


NOTIFICATION NO. KU/POL./2021/005

Date: 7th June 2021

**Subject: Karnavati University - Information Communication Technology
Policy (Issue 01 Revision 00)**

Karnavati University hereby notifies 'Information Communication Technology Policy' as appended herewith. The policy shall be applicable to the users of all the constituent Institutes and Departments, which may include the students enrolled in the university, regular employees of the university including the teaching and non-teaching employee, temporary, casual, contractual, consultants, and supplier working on behalf of the university and the visitors to the university. This policy also makes the administrative process more accessible and transparent for the employees and students of the university.

This Policy Comes into Immediate effect.


Tariq Ali Saiyed
Registrar





Information Communication Technology Policy

Policy Title	Information Communication Technology Policy
Key Stakeholders	Teaching employee, Non- Teaching employee, Students
Approved on	7 th June 2021
Date Effective	8 th June 2021
Next Version	
Relevant Policies	Information Technology Policy Academic Integrity Policy Rules and regulations for the conduct of Examination and Award of Degrees Rules and Regulations for Student Admission Student Virtual/Online Class Policy Rules to Conduct Events, Seminars, Workshops, Conferences, Symposiums and Webinars Code of Conduct of Employee
Relevant Committees	Disciplinary Committee
Related guidelines	Blended Mode of Teaching and Learning: Concept Note by UGC ICT Initiative by MHRD and UGC

1. Short title

This policy shall be called “Information Communication Technology Policy”.

2. Scope

The policy shall be applicable to the users of all the constituent Institutes and Departments, which may include the students enrolled in the university, regular employee of the university including the teaching and non-teaching employee, temporary, casual, contractual, consultant, and supplier working on behalf of university and the visitors to the university.

3. Objective

The primary objective of this policy are:

- i. To facilitate an advanced teaching and learning approach by incorporating the Information Communication Tools (hereinafter referred to as “ICT”) in the curriculum planning.
- ii. To make the administrative process more accessible and transparent for the employees and students of the university.
- iii. To develop international relations with the top world-ranking universities and industries by the use of ICT tools in order to facilitate the participation of students and employees in the national, international and regional networks which may strengthen the teaching, learning and research in the university.
- iv. To create skilled and industry ready students with the use of ICT tools and infrastructure.
- v. To provide the technology enabled services and maintain the quality of IT infrastructure.
- vi. To ensure privacy and confidentiality of the users of Karnavati University.

4. The ICT resources and the Guidelines for the use of ICT applications

i. Under this policy the ICT resources may include but are not limited to:

- a. Personal computers, laptops and desktops.
- b. Printers, copiers, scanners, multimedia devices.
- c. Mobile devices, tablets, and smartphones.
- d. Network including wired, wireless, dialup, and/or internet connection
- e. Email and other messages, social-networking or collaboration services such as blogs, chats and other such forums;
- f. Application software, services, and database
- g. Removable media including CDs, DVD, PD and memory sticks.

ii. Use of ICT Application - An ICT application may include hardware, software and/ or digital resources provided to users by the university. The decision related to the use of ICT will be taken on the basis of few fundamental principles which are;

- a. Access: all the stakeholders shall be provided with unrestricted access to teaching, learning, and research information.
- b. Economy and efficiency: the use of ICT application shall reduce the operation cost and improve the teaching, learning and research quality.
- c. Relevance: the university shall adopt and use the latest ICT tools which improve the relevance of learning and teaching experience.
- d. Transparency: Incorporation of ICT tools the university shall encourage transparency and openness in the administrative matters.
- e. Privacy: ICT tools shall be used in such a manner that privacy of the user is protected as per law.
- f. Accountability: ICT tools shall improve the accountability of the system.
- g. Sustainability: installation and use of ICT tools shall be done in such a manner that it reduces the cost of energy consumption.
- h. Pedagogy Driven: ICT tools shall facilitate subject and course specific pedagogical innovation and provide advanced learning experience in the classroom.

