



**SANSKRITI
UNIVERSITY**
FOR EXCELLENCE IN LIFE

**SANSKRITI UNIVERSITY
IT POLICY AND PROCEDURE
MANUAL**

(As approved by the Executive Council in its IInd Meeting dated (16/03/2017))

**Sanskriti University
Mathura
Uttar Pradesh**



Established under the Sanskriti University, Chhata, Mathura, Uttar Pradesh Act (No. 20 of 2016)

📍 Campus : 28 K. M. Stone, NH-2, Chhata, Mathura (U.P.)- 281401

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Introduction

It is necessary to a s to a secure, legal and appropriate use of IT infrastructure for free flow of information ,maintenance of confidentiality and integrity of the same. Access to information assets are created, managed and regulated with the help of IT infrastructure keeping this in mind , a policy document is prepared encompassing all the aspects for the safe use of IT by the staff, students and other employees in the University.

The main aspects of the IT policy are to :

1. Develop IT infrastructure and services for laboratories, research, faculty, staff and students on 24/7 basis and automation of Information Management System.
2. Regular maintenance and upgradation of IT systems inline with their useful life and their obsolescence.
3. Digitization of general information and learning resources and access facility through internet and intranet
4. Use and promote open source software
5. Disposal of e-waste
6. Maintenance of firewall and antivirus for EPS (End point security)system Network security and cyber security.
7. Maintenance of critical data and necessary backup

1. *Hardware purchasing policy.*

Computer hardware refers whole or physical part of a computer and related devices. Internal hardware devices include motherboards, hard drives and RAM. External hardware devices include monitors, keyboards, mice, printers and scanners.

1.2 Purpose

This policy provides guidelines for the purchase of hardware for the University to ensure that all hardware technology for the University is appropriate and value for money.

1.2 Procedures

Purchase of hardware guidance includes Desktop, server, portable computer, computer peripherals, mobile devices must adhere to this policy.

1.3 Purchasing Desktop computer system

- The desktop computer system must be purchased as standard desktop system and it must be from reputed companies.
- The desktop computer system includes desktop tower, monitor screen, keyboard, window OS.
- The minimum capacity of the desktop must be 2 GHz processor, 2 GB RAM, 2.0/2.8 USB Port.

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- Any change from the above configuration must be verified by system administrator and authorized by Facility manager.
- Purchase of desktop must be supported by 1 year warranty.
- Purchase of the desktop must be inline with the purchase policy of the University.

1.4 Purchasing servers

- Procurement of server by calling quotations and release of purchase order based on recommendation of CPC.
- Server system purchased must be compatible with all other computer hardware in the University.
- All purchase of servers must be supported by 3 year warranty.
- All purchases of the server must be inline with the purchase policy of the University.

1.5 Purchasing computer Peripherals

- Computer system peripherals include printer, scanner, external hard drives, etc.
- Computer peripherals can only be purchased where they are not included in any hardware purchase or are considered to be an additional requirement to existing peripherals or when need to be replaced with defects/damaged for the system under service/repair.
- The purchase of computer peripherals will be through system cell incharge authorized by Facility Manager with prior approval of authority as per University purchase policy.
- All purchases of computer peripherals must be supported by 6 month/1 year warranty and be compatible with the hardware and software systems.
- All purchases of the computer peripherals must be inline with the purchase policy of the University.

2. Software purchasing policy.

2.2 Purpose

This policy provides guidelines for the purchase of software for the University to ensure that all software technology for the University is appropriate and value for money.

2.2 Procedures

All the software, including non-commercial software such as open source, freeware etc. must be approved by IT Cell prior to the use or download of such software.

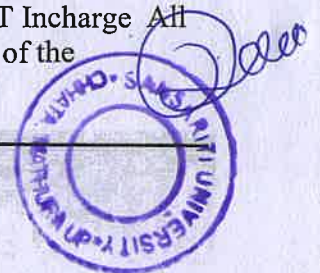
2.2 Purchase of software

- All the software must be purchased through CPC on recommendation of IT Cell.
- Software must be purchased from the authorized supplier of companies and must be supported by at least 1 year onsite support and be compatible with the University server and hardware systems.
- Any change from the above requirement must be authorised by IT Incharge. All purchases of the desktop must be inline with the purchase policy of the University.

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2.4 Obtaining open source or freeware software

- Open source or freeware software can be obtained without payment and usually downloaded directly from the internet. Approval must be obtained by system cell incharge and system admin prior to the download or use of such software. All open source software must be compatible with the University hardware and software systems.

