

IT POLICY

Rules and Regulations For IT Centre

IIM Raipur envisages having the best IT infrastructure for facilitating the teaching and research needs of faculty, staff, and students in particular and to the community at large. IIM Raipur envisions best-in-class IT infrastructure at its campus. With this vision, IIM Raipur has partnered with National Knowledge Network under the Govt. of India's NMEICT (National Mission on Education through ICT) Scheme and has under this 1 Gbps connectivity within the campus. IIM Raipur has also added significant infrastructure during the last recent years and will add more infrastructure as it grows and particularly when it moves to its new campus.

Students are not allowed to send mass mails to faculty/staff related groups and Director. In case they have any grievance, they should route it through proper channel only.

IT Infrastructure at IIM Raipur

The IT infrastructure of IIM Raipur consists of a high-speed campus LAN linked to 1Gbps Internet connected by Optical Fiber Cables to the National Network, a Simulation Lab, Dedicated Secure Server, Video-Conferencing facility, Digital Media, Various General and Specific Software, Wifi Connectivity, Online Payment facility and Classroom facilities. IIM Raipur is committed to grow its infrastructure to meet the standards available in the best institutes on the global map. Smart Classrooms, Campus Security, Videography facilities, email Server, Campus-wide ERP are some of the IT infrastructure that will be added in coming years.

All facilities, resources and services available over the Internet and Intranet are accessible by students and staff on the campus network, wired or wireless, locally or overseas. The IT Services Centre manages the campus-wide IT infrastructure and facilitates access to everyone at IIM Raipur. It also develops and manages e-services and applications and provides IT technical support to students and staff. Over the last 5 years, not only active users of the network facilities have increased many folds but also the web-based applications have increased. This is a welcome transformation in the IIM Raipur's academic environment. This has encouraged the IIM Raipur decision makers to further augment the network facilities within the academic complex. The IT Infrastructure at IIM Raipur includes:

a) Campus Wide Network & Internet Facility:

- The institute is equipped with about 250+ nodes that connect all members of institute community with each other within the campus.
- The Institute is Wi-Fi and LAN enabled. Institute has installed 1 Gbps high-speed Internet connectivity provided by NKN (National Knowledge Network) and 100 Mbps backup lease line from RAILTel for providing high reliability of internet connectivity in the Institute.

- The Institute has installed firewall and Gateway level Antivirus for the protection of Systems and security of IT environment.
- The Institute has initiated a process of implementing the fail over mechanism at server level.
- Each student is provided email-ID on IIM Raipur Domain (@iimraipur.ac.in) through Google, which has over 30GB of inbox storage.
- **Deactivation or deletion** of an account or email group shall occur under the following conditions:
 - Creation and exchange of e-mails that could be categorized as harassing, obscene, nuisances or threatening.
 - Unauthorized exchange of proprietary information or any other privileged, confidential or sensitive information
 - Unauthorized access of the services. This includes the distribution of e-mails anonymously, use of other User's user ids or using a false identity.
 - Creation and exchange of advertisements, solicitations, chain letters and other unofficial, unsolicited e-mail.
 - Creation and exchange of information in violation of any laws, including copyright laws.
 - Willful transmission of an e-mail containing a computer virus.
 - Misrepresentation of the identity of the sender of an e-mail.
 - Use or attempt to use the accounts of others without their permission.
 - Transmission of e-mails involving language derogatory to religion, caste, ethnicity, sending personal e-mails to a broadcast list, exchange of e-mails containing anti-national messages, sending e-mails with obscene material, etc.

Any case of inappropriate use of e-mail accounts shall be considered as violation and may result in deactivation of the account. Further, such instances may also invite administrative action as deemed suitable to Chairman (IT) as well as scrutiny from the investigating agencies depending on the nature of violation.

- **Recommended Best Practices**
 - Users are advised to adopt the following best practices for safe usage of e-mail services.
 - i. All users must check their last login details while accessing their e-mail accounts. This will help in making users aware of any unauthorized access to their account.
 - ii. The user should change passwords on a periodic basis.
 - iii. It is recommended that the users should logout from their mail accounts whenever they leave the computer unattended for a considerable period of time.
 - iv. Other than Government websites, the e-mail ids and e-mail address assigned on the IIM Raipur e-mail service should not be used to subscribe to any service on any website. Mails received from sites outside the Government may contain viruses, Trojans, worms or other unsafe contents.
 - v. It is strongly recommended that the users use the latest version of their Internet browser for safe browsing.
 - vi. The "save password" and auto complete features of the browser should be disabled.
 - vii. The files downloaded from the Internet or accessed from the portable storage media should be scanned for malicious contents before use.
 - viii. To ensure integrity of the downloaded files, digital signatures/hash values should be verified wherever possible.

