

IT POLICY INDIAN LAW INSTITUTE

1. Preamble

The Indian Law Institute (Deemed Institute) started using computers in its academic activities as well as in the administration and a Computer Centre was established to facilitate common computational resources for the academic programmes as well as for maintenance of other computing resources in the Institute. Over the years the Institute has grown substantially in terms of departments and academic programmes as well as in infrastructure. The computer centre has a campus LAN with WiFi backbone connecting the academic as well as administrative departments. Internet connectivity is provided through MTNL Leased Line. Wireless LAN has also been set-up to extend the LAN connectivity to the Departments and guest house area. Presently, the computer centre maintains four Servers used by the students of different academic programmes in the Institute. It also maintains the Cyber roam, web server, mail server, administrative database server, library server of the Institute. This institute also maintains the Library Infrastructural Resources Cell (LIRC) for students and researchers. Most of the resources in the institute are essential in the field of Law and gradually growing. In view of the above it is necessary to have the internet access facility for our Faculty, Staff and students.

Therefore, the requirements for computing resources of departments has also been growing. With the increase in the size of the computing resources in the Institute a need has also arisen for streamlining the process of procurement, maintenance and disposal of the computing resources in the Institute. A policy document in this regard has therefore become necessary in the Institute.

2. The Computing Resources Policy

The computing resources policy shall include the following aspects:

- Services to be provided by the computer centre.
- Departmental computing facilities.
- Procurement of computing resources.
- Maintenance of computing resources.
- Networking.
- Development and maintenance of the software required in the administration of the Institute.
- Printers & printer usage.
- Upgradation and disposal of obsolete or unusable computing resources.
- Access control and usage monitoring according to internal policy as well as Gol policy.
- Providing access based controls to the members for various library journals.

2.1 Services to be provided by the Computer Centre

The Computer Centre shall provide the following services:

- Maintain the common computing facility for use by the students of the different academic programmes.
- Provide computing resources to the Faculty Members, Departmental Offices, Library and the Administration.
- Develop, procure and maintain software required for administrative and other purposes of the Institute.
- Set-up and maintain the Campus LAN.
- Provide Internet, email, database services etc. to the users.
- Maintain the Institute website.
- Provide and maintain the MMPs in the common conference halls and in 100% of the class-rooms.
- Assist the Administration in the process of Selection and Procurement of Computing Resources.
- Organize training programmes for the faculty and staff from time-to-time.
- Run extension programmes like Conferences, seminars, and guest faculties lectures for professionals and students.
- Maintain the Intercom facility of the Institute.

2.2 Departmental Computing Facilities

This Institute maintains the Laboratory (LIRC) for the students and researchers. Which is maintained either by technical staff of the department, third parties, or by personnel employed under the concerned Library. The computer centre shall not be responsible for procurement and maintenance of these resources. The department shall consult the computer centre regarding the requirements for maintenance of the computing resources at the proposal preparation stage. The computer centre shall provide maintenance support for computing resources.

3. Procurement of computing resources

The computing resources may be procured by the Computer Centre or by the individual departments for their own laboratories. The process of procurement of the computing resources by the Computer Centre shall be as follows:

- The specifications for the computing resources shall be worked out by the Computer Centre.

- Obtain quotations and get rates approved for the items as per T&PC norms. Rates shall normally remain valid for a period of one year/six months depending upon the terms and conditions.
- The Officer In charge of the Computer Centre will be authorized to place the purchase order after obtaining the necessary financial sanctions.

4. Maintenance of computing resources

The post-warranty maintenance of the Servers and the UPSs shall be carried out through AMC. The PCs in the Computer Centre and those provided to the departments/ sections by the Computer Centre shall be maintained by the Resident Engineer / Technical Staff of the CC. Appropriate stock of spares shall be maintained for the purpose. The maintenance of the peripheral devices will be done through AMC, third party or by the staff depending upon the cost and critical nature of the device. A small buffer of PCs, UPSs, and Printers shall be maintained for temporary replacement in critical usage cases.

