



Dhirubhai Ambani  
Institute of Information and Communication Technology

DA-IICT Road, Gandhinagar, Gujarat, India 382007.

Tel.: +91 79 6826 1700 | Fax: +91 79 6826 1710 | Web: www.daiict.ac.in

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ENGINEERS WITH  
SOCIAL RESPONSIBILITY

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## I. Preamble:

Dhirubhai Ambani Institute of Information and Communication Technology (DAIICT) provides a variety of IT infrastructure and services for academic and administrative purposes, and commercial activities supported/authorized by the institute. In this document, the term "Computing resources" will include DAIICT Email/Internet/Network accounts, computers, peripherals, voice and data network, printers, servers and software, while the term "User" is applicable to Student, Staff, Faculty, or any visitor authorized by a faculty, the Dean(s), the Registrar or the Director.

This document sets out the conditions under which access to the computing resources at DAIICT is granted to users; this covers all services and resources provided by the ICT team. The purpose of this policy is to

- Outline the rules and regulations related to usage computing resources at DAIICT.
- To make users (faculty, staff, students) aware of the usage of resources
- Prevent users at DAIICT from inappropriate use of resources
- Prevent users from exposure to risks including virus attacks, compromise of network systems and services, and legal issues.

## II. Scope:

These Policies apply to all students & Staff and to all entities/affiliates of DAIICT. These policies do not apply to the Research network and other affiliate laboratories. Implementation and development of specific standards or guidelines as needed, remains the local responsibility of respective stake holders and the Office of the Director. The Office of the Director in its enterprise wide role across DAIICT has the overall responsibility for implementing the policy, including these Guidelines on IT Security.

DAIICT's ICT policy is reviewed and evaluated once a year or on need basis by the Director with feedback mechanism from faculty, staff and students. Updates may include the creation of new practices, modifications to existing practices, and/or the deletion of line item details. Updates may also be incorporated based on several events including but not limited to:

- New technology including applications, hardware, or software
- Security deficiencies

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ICT Co-ordinator



  
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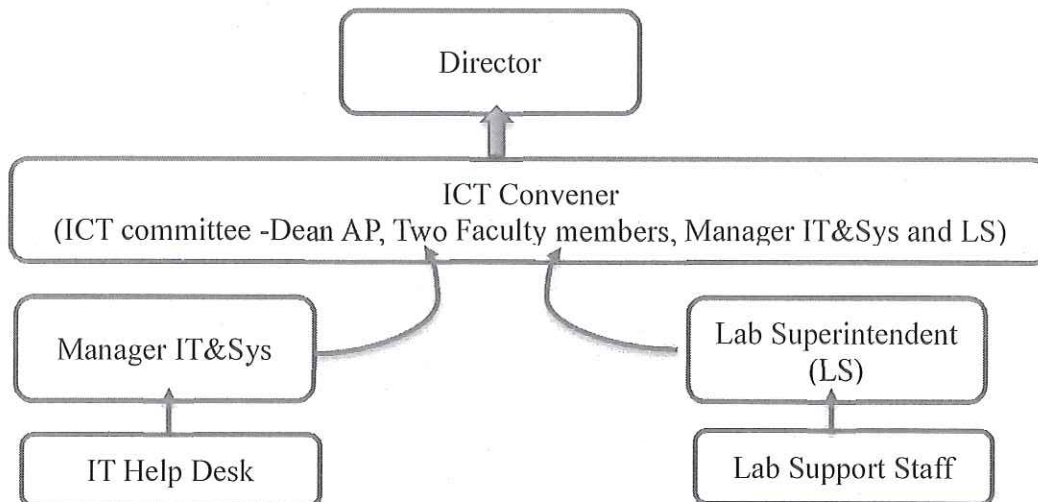
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- Changes in legal, regulatory, or reporting requirements
- Physical or environmental alterations
- Request for deviation from a Service Provider
- Periodic re-evaluation of current requirements

### III. ICT organization Structure

The ICT organizational structure is depicted as follows:




The various roles and responsibilities for DAIICT personnel in the organizational structure are defined as follows:

#### Office of the Director

- Be the final decision making authority related to the procurement and implementation of ICT infrastructure (hardware and software) in the Institute.
- Uphold the dictum of IT security ethics outlined in the policy

  
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### ICT Convener

- Act as the secondary in charge for the Director
- Develop, implement, revise and document institute-wide ICT Policy
- Oversee requirements of all hardware and software for teaching, training and research

### Manager & IT Sys

- Institute's single point contact on ICT infrastructure and information security.
- Periodically review the status of the ICT infrastructure and report the status to ICT Convener.
- Be part of the decision-making team when the organization is involved in designing, planning, procuring or upgrading technologies.