- ix. The IT Department does not ask for details like login id and password over e-mail. Users should disregard any e-mail that requests for the same, and should refrain from sharing such details over e-mail with anyone.
- x. Sending an e-mail with an infected attachment is the most common means adopted by a hacker to send malicious content. Hence, it is mandatory to update the anti-virus and application patches on your system to prevent infection.
- xi. All attachments must be scanned with an anti-virus program before they are downloaded/ executed, even if such e-mails are received from a familiar source.
- xii. User should exercise caution while forwarding mails as they may contain malware. User should ensure authenticity of the source and safe nature of the attachments before forwarding any mail.
- xiii. E-mails identified as spam are delivered in the "Probably Spam" folder that exists in the user's mailbox. Hence it is recommended that the users should check the "Probably Spam" folder on a daily basis.
- xiv. Attachments should be opened only when the user is sure of the nature of the e-mail. If any doubt exists, the user should contact the sender to verify the authenticity of the e-mail and/or the attachment.
- xv. User should use due discretion while creating classified and sensitive documents. Unless required otherwise, the documents should be created in manner that it cannot be edited.
- xvi. Users should not open e-mails from dubious sources.
- xvii. User should exercise caution in opening mails where links are embedded in the mail. The authenticity and the safe nature of the link should be ascertained before clicking the link.

b) Video Conferencing Facility

- The Institute has Video Conferencing facilities on the campus itself and is used actively during recruitment process as well. The institute also plans to setup smart classes for enhanced student- teacher interaction.

c) Simulation Lab

- IIM Raipur has a dedicated Simulation Lab (CR101), which is equipped with 72 high configuration desktops connected over LAN and UPS. Simulation lab houses all major software available at IIM Raipur for facilitating business computing, modelling business process and simulation, and research.

d) Software Facility:

- The all PCs at Simulation Lab are installed with latest version of system software and licensed software used in management professional courses such as @Risk, Visual Paradigm, e-Views, latest version of Microsoft Office and Windows, MS Project and MS Visio.
- The institute has obtained Microsoft's Campus license and will extend the office365 facility to all students for limited period of time.
- The IT Center purchases software as required for teaching and research
- The Institute is also an academic partner of Visual Paradigm software that provides a tool for Communication of business process ideas using BPMN business process diagrams.

e) Campus-wide Wi-Fi:

- Every nook and corner of IIM Raipur campus including faculty rooms, lounge, classrooms, MDP Centre, Simulation Lab, Library and administrative offices has network connectivity. The Institute is Wifi enabled. There are around 250 LAN nodes throughout the campus.
- f) Digital Media Infrastructure:
- The digital media infrastructure includes DSLR Nikon Camera, Sony Camera Video and Sony Camera Photography. The digital media at IIM is handled by Digital Media club.
- g) Online Payment:
- IIM Raipur has its own online payment/gateway facility to facilitate all transaction within and from outside the campus.
 - The link for the same is available at our website at: <http://iimraipur.ac.in>

Guidelines for Fair Use of IT Infrastructure at IIM Raipur

Usage of IIMR information technology infrastructure should always be legal, secure and civil.

- a) Be legal:
- Obey cyber laws/IT Act 2000.
 - Don't illegally download, distribute or use copyrighted materials.
 - Don't use the IIMR's network to run your business.
- b) Be secure:
- Protect your identity. Your accounts are for your use only. Use strong passwords and keep them secret. Never give your password to anyone, no exceptions.
 - Don't use other people's accounts. Don't attempt to gain unauthorized access to data and resources.
 - Run up-to-date anti-virus software. Apply the latest security patches to all your software and devices.
- c) Be civil:
- Respect other's use of IT resources. Don't alter or damage others' data or software.
 - Take care of Institute's computers or networks.
 - If you come across an open account on a kiosk or in a computer lab, close it.

The following rules pertain to the IT facilities available at IIM Raipur. Students are required to adhere to these rules.

- d) Simulation Lab
- Students can use the lab during class hours and on permission from System Manager after class hours.
 - Students should shut down their PCs and any other IT equipment after their use.
 - Missing items / damaged items from the lab will be charged to the students.
- e) Internet over LAN and Wi-Fi
- Browsing restricted sites using any form of Institute's IT infrastructure is prohibitive and legal and administration action will be taken against them.
 - Using proxies or bypassing server will attract legal action as per IT Act 2000.

- Peer-to-peer networking is not allowed and students engaging in such acts may face permanent blocking of their internet access and access to their PCs or MAC IDs.
- f) Classroom IT Equipment
- Each class is equipped with projector(s) / an audio system, a PC, Collar Mic and a presenter.
 - Respective Class in-charges should make sure that these are kept properly. The projectors should be shut down at the end of the day.
 - Presenters and Collar Mic will be available with the respective class in-charges.
 - Students should not move equipment from one class to another.
- g) Server Room Access
- Server room is a restricted place and students are not permitted to enter the server room without permission of the Chairman (IT Services)/System Manager.
 - In case of any help required from IT Department, students should first seek help from student's IT committee and based on their recommendations, IT Department may be approached, if felt necessary.
- h) Intellectual Property Rights
- Students should adhere to copyright norms as well as network piracy.
 - The Institute has Turnitin software for catching plagiarism. Students indulging in
 - Plagiarism is liable to face legal action.
 - Students should engage in fair use of IT resources as needed by the students.

Student's IT Committee & Digital Media Club

System Manager is responsible for IT services at IIM Raipur and is assisted by an IT Admin who is placed at the server room. A student's IT Committee is available at IIM Raipur as an interface for students in regard to IT infrastructure at IIM Raipur. Students may access this committee with any comments and suggestions or in case they need any help. Students' can write to IT committee and IT committee will forward request for any services/issues related to IT Department.

a) Student's IT Committee

- i. Students from first year and second year can form a student's IT Committee which will assist them for any help as well the Manager System in facilitating IT needs of the students at IIM Raipur. The committee will assist in maintaining of IIM Raipur's website.
- ii. Nomination for the same will be done when other committees are formed and interested students may give their names.

b) Digital Media Club

Student body of IIM Raipur has also formed a digital media club, which works under Chairperson (student affairs) and in coordination with Chairman (IT Services). Digital media club takes care of photography and repository of digital media at IIM Raipur. This group will assist in maintenance of website of iimraipur.ac.in.