



LJ University
University with a Difference

INFORMATION TECHNOLOGY (IT) AND COMMUNICATION POLICY

L. J. Institute of Engineering and Technology

L J UNIVERSITY

NEAR SARKHEJ-SANAND CIRCLE

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1. Abbreviation:

LJKU- Lok Jagruti Kendra University

IT - Information Technology

MAC - Media Access Control

IP – Internet Protocol

ICT - Information and Communication Technology

MBPS – Megabit per Second

2. Introduction:

Lok Jagruti Kendra University (LJKU) provides IT resources to support the administrative, educational, instructional & research activities of the University. It also enhances the efficiency and productivity of the employees. These resources are meant as tools to access and process information related to their areas of work.

This policy applies to all users who can be the teaching and non-teaching staff, students, alumni, guests, organizations, departments, offices, and affiliated colleges which fall under the management of LJKU accessing network services through LJKU's computing facilities.

The term 'IT Resources' includes all university owned, licensed, or managed hardware and software, and use of the university network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

Any misuse of these resources can result in unwanted risks and liabilities for the university. It is, therefore, expected that these resources are used primarily for university-related purposes and lawfully and ethically.

3. Scope:

This policy governs the usage of IT resources from the user's perspective.

4. Objectives:

The objective of this policy is to ensure proper access to and usage of LJKU's IT resources and prevent their misuse by users.

5. Roles and Responsibilities:

The following roles and responsibilities are considered by each one involved.

- LJKU shall implement appropriate controls to ensure compliance with this policy by its users.
- The computer server centre in charge provides necessary support in this regard through the computer centers at the individual institute under the university.
- Computer Centre at the individual institute under the university shall facilitate access to the IT resources by the users at that institute and ensure the resolution of all incidents related to the security aspects of this policy by their users. The computer server centre in charge shall provide the requisite support in this matter.

- All the users must use IT resources for those activities that are consistent with the academic, research, and public service mission of the University and are not "Prohibited Activities".
- All users shall comply with existing national, state, and other applicable laws related to information and communication.
- All users are required to follow copyright laws regarding protected commercial software or intellectual property.
- It is the responsibility of the users to know the regulations and policies of the University regarding the appropriate use of the University's technologies and resources. University Community is responsible for exercising good judgment in the use of the University's technological and information resources.

6. Policy guideline:

A) Acceptable use;

- It is the user's responsibility for the appropriate use of all resources assigned to him/her, including the computer, the network address or port, software, and hardware. As an individual authorized user, he/she should not engage in or enable unauthorized users to access the network by using University's IT resources.
- Users should protect their passwords to secure resources against unauthorized use or access and should not try to access another user's passwords.

B) Privacy and Personal Rights;

- All users of the university's IT resources should respect the privacy and personal rights of others and not access or copy another user's email, data, programs, or other files without permission of the respective user and/or head of the institute.
- University does not generally monitor or limit information accessed by the users but it reserves the right to access and review such information under certain conditions after due approval of the head of the institute.

C) Access to the Network;

- All the authorized users are provided network access through wireless and/ or data cable at their designated area of work.
- For connecting to a wireless network, users who are an employee of the university, are required to register their computer/laptop devices through the MAC IP address on University's network/internet server.
- Authorized Guest users (other than an employee) can access through a user id and password given by the computer center in charge of the respective institute.

D) Blocking of sites;

- The computer server centre in charge and the computer center in charge of the institute may also block content through a proxy set up which, in the opinion of the university governing body, is inappropriate or may adversely affect the productivity of the users.

E) Official E-mail Access from the University Network;

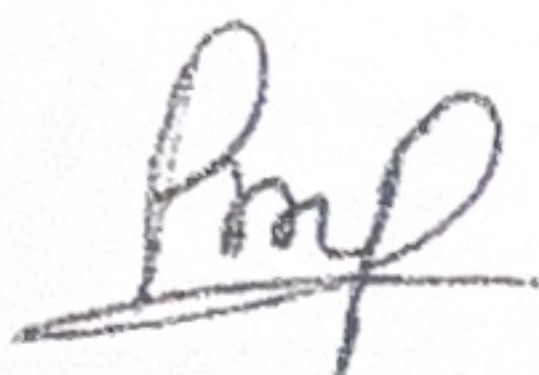
- All the individual authorized users of the institutes under the university are assigned official email addresses which are provided through the 'ljinstitutes.edu.in & ljku.edu.in' domain purchased from google.
- An office assistant of the particular institute collect the data of the employee and students and send the data in Excel sheet format to the computer server centre in charge, who creates individual user login account on the google server.

K) IP address allocation;

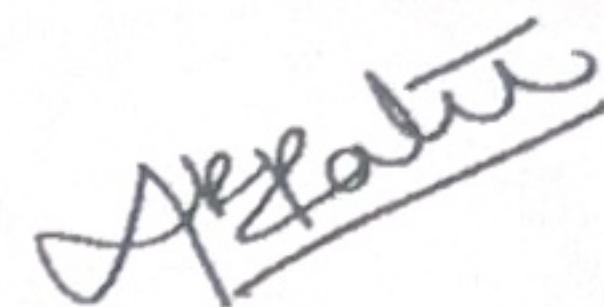
- Any computer that will be connected to the university network should have an IP address assigned by the computer server centre and the IP address allocated for a particular computer system should not be used on any other computer.

L) Revision of the policy;

- The LJKU has the right to amend any terms in the policy guidelines whenever needed using the technical assistance of the computer server centre in charge.



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