4. Area of ICT application

The ICT tools and application shall be developed and made available to the stakeholders for efficient use -

i. Research

Research is essential for the development of any higher education institution, Karnavati University is committed to produce good research resulting in important discoveries and innovations. Good research engagement requires the best of advanced tools and techniques such as ICT tools which can facilitate the data gathering and analysis and help in dissemination of research results. The University endeavours to make ICT tools available to all the stakeholders for creating a conducive research environment for interdisciplinary research. The university is committed to provide extensive research support using ICT tools, which may include but not limited to the following:

- a. University shall provide ICT tools which help in data gathering and analysis for qualitative and quantitative data.

- b. University shall ensure the research credibility and integrity by use of appropriate plagiarism tools which shall be easily available to all who are involved in the research at university.
- c. Organise the training programmes and workshops which may train researchers in using the latest ICT tools for research.
- d. University shall collaborate with the regional, national and international partners to develop the exhaustive research and e-infrastructure facilities.
- e. University shall ensure the centralised and structured access to the ICT tools which may include online database, journal and other resources including MOOCs, INFLIBNET, and NPTEL etc.
- f. University shall provide transparent administrative support through the use of ICT tools which can facilitate the efficient and effective research grant management and other funding.
- g. University shall create a digital central repository, which shall contain university's research and other publications.
- h. Access to the digital central repository shall be provided to all the stakeholder and general public.
- i. University shall ensure its participation in collaborative research discussions on the use of ICT at regional, national and international platforms.
- j. University may publish the editorial of university on the official website for better reach and visibility.

ii. Admission

The Karnavati University through its constituent institutes is providing the education to its students, which makes it imperative for the university to use ICT tools in the admission process to ensure the efficiency and effectiveness. The university shall ensure that, the admission are invited and conducted with the help of ICT tools which may include but are not limited to the following:

- a. University shall publish the admission information on the university websites and other such forums where it has a better reach and visibility.
- b. University shall provide online registration facility for the admission on the university's official website for the prospective students.
- c. University may provide an automated support system on its official website to assist and resolve any admission related query.

- d. University shall conduct the online Entrance test for admission in various programmes of the constituent institutes.

iii. Human Resource

The Human Resource Department of the university shall also incorporate the ICT tools, to ensure the transparency, effectiveness and efficiency of the services provided by the University to its employees. The university shall provide range of ICT tools to the human resource which may include but not limited to the following:

- a. University shall facilitate the non-teaching employee by the use of ICT tools which may help in standardising the routine administrative work.
- b. University shall provide the opportunity to the teaching employee for advanced learning through the help of online training programmes.
- c. University shall build a portal to facilitate the horizontal communication channel, this portal shall also provide details about the human resource policies in the digital form.
- d. University shall develop an online management system, which will have all the details of the employees including teaching and non-teaching employees which will work as a repository for later use.

iv. Teaching and Learning

ICT tools shall be integrated in the teaching and learning process. ICT tools shall be used for making classroom teaching more effective by encompassing various tools, techniques, content and resources to improve the quality of education and efficiency of the teaching and learning process. The university shall ensure the incorporation of ICT tools in the teaching and learning process which may include but shall not limited to the following;

- a. The university shall facilitate teaching employees to engage in selection and evaluation of digital resources and content to embed them in the curriculum.
- b. University shall encourage the teaching employee to contextualise open education resources available on the internet.
- c. University shall encourage teaching employees to develop digital learning material of their own, teaching employees shall also be facilitated by the university in developing high quality digital learning material.
- d. University shall create a digital Learning Management System (LMS), which may facilitate ease of teaching and learning process.
- e. The digital LMS shall allow the online submission of assignment, project work and internship/training report etc.

- f. This LMS shall also provide the facility of online assessment. Along with this mark sheet of the examination and the assessment report of assignment shall also be uploaded on the LMS.
- g. University shall organize the regular webinar and virtual classroom which can represent the blended mode of learning.
- h. University shall establish synchronous and asynchronous communication medium which can facilitate off-campus academic discussion between teaching employee and students.
- i. University shall organize training programs on the effective use of ICT tools in the teaching and learning process to teaching employees and to the students as well.
- j. University shall also organize a workshop on the effective use of social media and ICT in the academic activities for the teaching employee and students.

v. Student Performance Evaluation

Student performance evaluation is one of the most important parts of the education system and is essential for maintaining academic quality, credibility and integrity. ICT tools have improved the process of assessment and evaluation by providing options of online testing. The ICT tools are being used to provide an efficient mechanism to conduct examinations which will ensure transparency and credibility. ICT tools are also playing a vital part in declaring error-free and timely results. The university shall incorporate ICT tools in the student performance evaluation by various means which shall include but not limited to the following:

