

THE NATIONAL INSTITUTE OF ENGINEERING

(An Autonomous Institution)

Manandavadi Road, Mysuru – 570 008.



ESTD : 1946

IT Policy and Guidelines

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Introduction

The National Institute of Engineering (NIE) provides IT resources to support the academic, research, and administrative activities of the institute and to boost the competence and throughput of the employees.

All employees and students are provided access to the NIE computer network and the Internet. The policy on the IT infrastructure aims to regulate its use by all its authenticated users and the respectable guests.

This document establishes specific requirements for the use of all IT resources at NIE. Misuse of these resources can result in unwanted risk and liabilities for the institute. It is, therefore, expected that these resources are used primarily for institute related purposes and in a legal and ethical way.

Scope

This policy applies to everyone who uses NIE IT resources, whether physically located on campus or remotely connected.

Access to Internet and Intranet

- Internet users of NIE shall comply with applicable National/State/Cyber laws and examples of Rules and policies include, the laws of privacy, copy right, trademark, obscenity and pornography.
- Users shall not undertake any activity through any website or applications to bypass filtering of the network or perform any other unlawful acts which may harm the network's performance or security.
- Users should be engaging safe computing practices by establishing appropriate access restrictions for their account and computing devices, guarding their password, and changing them regularly.
- Users should note that their uses of college connectivity are not completely private. As part of the security measures, all the activities are logged and monitored.
- The College, in its discretion may disclose the results of any such general or individual monitoring including the contents and records of communication to the appropriate authorities or law enforcement agencies and may use those results for disciplinary procedures.
- The following downloads are specifically not allowed on computers:
 - Any peer-to-peer file sharing application
 - Any third-party personal antivirus or firewall

- Any Proxy servers, private fire wall, tunnelling software, connectivity sharing software
- Hacking tools of any sort
- Any other copyrighted content/materials/software which are not appropriate to the user

Access to NIE Wireless Networks

- College Wi-Fi is available in the whole campus and hostels.
- The access to college Wi-Fi is restricted to registered users and for only two devices.
- The one who wants to avail the Wi-Fi facility, has to submit an application through competent authority in the prescribed format and the personally bring the device to register at NIE computer Centre.
- Usage of college Wi-Fi in an unregistered device by spoofing/tethering will be treated as violation of this policy.
- Internet and wireless network access extends throughout the term of one's employment or student's programme duration, provided they do not violate the policy.

Institutional Email Account Usage

- NIE provides official email access privileges to all its employees and students.
- Access to email account extends throughout the term of one's employment or student's programme duration, provided they do not violate the policy.
- The facility should be used primarily for academic and official purposes.
- Using the facility for illegal/commercial purposes is a violation of the institute IT policy and may entail withdrawal of the facility and initiate appropriate action.
- User should not open any mail or attachment that is from unknown and suspicious source.
- User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users. Impersonating email account of others will be taken as a serious offence under the IT security policy.
- It is ultimately each/individual's responsibility to keep their e-mail account free from violations of institute email usage policy.

Software Installation and Licensing

- Any computer purchased by the Institute/individual departments/projects should make sure all have licensed software (operating system, antivirus software and necessary application software) installed.
- Individual users should make sure that respective computer systems have their OS updated in respect of their service packs/patches, through internet.
- Users shall not copy or install any software on their own on their desktop systems, including privately owned shareware and freeware without the approval of the competent authority.
- Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

Use of IT devices

- IT devices (Desktop, laptop, printer, scanner, portable hard disks, and any other IT peripherals) issued by the NIE to a user shall be primarily used for academic, research and any other institute related purposes and in a lawful and ethical way.
- User shall report any loss of device, accessories, and data to the competent authority of NIE.
- User shall obtain authorization from the competent authority before taking any NIE issued IT devices outside the Institute.
- Users shall properly shut down the systems before leaving the office/ department.
- Users shall abide by instructions or procedures as directed by the Computer Centre from time to time.
- If users suspect that their computer has been infected with a virus (e.g. it might have become erratic or slow in response), it should be reported to the Computer Centre for corrective action.
- User shall be held responsible for any unauthorized usage of their NIE issued access device by a third party.
- Users shall keep the NIE IT devices with them at all times or store them in a secured location when not in use. User should not leave the devices unattended in public locations.
- Lost, stolen, or misplaced devices shall be immediately reported to the computer centre/ and the competent authority.

Enforcement

- This policy is applicable to all the users of NIE. It is mandatory for all users to adhere to the provisions of this policy.
- Users found violating this policy may be denied accessing the NIE network for a minimum period of six months and may be subject to other penalties and disciplinary action.
- The NIE network admin may suspend, block, or restrict the access to an account, when it reasonably appears necessary to do so to protect the security, integrity, or functionality of the network.
- Suspected violations of applicable laws may be referred to appropriate law enforcement agencies
- Alleged violations will be handled through NIE disciplinary procedures applicable to the user.

Disclaimer

NIE reserves the right to amend these policies at any time without prior notice and to take necessary action to comply with applicable laws.

Wi-fi application forms:

For Student:

<https://nie.ac.in/wp-content/uploads/2020/11/Wi-Fi-Application-formforstudents.pdf>

For Employees:

<https://nie.ac.in/wp-content/uploads/2022/01/Staff-WiFi-applicationform.pdf>