### IT Department Personnel (IT support /Helpdesk outsource work force)

- Perform IT department's activities as outlined in the contract for the activities.
- Receive, assign and record support calls from users. Ensure that the problems are resolved within the stipulated time period.
- Reassign/escalate the calls based on the nature and status of the calls.
- Implement and support the solutions based on the problem reported and follow change management processes as defined in change management.
- Plan and caution the users well in advance about problems anticipated and changes that are planned before they are affected.

### Lab Superintendent

- Single point of contact for academic laboratories related requirements
- Assess requirement of A/V equipment in various lecture rooms, lecture theatres, conference rooms etc.,
- Coordinates with Dean Research in matters related to seating and space allotment in sponsored research laboratories.
- Assign and manage lab staff with laboratory duties pertaining to various courses
- Report status of lab equipment and suggest upgradation to ICT-Convener

*Kalyan*  
ICT Convener



*[Signature]*  
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#### IV. Policies for Assignment of Computing resources

All Users of IT infrastructure (Computers, Network and other Electronic Devices) at DAIICT. This policy presents the responsible use of the Information Technology Infrastructure by all users of DAIICT including faculty (new, permanent, visiting, and adjunct), staff, students (current and alumni) and guests will be subject to the following acceptable use policies.

1. Identity based internet login will be provided to users. This is to maintain NAT Syslog records as per directions issued by DoT, Gov. of India (detailed in the letter from NIC, GoI. dated 22.03.2018 (No. NIC/GJSC/2018/152)). One concurrent login will be available for students, two concurrent logins for staff members, three concurrent logins for faculty members and one concurrent login for visitors. User is responsible for any use of this login account, including any malicious or illegal material that may result.
2. Personal computers and peripherals are assigned to faculty and staff for use in their offices. Faculty members will be provided either a Desktop or a Laptop, based on their choice/ availability (new/used). In case of failure of the desktop/laptop, spare will be provided depending on availability.
3. Computing resources to Project (sponsored) staff will be provided on a temporary basis depending on availability and it has to be returned immediately after the required resources are available from the project. A formal approval from Dean-Research is required for such requests.
4. Additional personal computers and peripherals may be assigned to faculty / staff for use when it is necessary for the employees to do Administrative/ Academic/ Research work. This is subject to availability of the equipment and approval from the Director/ Deans/ Registrar/ ICT-Convenor. Machines procured through sponsored projects of Faculty members do not fall under this purview and PI/Co-PIs can have multiple machines in their possession procured through sponsored projects subject to terms and conditions of the sponsoring agency.
5. Employees must sign a formal acknowledgment of Institute IT policy with IT Helpdesk before any equipment is assigned.
6. Students may be issued personal computers and peripherals by filling the IT Equipment Issue

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Form, available with the IT Helpdesk, approved by the concerned faculty, subject to availability and approval from the Manager IT and system.

7. The serial numbers of the computers and peripherals are inventoried and maintained with IT Helpdesk.
8. All equipment issued to Institute faculty / staff is Institute property and is to be returned at the time of leaving the Institute or under orders from Institute Director.
9. Equipment issued to students is to be returned within the time duration specified in the IT Equipment Issue Form. Final year M.Tech students have to surrender the Desktop/computing facility latest by third week of June (maximum one month after final semester) and thereafter these computing facilities will be provided to (new second year batch) M.Tech students in July.
10. A faculty member may get an authorized Internet/Network account created for a visitor by requesting the Manager IT and systems. The faculty member shall indicate whether the visitor should get a student account or a faculty account, the duration of the visit, and should provide the Helpdesk with an email address of the visitor. Computing resources (Internet/Network account) to summer interns will be provided by the Helpdesk team upon receiving the list of students along with necessary details from the Registrar's office.
11. Computers and peripherals for a visitor collaborating with a faculty may be issued to the respective faculty after approval from the ICT convener and subject to availability of resources.
12. Internet/Computing accounts for participants of a workshop/conference/seminar/CEP or any such event hosted by the institute shall be created by the Manager IT and systems/ Helpdesk upon receiving a request from any member of the organizing committee of the respective event. Such a request must be made at least three working days in advance.
13. Any software purchased by the Institute can be installed on a Computing resource by requesting the Helpdesk, subject to availability of licenses.
14. Access to Computing servers (presently four servers) shall be provided to all

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faculty/M.Tech/PhD students. UG/Other PG students may be allowed temporary access for research purposes, after an approval by a Faculty mentor is sent to the System Administrator. If required, access to students may be restricted to some specified number of hours/week to maintain the load balance on the computing servers. Intranet access to computing resources is available to all eligible users.

