Information Technology (IT) Policy

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Information Technology (IT) Policy

1.0 Preamble:

Information Technology is a key driver of an increasingly knowledge-based development of universe and is now a sine qua non for leadership. Also, Information & Communication Technology (ICT) is known to have transformed businesses and created new products and markets and improved the productivity and efficiency in every sector even in education. The National Policy on IT focuses on application of technology-enabled approaches to overcome monumental developmental challenges in education, health, skill development, financial inclusion, employment generation, governance etc. to greatly enhance efficiency across the board in the economy.

KBCNMU has acquaint with the use of computers and various network applications in its administration since 1994 and now almost all the academic and office processes are governed with the help of IT.

2.0 Internet usage policy:

The Internet Usage Policy applies to all employees, students of the University who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees, Students of University is permitted and encouraged where such use supports the goals and objectives of the business. However, access to the Internet through KBCNMU is a privilege and all employees, Students must adhere to the policies concerning Computer, Email, Intranet and Internet usage. Violation of these policies could result in disciplinary and/or legal action on the defaulters. Employees, students and all stakeholders may also be held personally liable for damages caused by any violations of this policy. All employees, students and all stakeholders are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

3.0 Computer, email and internet usage:

- KBCNMU employees, students and management are expected to use the Internet responsibly and productively. Internet access is limited to job/work related activities only and personal use is not permitted.

- Job-related activities include research and educational tasks that may be found via the Internet that would help in an employees/students/other stakeholders.

- Users shall be responsible for all activity performed with their personal user IDs. Users shall not permit others to perform any activity with their user IDs or perform any activity with IDs belonging to other users

- Passwords of personal accounts should not be revealed to the controlling officer or any co-worker even while on vacation unless permitted to do so by designated authority.

- All Intranet/Internet data that is composed, transmitted and/or received by KBCNMU computer systems is considered to belong to KBCNMU and is recognized as part of its official data. It is, therefore, subject to disclosure for legal reasons or to other appropriate third parties.

- The Internet bandwidth provided by university through its UGC Computer Centre, any external ISPs bandwidth except this shall not be permitted unless prior permission of the designated authority.

- The equipment, services and technology used to access the Intranet/Internet are the property of KBCNMU and the University reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.

- Emails sent via KBCNMU email system should not have content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.

- All sites and downloads may be monitored and/or blocked by KBCNMU, if they are deemed to be harmful and/or not productive.

- For direct broadband internet user schools/sections on campus, the above-mentioned responsibilities rests with Director/Controlling Officers of the respective school/office.

- The installation of software such as instant messaging technology is strictly prohibited.

4.0 Unacceptable use of the Internet by employees, students and all stakeholders include, but is not limited to

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via KBCNMU email service.

- Using computers to commit any form of fraud and/or software, video, film or music piracy.

- Stealing, using or disclosing someone else's, password without authorisation.

- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.

- Sharing confidential material, trade secrets, or proprietary information outside of the organization.

- Hacking into unauthorized websites.

- Introducing malicious software onto the network and/or jeopardizing the security of the organization's electronic communications systems.

- Sending or posting chain letters, solicitations, or advertisements not related to academic purposes or activities.

- Passing off personal views as representing those of the organization.

If an employee/student/stakeholders is unsure about what constituted acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all users of KBCNMU network and Internet connection, all terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by KBCNMU.

Vice Chancellor
Kavayitri Bahinabai Chaudhari
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For approval purpose

\#   Website address of this Policy : www.nmu.ac.in
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Approved by	Date	Resolution No.
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