



Ref. GEU/ R-543A/17

November 21, 2017

## NOTIFICATION

### Subject : IT Policy of the Institution

It is notified for the information of all concerned that the following IT Policy of the Institution has been approved by the Board of Management in its 16<sup>th</sup> meeting held on November 15, 2017.

#### Policy Statement:

The Graphic Era (deemed to be University) recognizes its commitment to develop an IT savvy environment in the campus by providing a robust IT infrastructure, adequate budgetary provision for its regular up gradation, and incorporating sound management practice to ensure its responsible usage for academic and administrative purposes by the Graphic Era community, including students and faculty.

#### Applicability:

The IT Policy applies to all stakeholder groups of Graphic Era community including faculty, staff, alumni, authorized guests, students and all others users of the IT resources in the University who use, access, or otherwise employ, locally or remotely, the University's IT Resources.

#### Objectives:

The major objectives of IT policy are:

- To ensure that University information resources are used for promoting excellence in teaching, learning, research, and administration.
- To ensure the availability and regular up gradation of IT resources for superior performance of the University IT Systems
- To lay down guidelines for and promote/ensure responsible usage of the University IT resources.

#### General

- The University shall promote effective usage of available IT infrastructure like internet, resources official websites, ERP solutions, Learning Management System, Remote Login based facilities of the University and e-Library resources etc.
- The University shall lay down and ensure compliance to University policies and legal obligations.
- The University shall strive to arrange for competency building programmes to skill the users with the effective usage of IT resources.
- The University shall ensure strict adherence to copyright law and licensing conditions/Software.
- The University shall ensure that its IT resources are not used for any commercial purposes except as permitted under University rules, and for activities in contravention of the functionality and objectives of the University



- The University shall lay down processes for the procurement and management of hardware and software assets in the University. This shall include procedures for assessing the requirement, purchase procedures, deployment, maintenance and use etc.
- The University shall promote usage of open source software and shall put in place governance mechanisms and rules to implement this policy.
- **Violation of Policy:**  
Any violation of the provisions of this Policy or the rules/regulations laid there under shall be considered as a violation and shall comprise as misconduct.

Please ensure its compliance.

Registrar

**Copy to:**

Hon'ble President for his kind information

1. The Chancellor
2. Vice Chancellor
3. Pro Vice-Chancellor
4. Finance Officer
5. Controller of Examinations
6. All Deans & HODs
7. DSW/Proctor
8. Assistant Registrar (Examinations)/ACOE
9. All Administrative Departments
10. File