15. Request of desktops (individual basis) from final M. Tech Students and PhD students for their research work will be considered based on the availability of desktops. Machines procured through sponsored projects of Faculty members do not fall under this purview and can be allocated directly to the students by the concerned Faculty member.
16. Request for computational resources for M. Tech research projects have to be submitted to Manager IT & Sys with proper details/ justifications after prior approval from student's supervisor.
17. Access to Network Attached Storage (NAS) will be made available to all faculty members and research scholars (M.Tech/ Phd students). The storage limit for research scholars and faculty members is currently 2 GB and 5 GB respectively.
18. Off campus access of the following resources: four research computing servers, NAS, some RC online resources like IEL are available only to faculty and PhD students. Users may contact the help desk/system administrator to avail this service. Under special circumstances, on recommendation of a faculty member, off campus access to computing servers may be provided to M.Tech students.

**V. Policy for maintenance and creation server/ website**

1. Five primary servers (Academic, Research, Student, Courses, Miscellaneous) shall be maintained in addition to servers dedicated to important administrative activities such as admissions, Resource Center etc.
2. Any future request for a new website (on intranet or public domain) has to be placed in one of the above mentioned five categories (Academic, Research, Student, Courses, Miscellaneous). Requests for websites under Academic and Courses category has to be approved by Dean-AP,

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under research category has to be approved by Dean-Research, under student category has to be approved by Dean-Students, and under Miscellaneous category by ICT-Convener.

3. Before recommending/developing any portal/application (for hosting on institute servers), technicalities should be discussed with Manager IT & Systems. It is recommended that any future development should be done using frameworks recommended by Manager IT & Systems for effective management of the application.
4. Space requirement for hosting has to be communicated to the Manager IT and systems. By default, a maximum of 2GB (code + database) will be allocated and a separate request has to be made for more space.
5. Owner of a portal/website has to take the responsibility of redevelopment when any future migration or software up-gradation takes place. Manager IT & Systems may provide necessary guidelines and assistance.
6. An existing website/domain name which is not functional for more than one year will be removed after consulting with the owner of the website/ Dean-AP/ Dean-Research/ Dean-Students/ ICT-Convener.

## VI. Guidelines/Rules for using Computing resources.

Any user of the Institute's Computing resources is expected to follow the rules given below.

1. A user may use the Computing resources, as far as:
  - (a) it does not violate any law, Institute policy, or the IT act of the Government of India.
  - (b) it is not used for unauthorized commercial purposes.
  - (c) it is not used for plagiarism, discrimination, cheating, harassment and theft.
  - (d) it does not interfere with the normal operations of any Computing resource.
2. Users shall be responsible for protecting their accounts, and should not share their account access with anybody. Users should not share their password using any medium, while they are expected to periodically change the password, especially after the first access to their account.

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3. Students are responsible for backing up their data from computers in the common and research laboratories that they use.
4. An appropriate action may be initiated by the Institute authorities (ICT Convener, UG/PG Convener, Deans, Director) against a user if found using the Computing resources for any of the following activities:
  - (a) Sharing/Transferring copyrighted material without the owner's explicit permission to and from any Computing resource.
  - (b) Installing illegal/unlicensed software, IP spoofing, unauthorized network monitoring
  - (c) Attempting to gain unauthorized access to other user's accounts, local and network resources.
  - (d) Setting up of unsecured Wi-Fi systems on the Institute network
  - (e) Distributing spam or installing/using programs that can disrupt the computing resource(s).
  - (f) Playing games on the machines in the computer labs
  - (g) Locking the screen of machines in the computer labs
  - (h) Breaking security of the systems or trying to capture password of other users
  - (i) Damaging/gaining access to the data of other users
  - (j) Any activity listed in Section III, Point 1 above.

The institute will not take responsibility/liability under such circumstances. In the interest of maintaining the proper functioning of the Institute computing resources, the System Administrator may temporarily freeze a user account after informing the user and ICT convener.

5. Users are expected to take proper care of equipment, and are expected to report any malfunction to Helpdesk staff or to the in-charge of the facility. Users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.
6. The Student-ICT committee in consultation with lab superintendent will look into student views and issues on the computing resources in laboratories. Any request/suggestion/complaint from students which does not urgently impact any academic activity should be addressed to this committee by sending an email to [ICT\\_sbg@daiict.ac.in](mailto:ICT_sbg@daiict.ac.in). The Student-ICT committee will take up the matter further with the System Administrator/ ICT committee.

