



Savitribai Phule Pune University
Information Technology Cell

Ganeshkhind, Pune-07 Phone: 020-25601387
Maharashtra, INDIA. Web: <http://www.unipune.ac.in>

मा.कुलगुरू यांचे कार्यालय
सावित्रीबाई फुले पुणे विद्यापीठ

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IT Policy

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Table of Contents

1.1 Responsible Use of Information Technology Resources	3
1.2 IT Management responsibilities	4
1.3 Network Registry and Monitoring Network Transmissions	5
1.4 Access to Information Technology Data	6
1.5 Information Security.....	7
1.6 Recording and Registration of Domain Names	8
1.7 IT Procurement.....	9
1.8 Servers and Data Storage Systems	10
1.9 Software Development Process	11
1.10 Vendor Selection Process.....	12
1.11 Business Continuity Plan.....	13
1.12 Legitimate Hackers.....	14
1.13 Disposal of IT Assets.....	15
1.14 Open Source Software's.....	16



Definitions:-

Entities:

It means and includes all Academic and Administrative units of University, Academic Service Units and all such units within or outside University which use Information Technology (IT) resources of the University.

IT Resources:

It means and includes any Software, Hardware, Networking and other assets owned or hired by the university, intended to be used for IT based applications and services.



1.1 Responsible Use of Information Technology Resources

Policy Statement

Savitribai Phule Pune University (SPPU) requires employees (permanent/contractor) who use its information technology resources to do so in a responsible manner, abiding by all applicable laws, policies, and regulations.

Policy Scope

All entities of Savitribai Phule Pune University

Policy Information

SPPU employees are provided computing, networking, and information resources for use as business tools to support their efforts to meet their employment-related objectives. In keeping the view of freedom with responsibility, employees assume responsibility for their appropriate usage and are responsible for exercising good judgment regarding the reasonableness of personal use. Individuals are expected to be careful, honest, responsible, and civil in the use of computers and networks. Employees must respect the rights of others, respect the integrity of the systems and related resources, and use these resources in strict compliance with the law, university policies, and contractual obligations. Using IT resources in the work environment in a manner that results in inappropriate conduct will be addressed as an employee performance issue, even if such conduct does not rise to the level of a university policy violation. Any use of university computers and networks by employees that is inappropriate to the workplace, or otherwise contributes to creating a harassing or uncomfortable workplace, or creates a legal risk, will subject the employee to counselling, formal disciplinary action and/or termination.

The university reserves the right to restrict the use of its information technology resources and to remove or limit access to information technology resources as required.

Responsible Offices: IT Cell - Savitribai Phule Pune University

Dates: *Issued: November 2014*



1.2 IT Management responsibilities

Policy Statement

Savitribai Phule Pune University would ensure a consistent and integrated approach in the management of IT functions within its purview.

Policy Scope

All entities of Savitribai Phule Pune University

Policy Information

Savitribai Phule Pune University, through its IT Technical Expert Committee, would ensure the following

1. Track IT projects to ensure that they are completed within budget allocated and meet deadline
2. Coordinate IT human resources within SPPU for effective utilisation to achieve business objectives of each department BCUD, Examination, Finance and Administration
3. Included in all IT related system design and vendor selection
4. Coordinate with IT Advisors, consultants and auditors and work in close coordination with SPPU IT cell Executive committee
5. For any software development in SPPU department (Exam, BCUD, Admin and Finance), user functionality requirements, design and architecture should be reviewed and sign off by IT manager
6. To define IT plans/roadmap for Savitribai Phule Pune University and their successful achievement
7. To create data dictionary and create data structure for basic entities like Department, College, SPPU Faculty, Course, Subjects and Students
8. To create central repositories for SPPU related data especially for Examination department
9. To ensure that succession plans exist for key IT personnel and IT Vendor
10. Help department to set up source libraries of the code with version control
11. Encourage department to set up core team for IT development and implementation
12. To be aware of the capabilities of existing IT systems in SPPU and be able to recognise opportunities and risk
13. Try to get common hardware register and common AMC

Responsible Offices: IT Cell - Savitribai Phule Pune University

Dates: *Issued: November 2014*



1.3 Network Registry and Monitoring Network Transmissions

Policy Statement

Savitribai Phule Pune University requires network administrators and users to register all devices (including wireless hubs and switches) connected to the network in a continuously updated central network registry service.