3. Any change from the above requirement must be authorised by IT Incharge *Policy for Use of Software*

3.1 These policies provide guidelines for the use of software for all employees within the University to ensure that all software use is appropriate.

3.2 Software Licensing

- All computer software copyrights and terms of all software licenses will be followed by all employee of the Sanskriti University. Licensing states limited uses (i.e. no. of computers or users etc.) that it is the responsibility of respective department software programmers to ensure these terms are followed.

3.3 Software installation

- All software installation are to be carried out by IT cell. Software upgrade shall not be installed on a system that does not support the original version of the software loaded on it.
- The software that is purchased in accordance with the software policy is used in the University. Prior to the use of any software the user must receive instructions on any licensing agreements relating to the software including any restriction to the use of the software.
- In order to use the existing software appropriately it is mandatory to train on all softwares.
- Employees are prohibited from bringing software from outside and loading it on the University computer hardware unless approval from the authorities is obtained.
- Software cannot be taken to home and loaded on employee's personal computer.
- Unauthorized software is prohibited from being used in the University. This includes the use of software owned by an employee within the University.
- The unauthorized copying of software is prohibited. Any employee who violates will be referred to IT Incharge for necessary action.

4. *Information Technology Security Policy:*

4.1 Purpose of the Policy

- This policy provides guidelines for the protection and use of information technology assets and resources within the University to ensure integrity, confidentiality and availability of data and assets.

4.2 Physical Security

- The location of servers and other network access to be in a secured room with proper locking and also in air conditioned environment. IT Incharge is responsible to take care of all hard works if any breaching is liable for action security and

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safety of portable technology such as laptops will be the responsibility of the employee where it has been issued. Each employee is required to use security measures such as locks, passwords, antivirus, updates to ensure security of the asset issued to them. In the event of loss or damage the IT incharge will access the extent of damage. If the damage is caused by a student or employee the whole expenditure has to be incurred by the student or employee.

4.3 Information Security

- It is the responsibility of IT incharge to ensure that data backups are conducted once in a week and the backed up data is kept in IT cell. Antivirus software in to be installed wherever necessary it is the responsibility of system admin to install antivirus software and ensure that this software remain up to date on installed system used by the University. All information used is to adhere to the privacy loss and University confidentiality requirement. Any employee breaching this will be viewed seriously.

4.4 Intranet Management Information System and Email Access

Every employee will be issued with a unique identification code to access the University technology such as (email, University information system) and will be required to set a password for access. The password shall not be shared with any employee. In case if any employee forgets the password, web developer/software developer is authorized to reissue a new password

4.5 Network Intranet and Internet used Policy

- Network connectivity is provided through the University, authenticated network access connection i.e. governed under the University IT policy. The IT service is responsible for the ongoing maintenance and support other network exclusive for local applications, problems within the University network should be reported to IT cell.
- **IP address allocation** : Any computer (PC/server) that will be connected to the University network should have an IP address assigned by the IT cell.
- **Internet Access : (Wired or Wi-Fi):** As and when a new user (Faculty/Staff/Student) wants to access internet, user can make a request for new account creation and IT Dept shall provide the same on priority basis.

Active Directory /DHS/DHCP- Configuration by Individual : Any user on the university network should not set up their own DHCP, Active Directory (ADS), DNS, or firewall servers on their computers. This includes using a computer to distribute IP addresses to other devices or connecting multiple computers through a single switch. Doing so can interfere with the IT department's services.

Even configuring a computer with an extra network card and connecting another computer to it is not allowed. If you set up such configurations, your network port will be disconnected. The

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connection will only be restored once your department provides a written assurance that they will follow the university's IP address allocation policies.

5 Green computing

Green computing refers to the practice of designing, developing, using, and disposing of computing resources in an environmentally sustainable manner. Universities can play a significant role in promoting green computing practices by adopting policies and initiatives that reduce their environmental impact. Here are some considerations for a green computing policy in the university:

5.1 Energy-efficient computing: It is encouraged to use energy-efficient computing technologies, such as laptops, thin clients, and servers, that consume less energy than traditional desktops.

5.2 Virtualization: The policy is to encourage the use of virtualization technologies that allow multiple operating systems or applications to run on a single physical server, thereby reducing the number of physical servers required and their associated energy consumption.

