

Dr. D. Y. Patil Pratishthan's

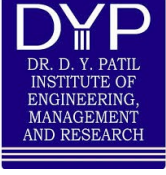
**DR. D. Y. PATIL INSTITUTE OF ENGINEERING, MANAGEMENT &
RESEARCH**

Approved by A.I.C.T.E, New Delhi , Maharashtra State Government, Affiliated to Savitribai Phule Pune University
Sector No. 29, PCNTDA , Nigidi Pradhikaran, Akurdi, Pune 411044. Phone: 020-27654470, Fax: 020-27656566
Website : www.dypiemr.ac.in Email : principal.dypiemr@gmail.com

Information Technology Policies

Sr. No.	Topic Covered
1	IT Cell Core Committee Members
2	IT Cell Technical Team members
3	Need for IT Policy
4	IT Hardware Installation Policy
5	Software Installation and Licensing Policy
6	Internet Policies for Directors, Principals and HOD's of Dr. D. Y. Patil Educational Complex Akurdi Pune.
7	Internet Policies for Teaching Staff of Dr. D. Y. Patil Educational Complex Akurdi Pune.
8	Internet Policies for Non-Teaching and Admin Staff of Dr. D. Y. Patil Educational Complex Akurdi Pune.
9	Internet Policies for Students of Dr. D. Y. Patil Educational Complex Akurdi Pune.
10	Policies for Wi-Fi Uses at Dr. D. Y. Patil Educational Complex Akurdi Pune.
11	Policies For System Administrator/System Analyst
12	Complaint Registration Form
13	Wi-Fi Requisition Form For Staff
14	Wi-Fi Requisition Form for Student
15	Internet Username Requisition form for students and all staff members.
16	Computer Maintenance Form
17	College Login Page

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Ref No: dypiemr/office/2017/02-01

Date:02.01.2017

CIRCULAR

Subject: Meeting Regarding Framing of College level IT Policies

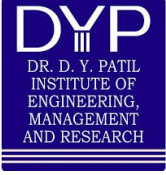
As you are all aware that internet service setup established at the College level feeds all the departments of Dr. D. Y. Patil Institute of Engineering, Management & Research, Akurdi, Pune. In order to provide efficient and trouble free internet connectivity to all the users of this college, it is proposed to constitute an "IT POLICIES" with respect to user. Following members are requested to present in this meeting on 05/01/2017 in board room.

Sr. No.	Name	Department	Designation
1	Mr.Kiran Narkar	Mechanical	HOD Mechanical
2	Mrs.P.P.Shevatekar	Computer	HOD Computer Dept
3	Mr.Madhav Thigale	E&TC	HOD E&TC Dept
4	Mrs. Amruta Kulkarni	Civil	HOD Civil Dept
5	Dr.Minaz Alvi	Dean	HOD Dean Academics
6	Mr.Anil Hulsure	System	System Analyst




Dr. Mrs. A.V. Patil
Principal
Dr. D. Y. Patil Institute of Engineering,
Management & Research
Akurdi, Pune - 411 044

CC To:
HOD, All Department



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Date:05.01.2017

Minutes of Meeting

Chair Person

Dr. Mrs. A. V. Patil
Principal

Agenda

IT Policy Framing at College Level
IT Cell Forming in College Level

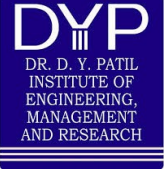
Members of Participants in this meeting

Sr.No	Name of the participant
1	Dr.Mrs.A.V.Patil
2	Mr.Kiran Narkar
3	Mrs.P.P.Shevatekar
4	Mrs. Amruta Kulkarni
5	Dr.Minaz Alvi
6	Dr. Manisha Bhande
7	Mr.M.H.Thigale
8	Mr.Anilkumar Hulsure




Dr. Mrs. A.V. Patil
Principal
Dr. D. Y. Patil Institute of Engineering,
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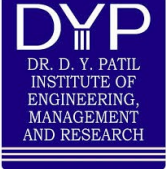
IT Cell Core Committee Members

