THE UNIVERSITY OF BURDWAN

Modified IT Policy

The University has built up the IT infrastructure in the University campus over the last three decades. Most of the departments/sections are provided with IT infrastructure including adequate computer facilities for discharging their day-to-day activities. For providing Internet and other related services, the university has implemented Optical Fiber Cable (OFC) LAN with gigabit backbone connecting all the departments/sections at administrative as well as academic campuses including Guest House, Teachers and Research Scholars hostels at the residential campuses.

In order to increase the efficiency in the day-to-day activities of the university at every level ensuring effective use of the resources and bringing transparency and accountability in various processes followed at the university and thereby improving the quality of services provided by the university to its stakeholders, the University must be able to keep pace with the worldwide advancement of Information Technology (IT) and the increasing dependency on IT for rendering services to the student community and the society at large. In this context, the committee, constituted by the University, proposes the following IT policy to be followed by all concerned to the University.

A. IT Infrastructure

a) All the academic and administrative departments/sections would be provided with sufficient computer facilities along with Internet and other related facilities for discharging their day-to-day activities.

b) Every IT facility in the departments/sections must be assigned to the concerned employees. The Head/In-Charge will look after the common IT facilities in the departments/sections.

c) All the departments/sections at the academic and administrative campuses would be connected to LAN through Optical Fiber Cable (OFC) with gigabit backbone for sharing resources and facilities like Internet, email, high-end peripheral devices, etc.

B. IT Service Management

a) The Internet facility and other related services would be available to all the teachers, students, employees and research scholars of the university. Besides the facilities would also be accessible to the visitors staying at the University Guest House.

b) The Internet facility would be available at all the departments/sections at both academic and administrative campuses. The service would also be available from the Teachers and Research Scholars hostels. However, the students would access the facility at their respective departments and also at the centre for common facilities like the Central Library, Students Counseling Centre, etc. The visitors of the university may avail of the facilities at the university Guest House. Some selective locations would be provided with Wi-Fi facility for accessing the Internet and related services.

c) The Internet facility would be available in the campuses for accessing the services like http, https,

Email (under public domain), pop3, imap4, E-Journals under INFLIBNET.

d) For ftp / telnet access to any specific server or for accessing any services using ports other than those mentioned above, one must take permission from the appropriate authority.

e) The Email facility under the university domain (i.e., burdwan.ac.in) would be provided to all the Heads of the Departments, all the officers, research scholars and the recognized unions of the teachers, officers, employees, students and research scholars. Teachers and officers may have email accounts in their personal name under the departmental subdomain of buruniv.ac.in for the purpose of academic activity with the permission from the Registrar.

f) The Email facility under the university domain (i.e., burdwan.ac.in) would be provided using the server space available from Google under Google G-Suite Education Plus license.

g) Any department / section may provide any service through Internet either to the campus community or to the world community with the permission from the appropriate authority.

h) In the administrative departments / sections, where different activities are computerized, the data are to be stored in proper digital format and proper archive system must be developed in order to preserve the data for future use.

i) The University will implement cloud based ERP (Enterprise Resource Planning) software with special emphasis on the following.
   i) Digital support system for entire life cycle of a student starting from admission to examination including registration, result processing, examiners management, etc.
   ii) Automation of all the activities of both administrative and academic departments including employee management system, planning & development, payroll & financial accounting, purchase & sales/services, estate management & inventory control, etc.
   iii) Developing academic information repository for teaching & learning as well as research activities in the university
   iv) Extending online services to different stake holders like students, teachers, employees, affiliated colleges, etc. through web portal and mobile apps

j) The University website would be developed, managed and maintained by professionals having expertise in the field under the strict guidance of the Website Editorial Board, constituted for this purpose. The Website Editorial Board would be empowered to manage both the design & content of the University website, as per suggestions from the stakeholders and alumni, obtained time-to-time.

C. 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 with necessary approval and details well documented.

Respecting the anti-piracy laws of the country, University IT policy does not allow any pirated/unauthorized software installation on the university owned computers and the computers

connected to the university campus network. In case of any such instances, university will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms. It is strictly directed that all the university user community abstain from such activities within the arena of university ICT infrastructure.