5.3 Power management: The policy is to establish guidelines for power management settings, such as turning off monitors, computers, and other devices when not in use, and enabling power-saving modes.

5.4 Cloud computing: The policy is to encourage the use of cloud computing services that enable users to access computing resources on demand, thereby reducing the need for on-premises infrastructure.

5.5 Recycling and disposal: The policy is to establish guidelines for the proper disposal of electronic waste, including recycling and reusing computer equipment when possible.

5.6 Education and awareness: The policy is to encourage education and awareness initiatives, such as training programs and awareness campaigns, to promote green computing practices among students, faculty, and staff.

- Overall, a green computing policy should be comprehensive, taking into account energy-efficient computing, virtualization, power management, cloud computing, recycling and disposal, and education and awareness. By following such a policy, universities can reduce their environmental impact and promote sustainability in their computing practices.

6 Breach of IT Policy

6.1 A breach of IT policy occurs when an individual or group violates any of the

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established rules and regulations governing the use of IT resources in a university. Depending on the severity of the breach, the university may take various actions, including:

Investigation: The university may conduct an investigation to determine the cause and extent of the breach, including reviewing computer logs, interviewing witnesses, and gathering evidence.

- **Disciplinary Action:** The university may take disciplinary action against the individual or group responsible for the breach, including warning, suspension, termination, or legal action. The type and severity of the disciplinary action will depend on the severity of the breach and the individual's history of compliance with IT policies.
- **Remediation:** The university may take steps to remediate the breach, including restoring any lost data, repairing any damaged systems, and implementing new security measures to prevent similar breaches in the future.
- **Notification:** If the breach involves the compromise of personal information or other sensitive data, the university may be required by law to notify affected individuals, government agencies, and other relevant parties.
- **Review and Update:** The university may review and update its IT policies and procedures in response to the breach, to strengthen security measures and prevent similar incidents in the future.
- Overall, a breach of IT policy is a serious matter that requires a prompt and appropriate response from the university. By taking swift and decisive action, the university can protect its IT resources and maintain the trust and confidence of its students, faculty, and staff.

6.2 Revisions to Policy

- The University reserves the right to revise the terms of this Policy at any time. Any such revisions will be noted in the revision history of the policy, which are available on the SU website and by continuing to use the University's IT Resources following any update it is considered acceptance on the revised terms of this Policy.

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7.0 Website Policy

Purpose of the Policy

This Policy outlines the guidance and standards for the management and operation of Sanskriti University website. The website serves as a crucial platform for information dissemination, communication and relation with stake holders.

7.1 Website Objectives

The Primary Objectives of the website are :

- a) To provide accurate and up-to-date information about the Sanskriti University , its programs, and activities
- b) To enhance communication between the Sanskriti University and its stakeholders.
- c) To maintain a user-friendly, accessible, and secure online presence.
- d) To comply with relevant laws, regulations, and industry best practices.

The responsibility for the management, maintenance and content of the website lies with the IT Department, in coordination with IQAC. All website content, including text, images, and multimedia, should align with the institution's mission and vision are to be regularly updated.

7.2 Website Development and Maintenance.

The website should be designed and maintained to adhere to the following principles:

- a. User-friendly navigation and accessibility
- b. Mobile-responsive design
- c. Consistent branding and design elements
- d. Secure web hosting and data protection
- e. Regular updates and maintenance should be conducted to ensure that the website is always operational and free from errors.

7.2.1 Content Management

All contents on the website should be:



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- Accurate and up-to-date
- Clear and informative
- Compliant with copyright and intellectual property laws
- Non-discriminatory and respectful of all individuals

7.2.2 Privacy and Data Protection

Personal information collected through the website must be handled in accordance with the applicable data protection laws and the institution's privacy policy. The IT Department is responsible for implementing security measures to protect the website from cyber threats and unauthorized access.

The website should comply with all the relevant laws and regulations, including but not limited to:

- Data protection and privacy laws
- Copyright and intellectual property laws
- Accessibility standards
- Any other applicable regulations

This Website Policy serves as a guideline for managing and maintaining Sanskriti University website. It should be adhered to by all personnel involved in the website's operation and management.

8.0 SERVER SECURITY POLICY

Purpose- The Purpose of this policy is to establish standards for the base configuration of internal server equipment that is owned and /or operated by SANSKRITI UNIVERSITY, MATHURA Effective implementation of this policy will minimize access to Sanskriti university Proprietary information and tendency.