Sr.No.	Name of the Staff	Designation
1	Dr. Mrs. A.V. Patil	Principal and Chairperson
2	Dr.P.P.Halkarnikar	Member
3	Mr.Kiran Narkar	HOD Mechanical Engg& Member
4	Mrs.P.P.Shevatekar	HOD Computer Engg. & Member
5	Dr.Mrs.Manisha Bhende	Member
6	Mrs.Priya Charles	Member
7	Mr.Anilkumar Hulsure	System Administrator




Dr. Mrs. A.V. Patil
Principal
Dr. D. Y. Patil Institute of Engineering,
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Date:05.01.2017

IT Cell Technical Team Members

Sr.No.	Name of the staff	Designation	Mobile Number
1	Mrs.P.P.shevatekar	System Coordinator	9922996401
2	Mr.Anilkumar Hulsure	System Administrator	7875533412
3	Mr.Sunil Kamble	Asst. System Administrator	7020683595
4	Mr.Prasad Kulkarni	Technical Assistant	8149511952




Dr. Mrs. A.V. Patil
Principal
Dr. D. Y. Patil Institute of Engineering,
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Akurdi, Pune - 411 044

Need for IT Policy

- Basically the Campus IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the at the campus level.
- This policy establishes Campus-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by at the Campus level.

IT Hardware Installation Policy

- **Warranty & Annual Maintenance**

Computers purchased by any Section/Department/Project should preferably be with 3-year onsite comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance at respective college/department level.

- **Power Connection to Computers and Peripherals**

All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthing and have properly laid electrical wiring.

- **File and Print Sharing Facilities**

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.

- **Shifting Computer from One Location to another**

Computer system may be moved from one location to another with prior written intimation to the HOD/Principal/Director with entry in movement/DSR register.

Software Installation and Licensing Policy

As per university guidelines open source software like red hat, Ubuntu, Fedora are installed in all labs, use of windows based software recommended if it is licensed version.

- **Antivirus Software and its updating**

It is recommended that for windows based system proper antivirus software should be used to avoid spreading of viruses.

Internet Policies for Directors, Principals and HOD's of Dr. D. Y. Patil Educational Complex Akurdi Pune.

- Unique Username and Password created for Directors, Principals and HOD's of Dr. D. Y. Patil Educational Complex Akurdi.
- They Have right to ask usages reports to their respective colleges and department's teaching and non-teaching staff.
- Level 1 Users are provided for all directors, principals and HOD's of Dr. D.Y. Patil Educational Complex Akurdi.
- Level1 Users have unlimited internet access provided.
- Web filter and Application filter policies are framed for level1 users.
- No QoS policies are framed for level1 users.
- Wi-Fi Facility provided for registered Level1 Users.
-

Internet Policies for Teaching Staff of Dr. D. Y. Patil Educational Complex Akurdi Pune

- Internet Facility should be used by Username and Password only to registered teaching staff.
- Unique Username and Password created for all Teaching Staff of Dr. D. Y. Patil Educational Complex Akurdi.
- Level 2 Users are provided for all Teaching Staff of Dr. D.Y. Patil Educational Complex Akurdi.

- Leve2 Users have unlimited internet access provided.
- Web filter and Application filter policies are framed for level2 users.
- QoS policies are framed for level2 users with internet speed will be 4 Mbps per User.
- Wi-Fi Facility provided for registered Level2 Users.
- Teaching Staff must use Internet facility for official work only.
- Wi-Fi facility should be strictly used on Laptops for academic purpose not any other purpose.
- If anyone found Guilty by Misusing facility of Wi-Fi strict Action will be taken against them.

Internet Policies for Non-Teaching and Admin Staff of Dr. D. Y. Patil Educational Complex Akurdi Pune.

- Internet facility should be used by Username and Password only to registered non – teaching and Admin staff.
- Unique Username and Password created for all Non- Teaching and Admin Staff of Dr. D. Y. Patil Educational Complex Akurdi.
- Level 3 Users are provided for all Non-Teaching and Admin Staff of Dr. D.Y. Patil Educational Complex Akurdi.
- Leve3 Users have unlimited internet access provided.
- Web filter and Application filter policies are framed for all level3 users.
- QoS policies are framed for level3 users with internet speed will be 4 Mbps per User.
- Wi-Fi Facility provided for registered Level3 Users.
- Non-Teaching and Admin Staff must use Internet facility for official work only.
- If anyone found Guilty by Misusing facility of Wi-Fi strict Action will be taken against them.