5. Networking

The Campus LAN shall be maintained by the computer centre. The LAN shall cover all the academic departments, offices and guest house area. Appropriate technologies shall be used for the networking. While the procurement, installation, administration and maintenance of the networking equipment shall be the responsibility of the computer centre.

6. Development and Maintenance of Software

There is one Computer System Administrator, who is designated as a System Administration, Network Administration, Database Administration and development of small software's. He is also supported by one Technical Assistant. Most of the time the Development of software is done by third party team due to the non availability of a programmer. So, this Centre requires at least one skilled programmer who can assist in day to day in-house developments. In case of any development, the user departments submit a Software Requirement Note (SRN) describing any need for *i.* new software or *ii.* up gradation of existing software or *iii.* Maintenance, and the stipulated time frame for the service (i.e. urgency). The System Administrator will consider the SRN and either recommend third party service or take up the task for in-house service. Optionally, external professionals may also be hired for in-house software tasks.

Software procured or developed should be properly documented and maintained in-house. Tailored software, developed by third parties must provide the full source code of the software. The source codes of software developed in-house by the software professionals or third party must be available and maintained by the computer center personnel.

Every upgradation of software packages must be supported by proper documentation and justifications. Licensed software procured must be upgraded to new versions, if the user requirement assessment recommends such up gradation.

7. Printers & Printer Usage

Getting documents printed is an important part of computing activity. However, it can be also quite costly as the printing stationeries are often expensive. Therefore, it is necessary to be prudent in the supply and usage of printers. The policy on the supply of printers shall be as follows:

1. One printer shall be provided to each of the following:

Director, Registrar, Assitant Registrar, Controller of Examinations, Librarian, Account Officer, CSA, Department Offices, publication and Administrative Sections.

2. Each faculty shall be provided one dedicated printer and also one network laser printers for their day to day task. These shall be placed in the central place so as to be easily accessible to the faculty members.
3. One Network printer shall also require at the Library Reception counter for the use of its members, researchers and students on the payment of requisite fee.

8. Upgradation and disposal of obsolete or unusable computing resources

There shall be a four member committee comprising the Officer Incharge of the Computer Centre, a Faculty Member, and two other Officers to assess the status of the computing resources. The Senior Most Officer shall Chair the Committee. The committee shall assess the status of the resources periodically and shall be empowered to declare a computing resource as obsolete and to recommend its disposal. The resources tagged as obsolete will be replaced by state-of-the-art resources, subject to availability of funds, without affecting the users.

The obsolete resources may be given to Hardware Labs, exchanged with state-of-the-art systems under buy-back options.

9. Access Control & Usage of Computer Centre

In respect of access control and usage of the Computer Centre the Institute policy shall be as follows:

1. The Institute shall have the right to control the access to the various computing resources and databases in the Institute.
2. As required by the Govt. of India IT Laws the Institute shall maintain log of the emails sent and received by the users.
3. Accessing undesirable websites using the Institute computing resources is prohibited. The access to undesirable websites shall be blocked to the extent possible. Log of accesses to websites of doubtful nature shall be maintained and scanned from time-to-time.
4. The users shall maintain discipline and shall not cause any damage to any resource of the computer centre.
5. Every Computer is issued with a log book and security tags. This log book is to be signed by concerned user. Any loss/Damage to computer is the responsibility of custodian.
6. Every user shall sign a document assuring to abide by the above rules at the time of applying for a login account. Disciplinary action shall be initiated against a user violating any of these rules and shall block his/her access to the resources in the computer centre.
7. If any student desires to avail the Wi-Fi internet services, he requires to fill the required proforma.
8. IT auditing of all computers are required to be conducted on half yearly basis to avoid misuse.
9. IT Policies will be reviewed after every one year.

Sd/-

(Registrar)