



**MOTHER TERESA WOMEN'S UNIVERSITY**  
**(A State University Established under the Act 15 of 1984)**  
**KODAIKANAL-624101**



**INFORMATION TECHNOLOGY POLICY**

MTWU's IT Policy exists to maintain, secure, and ensure legal and appropriate use of the Institution's Information Technology Infrastructure on the campus. The policy protects the confidentiality, integrity, and availability of the Information assets that are procured, created, and controlled by the University.

The University's IT Policy shall govern Procurement, Installation, Utilization, Maintenance, Expansion, and Legal and Appropriate Use of the Institution's IT Infrastructure.

**Objectives**

- Promoting the ICT enabled teaching-learning process, research, & innovations
- Bringing in effective administration through paperless governance
- Updating and expanding the IT and Network facilities as and when required
- Proper maintenance and careful utilization of IT infrastructure
- Ensuring the complete protection of the University's official Mail IDs
- Providing the students with wider exposure to global knowledge
- Providing a secured access to online information resources
- Preventing students from getting access to unwanted sites

**Procurement Policy**

- Procurement of any IT equipment shall be made by the Purchase Committee consisting of Vice Chancellor, Registrar, Finance Officer, and Technical Experts (both internal and external).
- IT infrastructure and the related suprastructure shall be purchased only from DGS & D (Directorate General of Supplies and Goods) as per Govt. Norms.

**Utilization and Maintenance Policy**

- The University's Computer Centre and Internet Unit are entrusted with the responsibility of IT Infrastructure maintenance and supervising its appropriate utilization on campus.
- The Institutions IT infrastructure must be utilized only for academic and administrative purposes.
- All students must be encouraged to utilize the IT facility for expansion of their knowledge. Internet/Computer hours must be incorporated in their timetable.
- Installation of any hardware/software must be performed only on prior permission from the authority through established procedure.



- All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.
- File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and with read only access rule.
- Computer system must be moved from one location to another with prior permission through established procedure.
- Any computer purchase made for academic, administrative, and project purpose should make sure that such computer system has all licensed software (operating system, antivirus software and necessary application software) installed.
- Respecting the anti-piracy laws of the country, University's 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 shall hold the concerned department/individual personally responsible for any pirated software installed on the computers located in their departments/individuals' rooms.
- While reformatting the computer systems, care should be taken to give the same IP address, network Mask, gateway as it was having earlier. Further, after installing the OS all the patches/latest service pack should also be properly installed. In case of anti-virus software, service technicians should make sure that its latest engine and pattern files are also downloaded from the net.
- Computers purchased by any Section/Department/Project should preferably be with 3-year onsite comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance contract. Such maintenance should include OS re-installation and checking virus related problems also.
- All IT equipment must be maintained through Annual Maintenance Contract System, Periodical Maintenance System and Break-down Maintenance System to provide uninterrupted service to the stakeholders.
- Damaged computers must be reassembled with working parts of other damaged systems to avoid e-waste.

### **Network Usage Policy**

- MTWU is getting 1GBPS Internet Bandwidth from BSNL sponsored by UGC under NKN (National Knowledge Network) scheme and has implemented 24x7 University-wide Internet and Wi-Fi access.
- Network connectivity provided through the University, through an authenticated network access connection, is governed under the University IT Policy.
- Access to remote networks using a University's network connection must follow all policies and rules of those networks. This applies to all networks to which the University Network connects.



- The University's Internet Unit shall consult with the client(s) to ensure that end-user requirements are being met while protecting the integrity of the campus network backbone.
- The Internet Unit shall provide Net Access IDs and email accounts to the individual users to enable them to use the campus-wide network and email facilities provided by the university upon receiving the requests from the individuals.
- The Internet Unit is responsible for the operation of a centralized Network Operation Control Centre. All network failures and excess utilization must be reported to the Internet Unit technical staff for problem resolution.
- The designated person in Internet Unit shall receive complaints from the users/Computer Centre and coordinate with the user/service engineers or with internal technical team to resolve the problem within a reasonable time limit.
- University network and computer resources should not be used for personal/commercial purposes.
- Impersonation of an authorized user while connecting to the Network is in direct violation of this agreement and in any such case the University shall take necessary action.
- Faculty shall strictly use Open-Source Software for academic purpose.

#### **E-Mail Account Usage Policy**

- To increase the efficient distribution of information to all faculty, staff, students, and the University's administrators, MTWU recommends utilizing the university's e-mail services, for formal University communication and for academic & other administrative purposes.
- Faculty can use Institutional Mail IDs for online source access and online classes with the Common password and user ID provided by the University's Common Computer Centre.
- User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.
- It is individual's responsibility to keep their e-mail account free from violations of University's e-mail usage policy.

#### **Video-Surveillance System**

- CCTV-cameras must be fixed at strategic points on campus to
  - monitor the on-campus movements
  - deter those having criminal intent
  - detect and identify the offenders
- Sign boards must be placed at the entrance to inform the stakeholders of their observance under surveillance cameras.

#### **Bio-Metric System**

Bio-Metric System must be properly utilized for the maintenance of academic and administrative Staff's attendance. The University's Building and Maintenance Section is in charge for this purpose.



### **IT Up-gradation and Network Expansion Policy**

- The University's Common Computer Centre and the Internet Unit shall take whatever reasonable steps are necessary to up-grade the Institution's IT facility through established procedures, for the promotion of academic and administrative efficiency.
- Major network expansion is also the responsibility of the University's Internet Unit and Common Computer Centre. Every 3 to 5 years, Internet Unit shall review the existing networking facilities, and need for possible expansion.
- Network expansion will be carried out by Internet Unit when the university makes the necessary funds available.

### **Logbooks, Stock, and Maintenance Registers**

- The University's Common Computer Centre and all the departments must maintain individual stock registers, and maintenance registers and update them with the procurements, maintenance services, and condemnations.
- Logbooks must be maintained by the departments for monitoring the students' usage.
- Annual stock verification of IT equipment is mandatory for all departments and Sections by the concerned faculty/staff deputed for this purpose by the Registrar.

**Review:** Annual Review Meetings on IT Infrastructure purchase, usage, maintenance, and up-gradation shall be conducted under the chairmanship of the Vice Chancellor. Issues related to course requirements, computer-student ratio, budget provisions are reviewed and based on the suggestions from Committee Members, necessary decisions are made for enhancing the Institution's IT Infrastructure and Utilization.

**Mother Teresa Women's University reserves all the rights to revise its Information Technology Policy as and when required.**

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