

THE GANDHIGRAM RURAL INSTITUTE—DEEMED TO BE UNIVERSITY
GANDHIGRAM – 624 302, TAMIL NADU

INFORMATION TECHNOLOGY POLICY

Preamble

The Gandhigram Rural Institute (GRI), a Deemed to be University functioning under the Ministry of Education, Government of India, is deeply rooted in the values of knowledge dissemination, research and educational development. In this ever-evolving world, it has already recognized and achieved its imperative role in producing educators whose knowledge and skills are not only responsive to the demands of the contemporary arena but also capable of positively impacting the entire country and beyond.

The Information Technology (IT) Policy of the GRI defines rules, regulations and guidelines for proper usage and maintenance of technological assets which comprise of Personal Computers, peripheral equipments, servers, internet, intranet and application software. It also ensures their ethical and acceptable use and assures safety and security of data, products, facilities as well as the employees using them.

Scope

The usage of IT resources is aimed at promoting the mission of the Institute in teaching, research and extension activities. The IT Policy applies to all faculty, non-teaching staff (including the Technical Staff), researchers and students of the GRI.

Objectives

- ❖ To ensure the secured IT application management, IT infrastructure management and network management.
- ❖ To ensure compliance as per the IT requirements, policies and processes from all functions under the scope of IT Policy.



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- ❖ To ensure that the IT Policy is interpreted correctly and uniformly across the Institute.
- ❖ To provide guidelines for implementation of the policies.
- ❖ To create awareness about policies and assist in their compliance.

Policy Statements

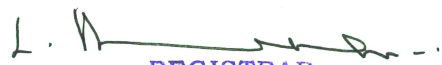
- ❖ The users shall make effective usage of systems, internets, wireless resources, official websites and administrative system portal for various applications.
- ❖ GRI e-Governance concentrates on automation of almost all the data available pertaining to students, scholars, staff, pensioners and all other related activities by storing them in centralized servers. The Departments and Sections can handle the data only through accessible Username authentication. Students, scholars, staff and pensioners can access or modify their own data through the Portals available in the GRI Website with authentication. The GRI data should not be disclosed to outsiders in the form of data base/reports. If it is violated, it may be viewed of seriously for further stern action. The Username interchangeable is strictly prohibited and if it is violated and found out, all the risks do rest with the user concerned.
- ❖ SOPHOS – XG330 Firewall is currently used in our network for managing the incoming and outgoing network flow based on our security policies. All the users of GRI internet connectivity are given individual browsing Username authentication. The Username interchangeable is strictly prohibited and if it is violated and found out, all the risks do rest with the user concerned. The Computer Centre reserves the right to view the browsed-content, visited websites and data usage from those who are found suspicious.



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- ❖ Each and every department in the GRI Campus is connected with the Campus LAN. The connectivity is provided by means of Optical Fibre Cables, UTP Cables and Wi-Fi devices. The Wi-Fi devices are indoor, outdoor and RF modems – using line of sight. At present, 94 Wi-Fi devices are made available in the Campus and they can support mobiles, laptops and desktops with Wi-Fi options. The Username and password are mandatory to connect with the Wi-Fi facility.
- ❖ Username and password for a new employee may be obtained from the Computer Centre by submitting a request form signed by the Head of the Department.
- ❖ Sharing the Username and Password with another employee, visitor or guest user is prohibited.
- ❖ Inappropriate use of equipment and software by an employee will be subject to disciplinary action as deemed fit by the Administration of the Institute.
- ❖ The Institute has a Learning Management System (LMS) – a software tool that allows the student to download their study materials. The various stored formats are PPT, PDF, video and YouTube links. This module is developed and maintained by the Computer Centre.
- ❖ All the users are expected to comply with the IT Policy Guidelines while using and maintaining any equipment or software purchased or provided by the Institute.
- ❖ It is the responsibility of all employees to ensure careful, safe and judicious use of the equipment and other assets allocated to and/or being used by them.

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