Policy Scope

All entities of Savitribai Phule Pune University

Policy Information

At a minimum, the required information maintained in the registry must include MAC address and IP address, if static, as well as the network electronic identifier (netid) of the primary user or the person responsible for the administration of the device.

Savitribai Phule Pune University does not monitor the content of network traffic except for legal, policy, or contractual compliance; in the case of a health or safety emergency; or for the maintenance and technical security of the network.

To be expanded by CNC

Responsible Office: Centre for Network Computing (CNC)

Dates: *Issued: November 2014*



1.4 Access to Data

Policy Statement

Data shall be disclosed according to the procedure outlined in this policy.

Policy Scope

All entities of Savitribai Phule Pune University

Policy Information

Data need to be classified as Confidential and Public. It would be made available on need to know basis. Privacy of data need to be maintained. Owner of the data for each data set should be identified and the owner would decide who will have access to the data. Any publication of the data on website would be decided by owner of the data. E.g. Exam results data would be own by Scrutiny and Tabulation (S&T section) of examination department. Any third part contractor/vendor processing results would be required to send the data only to owner(S& T section) of the data. The owner would have the right to share/publish the data as per the norms decided by Examination department. Similarly other department will need to decide the data handling/sharing process.

IT cell is only custodian of the data and will not share the data without permission of the owner.

Responsible Office:

All entities of Savitribai Phule Pune University and IT Cell - Savitribai Phule Pune University

Dates: *Issued: November 2014*



1.5 Information Security

Policy Statement

Savitribai Phule Pune University shall ensure IT Security in all its IT resources and activities.

Policy Scope

All entities of Savitribai Phule Pune University

Policy Information

The detail policy information would be covered as per the document “ISMS” issued by CINS and approved by IT Technical Expert Committee.

Responsible Office:

Centre for Information Network and Security (CINS), Savitribai Phule Pune University

Dates: *Issued: November 2014*



Information Technology Cell
Savitribai Phule Pune University

1.6 Recording and Registration of Domain Names

Policy Statement

Savitribai Phule Pune University requires the central recording of all domain names purchased with SPPU funds and the registration of those names within the SPPU served by SPPU domain name servers.

Policy Scope

All entities of Savitribai Phule Pune University

Policy Information

As owner of the University domain and in order to provide a coherent process for the assignment of domain names, the university shall maintain a record of its domain name assets and use those names within the University domain or host them on University servers.

Responsible Office: IT Cell - Savitribai Phule Pune University

Dates: *Issued: November 2014*



1.7 IT Procurement

Policy Statement

All Savitribai Phule Pune University entities must use the standard hardware configurations as per the department need and employee designation for all IT related procurement.

Entities Affected By this Policy

Department: BCUD, Examination, Finance and Administration

Policy Information

PC Procurement will be decided time to time. Guidance can be taken from IT Cell technical committee.

Where users require higher specification devices these must be justified individually and approved by the IT Cell, Savitribai Phule Pune University.

To be expanded for other IT related procurement like servers, laptops.

Responsible Office: IT Cell - Savitribai Phule Pune University

Dates: *Issued: November 2014*



1.8 Servers and Data Centre Systems

Policy Statement

Servers and Data Centre Systems must be located inside Savitribai Phule Pune University campus in secure environment.

Entities Affected By this Policy

Department: BCUD, Examination, Finance and Administration

Policy Information

Servers and Data Centre Systems should be installed in compliance with the appropriate super stack. University should keep these systems in a data centre environment. Data centres and networking equipment's must be provided with suitable and secure operating environment including power supplies, temperature, humidity controls and cleanliness.