Internet Policies for Students of Dr. D. Y. Patil Educational Complex Akurdi Pune.

- Internet facility should be used by Username and Password only to registered students.
- Unique Username and Password created for Students of Dr. D. Y. Patil Educational Complex Akurdi.
- Level 4 Users are provided for all Students of Dr. D.Y. Patil Educational Complex Akurdi.
- Level4 Users have unlimited internet access was provided.
- Web filter and Application filter policies are framed for all level4 users.
- QoS policies are framed for level4 users with internet speed will be 4 Mbps per User.
- Wi-Fi Facility provided for registered Level4 Users.
- If anyone found Guilty by Misusing facility of Wi-Fi strict Action will be taken against them.
- Wi-Fi facility is available in Nearby Premises, Student Plaza, Corridors, Porch and Reading Room of Library not inside the labs and classrooms.
- Students can obtained Username and Password from Nominated faculty of the Department.
- All the activities done by Login users (Wired and Wi-Fi) are monitored centrally and Log file is kept for record in case of any misuse for taking Action.
- No student can use Wi-Fi facility in the premises during Lecture and Lab sessions.
- It is expected that students should use Wi-Fi facility for downloading course related video Lectures such as NPTEL videos and for academic projects and innovations.

Policies for Wi-Fi Uses at Dr. D. Y. Patil Educational Complex Akurdi Pune.

- Campus Wi-Fi facility should be used by Username and Password only to registered students.

- Wi-Fi facility is available for all registered faculties staff and students through provided Username and Password.
- For Wi-Fi Students can obtained Username and Password from Nominated faculty of the Department
- Wi-Fi facility is available in Nearby Premises, Student Plaza, Corridors, Porch and Reading Room of Library not inside the labs and classrooms
- Wi-Fi facility should be strictly used on Laptops for academic purpose not any other purpose
- If anyone found Guilty by Misusing facility of Wi-Fi strict Action will be taken against them.
- It is expected that students should use Wi-Fi facility for downloading course related video Lectures such as NPTEL videos and for academic projects and innovations.
- No student can use Wi-Fi facility in the premises during Lecture and Lab sessions.
- Access to Wi-Fi connectivity is permitted to only for legalized activities. Anyone found using the facility for anti-social and anti-national activities has to face legal action as per law.
- Single user will have single connectivity, i.e. each user has to use Wi-Fi facility on only one registered Laptop.
- The Wi-Fi network service is provided by System Cell and is completely at its discretion. User access to the network may be blocked, suspended, or terminated at any time for any reason.
- The norms/policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief communication.

Policies for System Administrator

- Monitoring System Access and Use

Access is to be logged and monitored to identify potential misuse of systems or information. System access must be monitored regularly to prevent attempts at unauthorized access and to confirm that access control standards are effective.

- Giving Access to Internet, Websites and Application

Access to information and documents is to be carefully controlled, ensuring that only authorized personal may have access to sensitive information. Information Security issues to be considered , when implementing the policy, include the following:

- With poor or inadequate access control over documents and files, information may be copied or modified by unauthorized persons, or become corrupted unintentionally or maliciously.
- Where the Access Control is seen as overly restrictive, users could be tempted to share privileged accounts (login + password) in order to access information

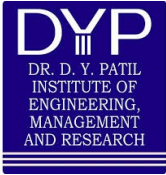
- Managing the Network

- Suitably qualified staffs are to manage the organization's network, and preserve its integrity in collaboration with the nominated individual system Coordinator/Admin.
- Information security issues to be considered, when implementing the policy, include the following:
 - Inappropriate control over access to the network will threaten the confidentiality and integrity of data.
 - Inadequate capacity can make efficient operation difficult or impossible.
 - Slow or inadequate system response times impede the processing.

- Managing Firewall/UTM Device/Servers

- Username and Password Creation in firewall/UTM database to all students, staff members.

- Logs should be often reviewed and submitted to higher authorities.
- There should be central monitoring and logs maintaining team.
- There should be regular upgrade/update/backup of UTM/servers data bases.



