

IT Policy

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RNB

GLOBAL UNIVERSITY

Educating stars for tomorrow

RNB GLOBAL UNIVERSITY

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IT Policy of RNB Global University

Vision

The Vision of this IT Policy is to uphold high utility of IT Assets of the University in the best Interest of Teaching and Learning Process with Special focus on Research Activities and to provide state of the art IT infrastructure and make all university content and services IT enabled.

Mission

1. To update the IT infrastructure regularly,
2. To provide safe and secure IT infrastructure that can give a platform for all type of information- statistics and dynamics.
3. To pursue academic excellence with the help of available IT resources,
4. To explore all possibilities to take the research initiatives of the university to the next level,
5. To ease out teaching and learning process of the university to the benefits of its stakeholders.

Preface

Over the past few years, there has been a tremendous paradigm shift in the arena of Information and Technology. The world has changed a lot in the past few years. The use of Information and Technology has become a buzz word to the world fraternity of intellectuals and otherwise. The new innovative and astounding disruption in the field of Information and Technology is beyond measurable limits. The sudden transition to remote and hybrid working environments has escalated its significance irrespective of age of infancy to adolescence and adolescence to adulthood as well. To bring this chaos into order, there is a strong need for an action guide to align with the organization objectives and to thwart deliberate misuse in any manner by anyone.



Introduction

RNBGU's IT Policy and guidelines establish the use of Information and Technology facilities available in the university in the best befitting manner to the benefit of its stakeholders to the larger extent. This policy document encapsulates what everyone is expected to do while using university's assets and reap its benefits to improve the teaching and learning process of the university across all of its schools. In addition to this, the aforementioned guidelines will help in combating security threats by creating proper awareness and how to manage technology at the university level to create a safe and secure learning centric environment.

This policy is a road map which defines step-by-step implementation of various tasks by using IT assets of the university and predominantly recapitulates dos and don'ts for its users.

This policy further guides on various aspects of implementation of IT assets in the right way to best thrive in the competitive environment. Furthermore, this policy creates a kind of consistency in the working which helps to enhance the working conditions of the university and boost the reputation of the university as well.

This policy will facilitate all the students, faculty and non-teaching staff, management, visiting guests, research scholars and other concerned stockholders etc. of the university who shall be availing computing, networking and IT facilities and abide them to follow the rules which are essential to preserve the utility and flexibility of the system and protect the privacy of the university.



General Rules

1. All the students, faculty, non-teaching staff, management and Visiting Guests, research scholars and concerned stakeholders are authorized to use the computing, networking and IT facilities for academic purpose, official use of the university and for personal purpose without violating the laws of the university policy in this regard.
2. University prohibits its usage from sending, e-mailing, viewing or downloading fraudulent, harassing, obscene, threatening or any such material which are derogatory or harmful to the interest of the society or nation and is liable to punishable offence as per the law.
3. University prohibits the use in any manner which violates IPR and Copyright laws and licensing policies as associated with the software and punishable as per the law in the event found indulged in any such activities.
4. University expects that no user should attempt to vandalize, damage or change any data inappropriately by accident or deliberately in any manner lest be liable to action as be deemed fit by the university authorities.
5. University expects from all its users using any IT facility to take proper care of equipment and report any malfunctioning to the concerned authority, if found any.
6. University expects that users should not attempt to move, repair, modify any device or IT asset on their own in any manner.
7. To carry food items and any kind of drink is strictly prohibited in lab and library.
8. Any kind of noise, games, or singing loudly are strictly prohibited by using the university's IT assets.
9. Violation of policy will be treated as academic misconduct and appropriate action shall be taken against the person involved in such acts.
10. The university has absolute authority to change or amend this policy as and when deemed necessary to do so.



Role and Responsibilities of University's Computer Centre

1. Computer Hardware and Peripherals Maintenance- Computer Centre Incharge is responsible for maintenance of the university owned computer systems and peripherals that are either under warranty or annual maintenance contract, and whose responsibility has officially been entrusted to this Cell.
2. Redressal of Complaints- If any of the particular computer systems are causing network related problems, the concerned person will immediately resolve the problem under information to the higher concerned authority.
3. Unauthorized installation of Software- University does not permit anyone except designated authorized persons to install software on the computer system with the due permission of the higher competent authorities.

Role and Responsibilities of the IT In-charge:

The IT In-charge is authorized to take care of IT related activities of the university and carry out the specific tasks as mentioned below:

1. To maintain the proper records of licensed and unlicensed software of the university,
2. To scrutinize the monthly complaints, its nature and resolving methodologies,
3. To upgrade the software as per the need of the schools/faculties concerned,
4. To ensure that the IT resources of the university are being used in the best befitting manner by one and all,
5. To ensure that no violation is taking place in manner by using the IT resources of the university in any manner any time,
6. To ensure that no one is traveling and using, downloading or seeing the restricted sites in the university which are prohibited,
7. To ensure that the university's IT resources are not used for derogatory purpose through social media, WhatsApp or creating contents which are against the law,
8. To ensure that the complaints matter related to IT must be addressed well in time,
9. To ensure that university is benefited with the IT resource to the fullest extent and all its users are availing its utilities for academic purpose only,
10. To keep update on the technological advancement,
11. Any other matter which may occur or deem necessary for the action by the committee.

