

**Mewar University**  
Gangrar, Chittorgarh. Rajasthan

**IT POLICY**

The purpose of this document is to inform members of the University of what can be expected in terms of Information Technology (IT). This covers the use of all computers and other related hardware such as the use of the network and software infrastructure. This policy document necessarily includes the Regulations and Policies applying to the use of University ICT Facilities laid down by the University. In the following, the use of computers connected to the university network, both for academic and administrative purposes is covered together with the security policy and procedures.

Mewar University provides all faculty, students, research fellows, and staff with a modern, fully networked computing and IT environment for academic use. Users of Mewar University computing, networking, and IT facilities are expected to abide by the following rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and work of students and faculty, and preserve our right to access the international networks to which the system is connected. In case of complaints, appropriate action to be taken will be decided and taken by the Mewar University Authorities. Computers provide unequalled opportunities to explore and use a varied and exciting set of resources. To make these resources available to everyone, those who use the University's available technology must do so in a way that is consistent with their educational mission.

IT devices issued by the University to a user shall be primarily used for academic, research, and any other university-related purposes and lawfully and ethically and shall be governed by the practices defined in the Section "Use of IT Devices on the University Network". The aforesaid section covers best practices related to the use of desktop devices, portable devices, external storage media, and peripherals devices such as printers and scanners.

Network connectivity provided through the University referred to hereafter as "the Network", either through an authenticated network access connection or a Virtual Private Network (VPN) connection is governed under the University IT Policy. The IT department is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the University's network should be reported to the IT department.

**Email Policy:** Mewar University provides official e-mail access privileges to its users. To handle the efficient information dissemination among the administration, faculty members, staff, and students, it is recommended to avail official e-mail with Mewar University's domain. To increase the efficient distribution of critical information to all faculties, staff, and students, and the University's administrators, it is recommended to utilize the university's e-mail services, for formal University communication and academic & other official purposes.

**Accounts & Passwords:** The User of a Net Access ID guarantees that the Net Access ID will not be shared with anyone else and will only be used for educational/official purposes. The User guarantees that the Net Access ID will always have a password. Network IDs will only be established for Students and staff who leave the University and will have their Net Access ID and associated files deleted.

**Limitations on use of Internet Resources:**

On behalf of the University, the IT In-charge reserves the right to close the Net Access ID of any user who is deemed to be using inordinately large amounts of storage space or whose actions otherwise limit the use of computing resources for other users.

**Booking of Seminar Hall:** For organizing functions & Jayanti celebrations concerned department has to apply to the IT In-charge through the registrar for booking seminar halls. For decoration items department has to forward the application to Central Store Room through ECA (Extracurricular activities) Coordinator.

**Maintenance:** The maintenance of the computers is being done regularly. AMC has been done with one very reputed company, which visits the University at regular intervals and ensures that all the computers are functional. The computers of the latest configuration are available in the University labs. Proper guidance and help are provided to the students by the trained staff. Server, Routers & Computer labs are maintained & updated by IT In-charge & his team. Any complaint is promptly handled by the team. Software/Hardware related problems all are dealt with well by the team. CCTVs installed in the whole campus for security & monitoring purposes are also maintained by this team only.

**Social Networking:** All Social networking sites are barred on campus. Accessing such a site through PROXY or by using special browsers will result in the deactivation of his/her NET Access ID. Also, legal and disciplinary action will be taken against the rule violator.



**Account Surrendering:** Retiring employees and students leaving the university (temporarily or permanently) are advised to get their accounts (NET Access and Email) disabled by giving a written letter to the IT In-charge. This is essential as the facility is meant only for the serving employees and the enrolled students. Further, in case the accounts are not disabled and misused by some unauthorized personals, the account holder would be legally responsible for such misuse of the account.

**The Security Control Room:** Images captured by the system will be monitored and recorded in the Security Control Room, "the control room", twenty-four hours a day throughout the whole year. Monitors are not visible from outside the control room.

No unauthorized access to the Control Room will be permitted at any time. Access will be strictly limited to the duty controllers, authorized members of senior management, police officers, and any other person with statutory powers of entry. Staff, students, and visitors may be granted access to the Control Room on a case-by-case basis and only then on written authorization from the Registrar. In an emergency and where it is not reasonably practicable to secure prior authorization, access may be granted to persons with valid reasons to enter the Control Room. Before allowing access to the Control Room, staff will satisfy themselves with the identity of any

visitor and that the visitor has appropriate authorization. All visitors will be required to complete and sign the visitors' log, including details of their name, the department or organization they represent, the person who granted authorization, and the times of entry to and exit from the center. A similar log will be kept of the staff on duty in the Security Control Room and any visitors granted emergency access.

Violations of the policy will be treated as academic misconduct, misdemeanor, or indiscipline as appropriate. Depending upon the nature of the violation, the University authorities may take an action.

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

  
Registrar  
Mewar University  
Gangrar, (Chittorgarh)