Policy :- All the servers deployed at Sanskriti University , Mathura have to be maintained by IT team and that server are responsible for administration. All the client system is connected with the server and server will sense through EPS & Firewall , server have to be monitoring on daily basis, updation and security poches implementation on regular basis .Any issues on server have to be rectified by IT person which is authorized by University.

9.0 SERVER AUDIT POLICY

Purpose –The purpose of this policy is to ensure all servers deployed at Sanskriti University Mathura will be audited both half yearly and annually.

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Policy – Sanskriti University hereby provides its consent to allow internal and external audit to access its servers, Audit Organizations. Audits may be conducted to ensure integrity, confidentiality and availability of information and resources ensure to SU security policies.

10. Remote Access mobile computing and storage policy

Purpose: The purpose of this policy is to establish an authorized method for controlling mobile computing and storage devices that contain or access information resources at the Sanskriti University.

Policy – It is the policy of the Sanskriti University that mobile computing and storage devices containing or accessing the information resources at the Sanskriti University must be approved prior to connecting to the information system at the SU . This pertains to all devices connecting to the network at the campus regardless of ownership.

Mobile computing and storage devices include , but are not limited Laptop computer , Personal digital assistants (PDAs) , Hard drive , Modem , USB , enable devices hand held wireless devices, wireless networking and any other existing or future mobile computing or storage device either personally owned or SU owned that may connect to or access the IT at Sanskriti University.

11. Password Protection Policy :

Purpose: - The purpose of this policy is to establish a standard for creation of strong password and protection of those password.

Policy :- Password are to be created for all user level and system level . Password must not be shared with any one including supervisors and coworkers . All passwords are to be treated as sensitive , confidential of SU.

12. Mobile End Point – Responsibility policy –

Purpose- This Policy applied to any end point device issued by SU or used for SU containing stored data owned by SU.

Policy :- All employees shall assist in protecting devices issued by SU or storing data , mobile devices are defined to include desktop system in a telework environment , laptop , PDAs, and cellphone.

13. Email Policy :-

Purpose : The Purpose of this E mail policy is to ensure the proper use of SU Email system and make users aware of what SU devices as acceptable and unacceptable use of its email system . This policy outlines the minimum requirement for use of E mail with in SU network.

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Policy :- All use of email must be consistent with SU policy and Procedures of ethical content safety, compliance with applicable laws. E mail account should be used primarily for SU Purpose. Personal Communication is not allowed on the SU email domain. All data contained within an E mail message or an attachment must be secured according to data protection. E mail system shall not be used for the creation or distribution of any disruptive or offensive message. Users are permitted from third party E mail system and storage servers Employees shall have no acceptance or privacy in anything they store , send or receive on the SU 's E mail system.



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Appendix-II : Email Requisition Form

FOR REQUISITION OF OFFICIAL MAIL ID

(For Research Scholars only)

First Name	:	
Middle Name	:	
Last Name	:	
Department	:	
Name of the PI	:	
Name of the Project	:	
Duration of Research	:	
Current Email address*	:	
Phone Number	:	
Admission Year*	:	

Note:

Please spell the names and all other information sought above correctly.

The filled inform should be submitted after getting duly signed from respective Head of the Department and Principal Investigator.

An official Email address would be created with in 48hrs.-72hrs.

Information regarding the official Email address created would be sent to your current Email address .

GRANT AN OFFICIAL E –MAIL ID PLEASE

Signature of Research Scholar

Signature of the Head of the Department

GRANT AN OFFICIAL E-MAIL ID PLEASE.

(Signature of the Principal Investigator)

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Appendix-III : Wi-Fi Access Requisition
FORM FOR REQUISITION OF WI-FI ACCESS
(For Students only)

Name :
Father's Name :
Gender :
DOB :
Department :
Course :
Semester :
Roll No. :
Email address* :
Mobile Number:

Note:

Please spell the names and all other information sought above correctly.

The filled in form should be submitted after getting duly signed from respective Head of the Department.

(Signature of the Head of the Department)



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Appendix-IV: Wi-Fi Access Requisition Form

FORM FOR REQUISITION OF WI-FI ACCESS

(For Employees only)

Name :
Father's Name :
Gender :
DOB :
Department/Branch :
Email address* :
Mobile Number :

Note: Please spell the names and all other information sought above correctly.

The filled inform should be submitted after getting duly signed from respective Controlling Officer.

Signature of the Employee

Signature of Controlling Officer



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