- a. University shall provide the online registration facility to the student before examination.
- b. The information related to examination, such as schedule, timing, admit/hall card, and any change in the aforementioned details shall be uploaded on the LMS.
- c. University shall provide the online facility for internal assessment.
- d. University shall also build an online portal which can be used as an online testing system.
- e. ICT tools shall be used by the teaching employee in providing the detailed feedback to the students of their performance through online mode.

vi. Community Engagement

The university shall use the ICT tools to enhance its engagement with the community by organizing various activities, which may include but are not limited to the following:

- a. University shall foster the spirit of social responsibility and community engagement in its stakeholders by ICT system which may facilitate the better reach of these activities.

- b. University shall conduct awareness programs for the society at large by using ICT tools and social media.
- c. University may spread awareness by creating educational modules on societal issues.
- d. University shall promote the social welfare programme conducted by the constituent institute on the official website.

vii. Administration

The administration of the University shall endeavour to connect all its Constituent institutes and departments through the online network by using the ICT tools. The adaptation of ICT tools in the administration of university shall incorporate but not limited to the following:

- a. All the documents related with the administrative work of the university shall be stored in the digital form.
- b. University shall build a communication network/channel between the university and its constituent institutes for the exchange of information.
- c. University shall provide a portal, which may facilitate the employee and students in academic administration.
- d. The various compliance reports shall be made available by the university administration through the use of ICT tools.
- e. University shall promote the use of ICT tools in the general office tasks.
- f. University shall develop an online or Learning Management System, which will have all the details of the students which will work as a repository for later use.

viii. Quality assurance

The use of ICT tools shall be made mandatory in the quality assurance mechanism in the university as it brings transparency and ensures credibility. The university may incorporate the ICT use in the quality assurance by following but are not limited to:

- a. The ICT shall be used in the quality assurance of the administration of University.
- b. The quality assurance of teaching and learning process, evaluation and assessment shall be done through the use of ICT tools.
- c. University shall ensure the quality assurance by providing the online feedback form facility to the various stakeholders.
- d. The ICT tools shall be used by the university in maintaining the database of all the teaching employees and non – teaching employees which can be used in future for assigning the roles and responsibility.

5. ICT Infrastructure and System Maintenance

University shall encourage the use of ICT tools in the academics, admission, administration, research and human resource by ensuring the availability and maintenance of valuable ICT assets. It believes in the promotion of academic freedom and free exchange of ideas by providing the ICT tools, but at the same time strongly condemns the misuse of ICT and provides the following guidelines for the protection of ICT infrastructure and tools which also specify the responsibility of various stakeholders;

i. Responsibilities of the University

- a. The ICT system & infrastructure/ tools shall be managed by the IT Department of the University.
- b. University shall make adequate budgetary provision in each academic year for the maintenance and installation of ICT tools.
- c. University shall install a proper system for security of ICT systems and tools which may include antivirus, password management system and the like.
- d. The university shall take all the necessary steps to ensure the security and safety of its systems and servers, in case of data loss or damage as a consequence of use of University's ICT infrastructure, university accepts no responsibility.
- e. University shall have an official website, it shall ensure that constituent institutes are not going outside the university web structure.
- f. Universities shall, wherever possible, use open source applications for the services to reduce the cost of ICT infrastructure.

ii. Responsibility of the Users

Users shall ensure that, they are using the ICT resources with utmost due diligence and avoid the unacceptable use, which may include but are not limited to the following:

- a. Unauthorized use/ access of computers and other devices of similar nature.
- b. Unauthorized use of another user's files and data.
- c. Attempt to evade network access control, which may include by-passing proxies and firewalls.
- d. Tracking and interception of network traffic without prior permission.
- e. Use of port scanning, password cracking with the purpose of weakening the security system.
- f. Unauthorized extension of network traffic, by installation of wireless access point, routers and switches.

- g. Unauthorised sale of any ICT tool or system of the University.
- h. Unauthorized data modification, circulation and copying.
- i. Unauthorized download and installation of any application or program that may cause any damage to the ICT system.
- j. