



NETAJI SUBHAS UNIVERSITY JAMSHEDPUR

(A Unit of Sitwanto Devi Mahila Kalyan Sansthan)


Estd. Under Jharkhand State Private University Act, 2018

Approved by UGC under Section 2(f), AICTE, PCI, BCI, NCTE, INC & JNRC

Ref. No. :

Date :

**4.4.2: There are established systems and procedures
for maintaining and utilizing physical and academic
support facilities**


Registrar
Netaji Subhas University
Jamshedpur, Jharkhand


VICE CHANCELLOR
NETAJI SUBHAS UNIVERSITY
JAMSHEDPUR, JHARKHAND



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IT policy of the Netaji Subhas University, is designed to ensure secure, legal and suitable usage of IT infrastructure and resources at the university legally. The policy dictates University's widespread approaches and tasks for protection of the confidential information, maintaining the integrity of the information assets and ensuring the availability of the information assets which are either to be accessed or created or managed and/or controlled by the University.

This policy is applicable at two stages:

1. End-Users (Faculties, Students, Senior-administrators, Officers and other Staff members)
2. System Administrators

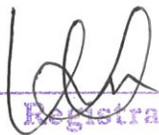
The current IT policy is sub-divided into following:

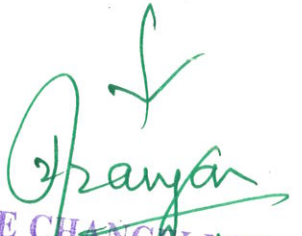
1. IT Services and IT Services helpdesk: It includes-

- Ensuring services meet user requirements, solutions to problems, effective communication to End users to ensure user satisfaction.
- Maintaining data secrecy, trust and privacy of the users. Monitoring the performance of services.
- Applying a flexible operations and computable solutions which are cost effective.

2. Data backup Policy for faculty, staff, students

3. IT Hardware Implementation


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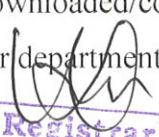
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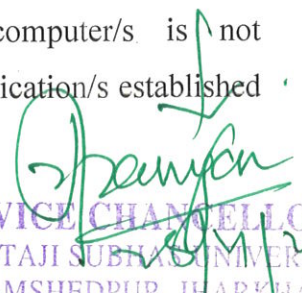
4. **Software Implementation and Licensing:** In order to ensure amenability with licensing necessities, IT Department does software compliance audit. The university encourages Promotion of

- Open-source Software
- Coursera for online certifications
- Ubuntu
- Linux
- Virtual labs

5. **Network (Intranet and Internet) Usage:** The university ensures implementation of necessary security protocols and measures which can protect loss, misuse and manipulation of its information/data. Approved user/s of computer services/amenities are accountable for:

- Ensuring safety and security of their password/s.
- Making sure that the transferrable media devices encompassing the confidential and/or critical information/data are kept in locked storage facility at all times, when not in use.
- Ensure that the confidential and sensitive data/information is backed-up by them on secured hard disks/NAS (Network-attached storage) server
- Ensuring that only authorized software is loaded
- Protection of NSU computer/s from worm/virus/s by installing licensed antivirus software. Making sure that the installed software/s on computer/s is not downloaded/copied illegally. Documentation of confidential PC application/s established for department usage


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Any computer workstation which is left unattended for more than 15 minutes should be protected from unsanctioned admittance by either usage of password protected screensaver

6. Email Account Use

7. Website hosting

8. Usage of University Data

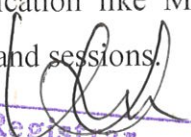
9. CCTV Surveillance

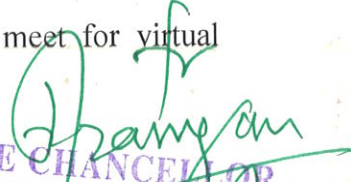
10. Online Teaching learning

11. Data Repository

12. **Data ownership:** NSU is sole owner of all the University's organizational data produced in the university. Individual/department/s may produce portion/s of data that can be part of university-database, in such cases/s he/she/they may have custodianship responsibility for the aforesaid data/information.

To highlight some significant IT infrastructure across various Academic Blocks: 896 Computer systems. Multiple Wi-Fi access points are installed for seamless internet connectivity throughout the Campus The computer labs and PCs in each of the campuses are connected to online UPS backup in addition to individual generator back-up Access of Google for GSuite for email communication like Mail, Calendar, Drive with unlimited storage, Google meet for virtual meeting and sessions.


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