Requirements for setting up a Data Centre

1. 24/7 Service.
2. In-house team of trained DBAs/System Administrators, who are available 24/7.
3. Closed Circuit TV.
4. Card and Biometric access control systems.
5. Special insulated walls that prevent moisture accumulation
6. Gas based fire alarm system with photo-electric smoke detectors
7. Rodent repellent systems
8. Precision controlled cooling systems
9. Uninterrupted Power Supply (UPS) and Diesel Generators

Responsible Office: IT Cell - Savitribai Phule Pune University

Dates: *Issued: November 2014*



1.9 Software Development Process

Policy Statement

Any software development (university or vendor) should follow standardise process and suggested technology only

Entities Affected By this Policy

Department: BCUD, Examination, Finance and Administration

Policy Information

Technologies: Microsoft Visual Studio, Sql Server.

Application: - Software development must develop innovative, cost effective systems using high quality, modular and well documented components that are effective, efficient and easily understood.

Intellectual Property:-Intellectual Property Rights for all systems developed by University/Vendors employees vests with the Savitribai Phule Pune University, not the employee/vendor.

User Acceptance Testing: - System should follow a formal structure approach to verify that a system or process meets specified requirements by the user (University Authorities) and to ensure that testing is both effective and efficient.

Responsible Office: IT Cell – Savitribai Phule Pune University

Dates: *Issued: November 2014*



1.10 IT Vendor Selection process

Policy Statement

Savitribai Phule Pune University should ensure that IT vendor are selected based on criteria which are transparent and meets the requirements of Savitribai Phule Pune University

Entities Affected By this Policy

Department: BCUD, Examination, Finance and Administration

Policy Information

Following steps should be followed

1. Decision making - Make, reuse or buy off the shelf. This decision should be taken by IT Cell Executive committee.
2. List alternatives from all potential vendors with track records such as past history of deliverables, CMMi level etc.
3. Evaluation criteria for IT Vendor would include items such as cost, schedule, Easy to Adopt, Scalability etc. Illustration is given on the scale of 10

Criteria	Cost	Schedule	Easy to Adopt	Scalability	Total
Vendor 1	8	7	5	8	28
Vendor 2	7	2	5	6	20
Vendor 3	7	9	7	6	29
Vendor 4	5	6	4	7	22

Responsible Office: IT Cell Executive Committee

Dates: Issued: November 2014



1.11 Business Continuity Plan/Disaster Recovery Plan

Policy Statement

In case of disaster like Earthquake Savitribai Phule Pune University should be able to recover and resume their IT operations from another location.

Entities Affected By this Policy

Department: BCUD, Examination, Finance and Administration

Policy Information

SPPU data centre which has data servers, web servers should be backed up on weekly and monthly basis on different city/ seismic zone. Periodical test has to be conducted by switching on another site.

This need to be expanded further on DR site is identified

Responsible Office: IT Cell - Savitribai Phule Pune University

Dates: *Issued: November 2014*



1.12 Legitimate Hackers

Policy Statement

In case of disaster like Earthquake Savitribai Phule Pune University should be able to recover and resume their IT operations from another location.

Entities Affected By this Policy

Department: BCUD, Examination, Finance and Administration

Policy Information

Considering disaster management (last point), it is worth considering "Cloud resources option".

Policy need to include access to legitimate hackers for solving data Related or software related problems explicitly.

This need to be expanded further

Responsible Office: Centre for Information Network and Security (CINS), Savitribai Phule Pune University

Dates: *Issued: November 2014*



1.13 Disposal of IT Assets

Policy Statement

In case of Disposal of IT Assets Savitribai Phule Pune University should be able to recover and resume their IT operations from another location.

Entities Affected By this Policy

Department: BCUD, Examination, Finance and Administration

Policy Information

Setting the life-span of the devices and policy for replacement/disposal has to be standardized by each department.

Guidelines for number of computers, printers, and other devices for a section of the university based on number of employees/students, workload would be published separately. This can ensure optimum deployment of IT resources across the university.

This need to be expanded further

Responsible Office: IT Cell - Savitribai Phule Pune University

Dates: *Issued: November 2014*



1.14 Open Source Software's

Policy Statement

In case of Open Source Software's Savitribai Phule Pune University should be able to recover and resume their IT operations from another location.

