



# ATMIYA UNIVERSITY

(Established under the Gujarat Private University Act 11, 2018)

Yogidham Gurukul, Kalawad Road, Rajkot - 360005, Gujarat (INDIA)

## IT Policy

### Preamble

Atmiya University recognizes the pivotal role of Information Technology (IT) in enhancing academic, administrative, and research processes. The IT Policy establishes a comprehensive framework to ensure the effective, ethical, and secure use of IT resources while fostering innovation, collaboration, and efficiency.

### Context

To ensure compliance with relevant laws and regulations of the Government of India and the Government of Gujarat on IT, data safety, and cybersecurity, Atmiya University's IT Policy is chalked-out by considering following principles:

- The policy aligns with key regulations, including the Information Technology (IT) Act, 2000, intermediary guidelines, and upcoming personal data protection laws, ensuring adherence to statutory and legal requirements.
- Sensitive data to be safeguarded through robust encryption techniques, role-based access controls, and adherence to data localization norms as mandated by the GoI.

This framework ensures that the University's IT infrastructure and operations align with national and state regulations, safeguarding institutional data while fostering a secure, efficient, and resilient digital ecosystem.

### Objectives

1. To ensure secure, reliable, and efficient IT infrastructure and services for academic and administrative operations.
2. To promote ethical usage of IT resources while safeguarding user privacy and institutional data.
3. To encourage innovation, research, and the adoption of emerging technologies.
4. To facilitate seamless communication, collaboration, and learning through IT-enabled platforms.
5. To adopt sustainable IT practices and promote environmental consciousness.
6. To foster a decentralized and participatory approach to IT governance.

### Scope

This policy applies to all users of IT resources at Atmiya University, including students, faculty, staff, and external collaborators. It encompasses hardware, software, networks, databases, and digital platforms managed or accessed through the university.





## Key Provisions

### *IT Infrastructure Management*

#### **Hardware and Software**

- Provision of up-to-date hardware and licensed software to ensure operational efficiency.
- Regular upgrades and maintenance to keep IT infrastructure aligned with technological advancements.

#### **Network**

- High-speed, secure internet connectivity across the campus.
- Dedicated Wi-Fi zones for seamless access to online resources.

#### **Data Centres**

- Robust server and cloud infrastructure with disaster recovery mechanisms.
- Regular audits for operational efficiency and data security.

### *Data Security and Privacy*

- Strict confidentiality of user data and institutional records, adhering to the Information Technology (IT) Act 2000 and subsequent amendments.

### *Access Control*

- Role-based access to sensitive data and systems to minimize misuse and ensure accountability.

### *Encryption and Backup*

- Use of advanced encryption standards for sensitive data.
- Regular backups to secure institutional data and mitigate risks.

### *Authorization-Based Internet Access*

- Implementation of 'Shophos' network security systems to ensure controlled, secure browsing through authenticated credentials.

### *Acceptable Use Policy*

- IT resources are to be used strictly for academic, research, and administrative purposes.
- Activities violating laws, university policies, or ethical standards are prohibited.
- Sharing credentials, unauthorized access, or misuse of resources will result in disciplinary action.





## *Cybersecurity*

- Adherence to the National Cyber Security Policy (NCSP) and related guidelines.
- Deployment of firewalls, antivirus software, and intrusion detection systems.
- Regular penetration testing and audits to mitigate risks.
- Cybersecurity awareness programs for stakeholders.

## *Digital Learning and Collaboration*

### **Learning Management System (LMS)**

- Support for online courses, assignments, and faculty-student communication.

### **Collaboration Tools**

- Utilization of platforms like Google Workspace, Cisco WebEx, and in-house ERP for streamlined operations.

## *IT Support Services*

- A dedicated ERP team for resolving technical issues.
- Regular training for stakeholders to improve digital literacy and adoption.

## *Software Licensing and Compliance*

- Exclusive use of licensed software in compliance with copyright and intellectual property laws.
- Gradual migration to open-source software to promote cost-effectiveness.
- Periodic audits to ensure compliance with licensing agreements.

## *Email and Communication*

- Official communication must utilize institutional email IDs.
- Adherence to email etiquette and avoidance of personal or unauthorized activities.

## *Sustainability in IT Practices*

- Promotion of energy-efficient IT equipment and practices.
- E-waste management aligned with Government environmental guidelines.
- Adoption of green IT initiatives, including paperless operations.

## *Decentralization and Participatory Mechanism*

- Decentralized IT governance involving departmental representatives.
- Regular feedback sessions to address user grievances and foster collaboration.





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## Implementation and Governance

The **IT Committee** at Atmiya University, comprising members from various departments, will oversee the implementation and monitoring of the IT Policy. The committee ensures compliance with legal and regulatory requirements, addresses grievances, and updates the policy in line with technological advancements and user needs.

## Monitoring and Evaluation

- Regular reviews of IT infrastructure and services to ensure alignment with university objectives and regulatory standards.
- Stakeholder feedback mechanisms to report issues and suggest improvements.

Atmiya University's IT Policy underscores a commitment to secure, ethical, and innovative IT usage. By aligning with regulatory frameworks, promoting sustainability, and fostering collaboration, the policy ensures that IT resources empower the university community in a secure and efficient digital ecosystem.



  
Registrar  
Atmiya University  
Rajkot