whether for-profit or non-profit.
11. Use computing and network resources efficiently and effectively. Don't engage in excessive game playing; send frivolous or excessive email, including chain email; print excessive copies of documents, files, images, or data; keep unnecessarily large files on shared systems; or, if you are authorized to have one, do not host a server that places excessive demands on network capacity.
12. Don't make deliberate attempts to harm, degrade, or negligently disrupt the performance of any computing and network resources or use resources to harm other computing and network resources (e.g. don't create or spread viruses, damage equipment, software, or data, disrupt services, or engage in IP spoofing).
13. Know (understand) the limitations of privacy in electronic communications
14. Recognize that in certain circumstances, the institute may access and disclose faculty, student, or staff electronic communication and the IT devices under custody; therefore, privacy and/or confidentiality should never be assumed.
15. Make sure Job Card of IT devices given to custodian is updated with the help of concerned authority.
16. Prior intimation need to be made before transfer the PC to other place or custodian to reflect it in job card.
17. After using PCs or when a PC is unattended that PC and the UPS (if there is any) must be in shutdown mode.
18. Never request IT support staff for attending problem faced in personal IT equipment without pre approval of higher authorities.

Computer Lab rules which include General Guidelines for IT infrastructure access

- I. TURN OFF CELL PHONES! If you need to use it, please take it to the hallway.
- II. Priority will be given for different institutional management approved activities and course related use of computers in the lab.
- III. For using any student pc except certain pre-approved event user must be authorized and must sign in the lab register with the PC identity and stating the purpose of using.
- IV. Before leaving the PC unattended the user make sure to turn off the PC in proper way.
- V. Without reason when not in use the PC should be turned off. If found such event bring it in attention of Lab aide and cooperate him by turning off the unused PC.
- VI. Please operate the equipment with respect and care.
- VII. Files kept in Student PCs will be routinely removed.
- VIII. Copying or installing software without appropriate authorization, Illegal use of materials in the labs is prohibited.
- IX. For any hardware, software, printer, paper, or ink problems, please contact lab aide.
- X. The lab aides are here to help when they can and to maintain the labs' operation. However, the lab aides are not here to do your work for you. The lab aides will refer students to their instructors at the lab aides' discretion.

Software Installation and Licensing Policy

Any computer purchases made by the individual departments/projects 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 university 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.

Institute as a policy encourages user community to go for free & open source software such as Linux, Open office to be used on their systems wherever possible.

ALL THE ABOVE POLICY APPLIES TO:

This policy applies to all students, faculty, staff and to all other IT users of The Institute. These users are responsible for reading, understanding, and complying with this policy.