Entities Affected By this Policy

Department: BCUD, Examination, Finance and Administration

Policy Information

1. Open source software, OS, utilities may be used by CNC, teachers on campus, students on campus.
2. CNC should handle INTRANET and INTERNET, WIFI on Savitribai Phule Pune University campus.

This need to be expanded further

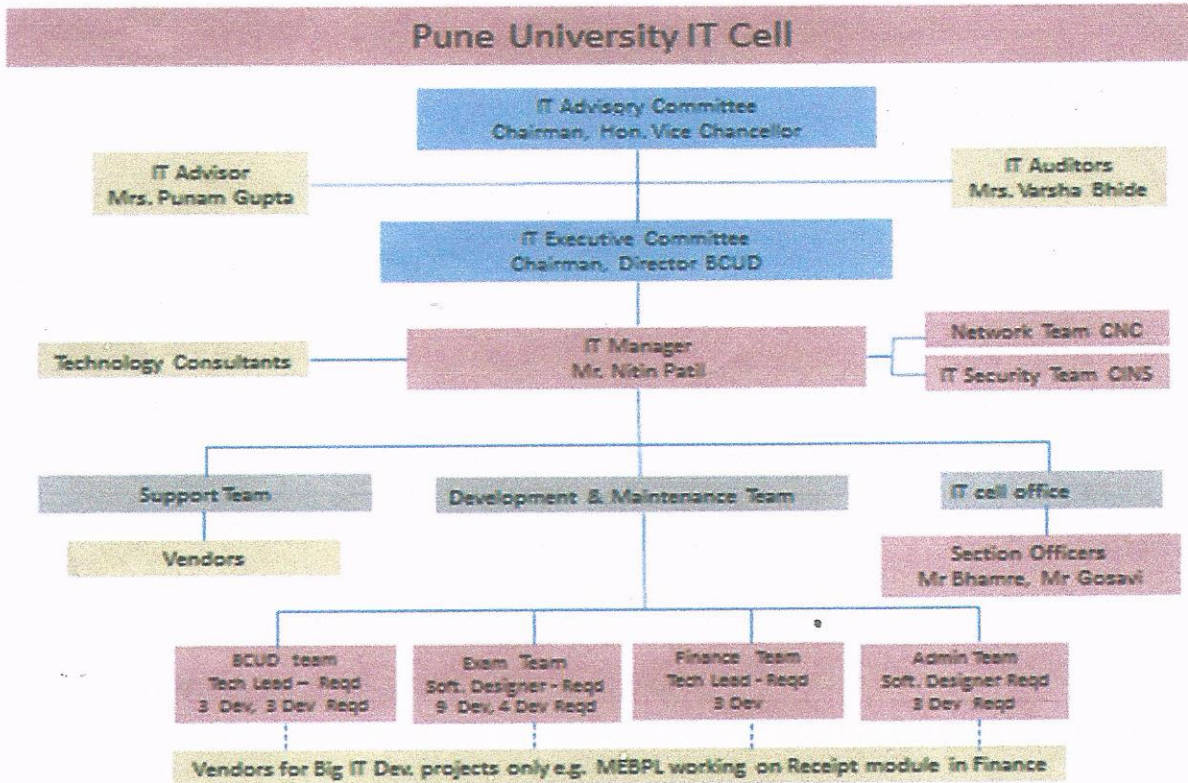
Responsible Office: IT Cell - Savitribai Phule Pune University

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University of Pune Information Technology Cell

Ganeshkhind, Pune-07
Maharashtra, INDIA.
Documents Tag :20131012ITDC24

Phone: 020-25601287
Web: <http://www.unipune.ac.in>



It has been discussed and agreed in IT Cell Meeting held on 28/09/2013.

Nitin Patil

Mr. Nitin Patil
IT Manager
Information Technology Cell
University Of Pune

Sampada Joshi
Dr. Sampada Joshi
Controller Of Examination
University of Pune

12-10-2013
Dr. V.B. Gaikwad
Director, BCUD
University of Pune

Gargote

CA V.K. Gargote
Finance and Account Office
University of Pune

Kadu
Dr. Narendra M. Kadu
Registrar
University of Pune

Hon. Vice Chancellor

Hon. Vice Chancellor
University of Pune