



## IT Policy

DME promotes positive use of information technology (IT) resources for all academic and administrative purposes at the institute. This policy emphasizes efficient and lawful use of IT resources by all the stakeholders of the institute such as students, faculty members and non-teaching staff.

### Objectives:

1. This policy seeks to provide necessary guidelines applicable to the use of IT facilities at DME.
2. This policy encourages responsible use of IT facilities to ensure safe and effective use of institutional resources.

### Scope:

This policy applies to all DME members including students, faculty members and non-teaching staff. It covers the usage of official email ID/account, hardware, software and network provided at DME. The policy guidelines are applicable on the usage on-campus and off-campus, including access from privately owned computers and electronic devices on campus. All members of the DME community are expected to familiarize themselves with and always abide by this policy in light of its reflection on DME's ethos and professional standards.

### 1. Guidelines regarding the use of official Email ID:

1.1 One form of official correspondence at DME is electronic mail. Students, faculty members, and non-teaching staff are expected to check their official email accounts regularly for information and instructions on academic and administrative matters.

1.2 All employees are expected to use their official email accounts for all official communications with internal and external stakeholders of DME.

1.3 Further, users must not use the official email ID for any of the following activities:

1.3.1 Using the official email ID for purposes of political lobbying, campaigning or similar activity.

1.3.2 Posing as anyone other than oneself when sending an email.

1.3.3 Reading another user's email unless authorized to do so by the owner of the email ID.

1.3.4 Sending unsolicited messages, except as required for day-to-day functioning at DME.



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1.3.5 Sending or forwarding an email that is likely to contain computer viruses or objectionable content.

1.3.6 Using the official email ID for any kind of harassment or criminal activity, this may warrant disciplinary action and/or penalties/fines/legal proceedings as applicable in the case.

1.3.7 Deleting any official email from their official email account.

1.3.8 Indulging in profit-making activities (sales or distribution of commercial products or services for profit, etc.) including product advertisement and mass-mailings using the official email ID. This excludes any institutional directions for academic/extra-curricular/similar events such as building awareness for conferences, workshops, college festivals, etc.

1.3.9 Sharing email account's password with anyone unless otherwise specified (as in case of committee reshuffling).

1.3.10 Violating the norms of the email service being used by the institute.

## **2. Guidelines regarding the use of Hardware:**

2.1 All members of DME must note that routers, switches, fiber optic cabling, UTP cabling, connecting inlets to the network, racks, UPS and their batteries that are installed on campus are the property of DME and are maintained by the IT Cell.

2.2 Tampering with these items by the department/individual user comes under a violation of IT policy. The individual user shall be liable to either repair or replace the item in question.

2.3 Any cable, connector or desktop issued from the IT Cell should be duly returned after use within the time period allocated by the IT Cell.

2.4 Any faculty member leaving the institute on account of resignation or retirement must return the item(s) issued and get the no-dues form signed for clearance.

2.5 Any addition to the existing network done by a department/individual user should strictly with prior permission from the competent authority and consultation/information to IT Cell.

## **3. Guidelines regarding the use of Software:**

3.1 Respecting the anti-piracy laws of the country, DME is committed to responsible use of software in the institute. Pirated/unauthorized software installation on DME's computers/laptops/devices are not permitted.

3.2 The institutional committees/competent authorities shall recommend necessary software for academic and administrative purposes from time to time for institutional development.

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#### **4. Guidelines regarding the use of Network:**

4.1 Network connectivity provided in DME, either through an authenticated network access connection or a Virtual Private Network (VPN) connection, is governed by this policy.

4.2 Each department must register each wireless access point with the IT Cell, including point of contact information. Departments must not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication or MAC/IP address restrictions.

4.3 Passwords and data must be encrypted.

4.4 Impersonation of an authorized user while connecting to the network is strictly prohibited.

4.5 Institute may monitor internet activity in case needed (such as for optimizing traffic on internet links).

All members of DME are advised to practice caution and be prudent while using any IT enabled service/account/device at DME and follow the guidelines outlined in this policy at all times. Being valuable members of DME, each one is expected to always uphold DME's ethos and professional standards while using DME's IT resources for any matter connected with/incidental to DME.

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