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SYSTEM DEPARTMENT

Computer Maintenance Request Form

Date: ____/____/____

Request sent by (Name of staff): _____ Signature:- _____

Department/Lab Name: - _____ Lab Incharge Name _____

Sr. No.	Equipment Description (Dead Stock No.)	Problem Description	Remark / Comments after Maintenance	Attended By Date and Time
1				
2				

From Received by : Mr. Anil Hulsure

Job Assigned to: _____

Job Completed on: _____ Signature of dept. staff:- _____

Mr. Anil Hulsure
System Administrator

**Dr. D.Y.Patil Institute of Engineering,Management
& Research Akurdi, Pune-44**

Ref No: DYPEC/

Date: /...../201

Software / Hardware / Networking Complaint Registration Form

Name of Department		Name of Lab	
Name of Staff			
Type of Complaint (Software / Hardware / Networking)			
Equipment Details (Dead Stock No.)			
Problem Description			
** Remark / Comments after maintenance by Staff			

Note: ** To be filled after maintenance by concern department staff

(Signature of Staff)

(HOD's / Section Incharge Signature)

----- **System Cell Use Only** -----

Complaint Form received Date & Time /...../201 : am/pm	Job assigned Date & Time /...../201 : am/pm
Job assigned to	Vinay Nangare		
Estimated time to complete the job. Hrs	Job Completed Date & Time /...../201 : am/pm
Remark / Comments by Technical Assistant			

Complaint Status : Solved / Pending
If Pending Reason

**(HOD System Cell)
(SystemAdministrator)**

D.Y. Patil Educational Complex, Akurdi, Pune-44

WIRELESS LAN (Wi-Fi) REGISTRATION FORM

(For staff use only)

I. General Information			
Name of the staff			
Department		Designation	
Staff particulars	Teaching / Non Teaching		Temporary / Permanent
Email ID			
Contact No			
II. Technical Information			
Laptop Make		Model	
Laptop Serial No.			
MAC Address			

(Note: To get the MAC address of the laptop, please do the following

Go to Start->Run.Type cmd and enter.Then at the prompt type: ipconfig/all. This will give the details.)

I understand that the Wireless LAN access is provided to me for my Academic work only. The above mentioned system solely belongs to me. I have gone through the norms and regulation of using the Wi-Fi connectivity and I abide by it. I will not misuse this facility by any means. I also agree that I will not share this account with any person and will take due care in protecting the same.

Date:

(Signature of Staff)

* Enclose Xerox Copy of the College ID-Card or valid government issued ID-Card.

Verification and Recommendation by Head of the Department

ID Proof attached: **Yes / No**

Recommended/ Not Recommended

HOD's Signature

User Name	
Password	
Faculty Coordinator Signature with Date	

System Cell Use Only

Student request Status for Wi-Fi : Finished / Pending

If Pending Reason :

(System Administrator)

D.Y. Patil Educational Complex, Akurdi, Pune-44

WIRELESS LAN (Wi-Fi) REGISTRATION FORM

(For student use only)

I. General Information					
Name of the student					
Department		Degree : UG / PG			
Class		Division		Roll No	
Email ID					
Contact No					
II. Technical Information					
Laptop Make		Model			
Laptop Serial No.					
MAC Address					

(Note: To get the MAC address of the laptop, please do the following

Go to Start->Run.Type cmd and enter.Then at the prompt type: ipconfig/all. This will give the details.)

I understand that the Wireless LAN access is provided to me for my Academic work only. The above mentioned system solely belongs to me. I have gone through the norms and regulation of using the Wi-Fi connectivity and I abide by it. I will not misuse this facility by any means. I also agree that I will not share this account with any person and will take due care in protecting the same.

Date:

(Signature of Student)

* Enclose Xerox Copy of the College ID-Card or valid government issued ID-Card.

Verification and Recommendation by Head of the Department

ID Proof attached: **Yes / No**

Recommended/ Not Recommended

HOD's Signature

User Name	
Password	
Faculty Coordinator Signature with Date	

System Cell Use Only

Student request Status for Wi-Fi : Finished / Pending

If Pending Reason :

(System Administrator)

Dr. D. Y. Patil Educational Complex Akurdi Pune 411044

Internet Registration Form
(Student And Staff)

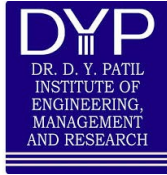
College/Department Name:

Name of the student	Username	Year & Branch	Password

Coordinator Name & Sign

System Admin Name & Sign

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