I. Operating System and its Updating

i) Individual users should make sure that respective computer systems have their OS updated in respect of their service packs/patches, through internet. Checking for updates and updating of the OS should be performed at regular interval of time.

ii) The departments / sections must try to explore the use of Open Source Software whether it is for day-to-day office activity or for academic activity wherever possible.

iii) The university user community will be encouraged to use Open Access Journals for their publications.

II. Use of software on Desktop systems

i) Users shall not copy or install any software on their own on their desktop systems, including privately owned shareware and freeware without the approval of the competent authority.

ii) Any software installed should be for activities of the university only.

III. Antivirus Software and its updating

i) Computer systems used in the university 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.

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

IV. Data Backups

i) Individual users should perform regular backups of their vital data. Users should keep their valuable data backups in external storage devices such as pen drives, external HDD etc. to be restored later under unforeseen circumstances.

D. Information Security

a) The anti-virus and anti-spam software are to be procured by the departments in order to protect the machines from spam & viruses and to avoid generating any malicious communication.

b) The departments / sections providing any public service (e.g., OPAC service by Central Library) through the LAN, must take adequate measure to protect their servers from malicious attacks.

c) Users in the campus should adopt best practices for preventing threats from Internet like online frauds, malware attacks., etc.

d) The University will have no liability for any cyber related crime committed using the University IT infrastructure or facilities and for the victims of cyber frauds while using the University IT infrastructure or facilities.

E. Network Security

a) The nodes (network points) of the LAN at each department / section would be under separate virtual LAN (VLAN) so that any network resource in the LAN of any department / section would not be available from the other departments / sections. However all the network resources at any department / section would be accessible from all the network points of the respective department / section.

b) The outbound Internet traffic would be restricted before entering at the gateway server implementing ACL (Access Control Language) at the central network devices.

c) The inbound Internet traffic would be restricted through firewall at the gateway server using UTM (Unified Threat Management) devices before forwarding it to inside the campus.

F. Risk Management

a) To prevent the computers and accessories from any physical damage, the devices must be connected to power supply through UPS.

b) The departments / sections providing public services or maintaining databases must have adequate backup facilities for preventing any data loss.

c) The departments / sections providing public services of critical / essential nature, must maintain alternative provisions at every level (from power supply to servers & other devices).

G. Software Asset Management

a) All the departments / sections must maintain the proper inventory of the software procured from time to time.

b) The departments / sections should avoid procurement of multiple copies of same software unless it has any specific requirement.

c) The departments / sections must encourage the teachers, students and research scholars to use of different software as common facility. The departments should also maintain the culture of sharing their critical resources with the teachers, students and research scholars from other departments.

d) All the users including teachers, employees, students and research scholars are to be discouraged from using unlicensed version of any software (including operating systems, office tools and antivirus software) and the university will have no liability in this matter, if any charge is framed against any user by the appropriate authority of the country.

H. Green Computing

a) The departments / sections must avoid procuring computers and accessories unless it has definite objectives.

b) While procuring computers and accessories, the departments / sections must give priority to energy

saving and environment friendly technology.

c) While using computers and accessories, one must avoid unnecessary wastage of power.

d) The departments / sections, where servers are running round the clock, should take adequate measure to minimize the usage of power and to prevent any untoward incident.

e) Unless and until it is essential, one must avoid printing any document and should always try to explore soft communication.

f) The University will frame definite policy for E-waste management in the campus.

I. Social Media Presence

a) Any presence in the social media on behalf of the University will be assigned to specific person authorized by the University authority. The concerned person will have the sole authority in regard to both users and content management and will ensure that no user violates the policy (Dos and Don't Dos) framed by the government of India from time to time.

b) The users including teachers, employees, students and research scholars are to be discouraged from spreading any misinformation or any information which goes against the policy framed by the government of India in respect of social media.   The University will have no liability, in case any charge is framed against any user by the appropriate authority of the country.