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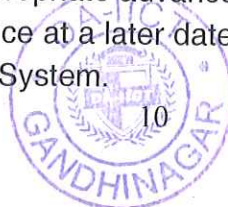
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## VII. Email Policy:

E-mail is the medium through which majority of the communication within the institute may happen, therefore it is imperative that the users use this medium with responsibility. Following guidelines are expected to be followed for all email communication:

1. Manager IT and systems will create user IDs (internet access and email) for faculty/staff members and students based on requests from the HR office/ Registrar's office (single point of contact). For any new-user email-ID creation/ removal, requests have to be forwarded through the HR office/ Registrar's office. Registrar's office will maintain the following details of the user as per the letter from NIC, Gol.: Name of the person, contact no. and address along with photo ID.
2. Requests for new email-IDs related to academic/administrative purposes/events can be sent to Manager IT and system with proper approvals.
3. The users are expected to use the Institute email for any official communication with members of the institute. Specifically, any complaint/request to the Helpdesk must be sent through the official email address.
4. Chain letters are not allowed. Neither is any form of commercial advertising, or soliciting allowed. Spamming is strictly prohibited. Subscribing to mailing lists outside the Institute is an individual's responsibility. Subscribing someone else to any group outside the institute is illegal.
5. Group Emails should be sent only by authorized persons and only for academic purposes, important announcements or emergencies.
6. Faculty, Staff and all enrolled students of DAIICT will be provided email services using Google's G Suite for Education. The email services (provided through G suite) of a registered student will be active till two years after completion of the degree requirements and thereafter this facility will be discontinued. The Institute reserves the right to terminate or suspend this extended service of additional two years with appropriate advance notice at its sole discretion if it is found to be impractical to continue the service at a later date. Registrar office will provide the list of passed out students to the Manager-IT System.

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All users are hereby informed and requested to strictly adhere with Indian Information Technology Act, 2000 (IT Act, 2000) and Information Technology Amendment Act, 2008 while using ICT facilities/ Computing resources at DA-IICT. The laws of the Government of India with regard to use of devices and technology are the ultimate authority in case of dispute. The policy matters discussed in this document are meant as guidelines and are subject to interpretation in light of the laws.

The ICT Policy may change if required, and the new policy will come into effect after it is announced via email to all users. It shall be the duty of Manager IT and systems to send the ICT policy to any new user, and to inform all users about any change in the ICT policy.

### VIII. Google Suite Storage policy

As per the new policy from Google, the storage space per organization has been limited to 100TB. Taking into consideration, the student, staff and faculty numbers, the following limitations will be imposed on the storage.


Category		Newly Allotted Space (GB)
Faculty	Individual	100
	Designated ID (coordinators, Deans etc.)	25
Staff	Individual	20
	Designated (Registrar, Dep Registrar etc.)	25
	Temporary (JRFs and others)	2
Student Groups	All	15
Student	Current	5
	Alumni	1

- Faculty who resign from the institute will get 2GB.
- Staff who resign from the institute will get 1GB.

A time period will be given to clear the space and all assistance will be provided

  
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### IX. PDC Folder policy & quota for Faculty:

- Lecture folder Quota 4GB per faculty on Daiict/pdc
- Faculty folder Quota 4GB per faculty on Daiict/pdc
- Faculty folder & lecture folder of concerned faculty will be deleted after no due from HR.
- Before creation of any shared folders on Daiict/pdc, concern faculty/staff members should get approval from Dean AP or Executive Registrar or ICT-Convenor (also subject to available space).

### X. Print Quota and Internet Usage for students.

- UG students 50 Pages per semester.
- PG Student & 100 pages per semester.
- Ph.D students 300pages per semester.
- Current Internet usage limits for students (UG/PG) is 10 GB download/ 2GB upload per day, and may be revised from time to time.

### XI. Scrap Policy

- Periodic checking is to be conducted in all labs for end-of-life components including desktops, accessories, lab equipment.
- Equipment that reach end-of-life, hardware and software that will not be provided any support should all be considered for scrapping
- Scrapping should follow a systematic process

### XII. CCTV policy

#### Contact details:

- ICT-Convener: [ict-convenor@daiict.ac.in](mailto:ict-convenor@daiict.ac.in)
- Lab superintendent: [laboratory@daiict.ac.in](mailto:laboratory@daiict.ac.in)
- System Administrator: [sysadmin@daiict.ac.in](mailto:sysadmin@daiict.ac.in)
- Help Desk: [help\\_desk@daiict.ac.in](mailto:help_desk@daiict.ac.in)

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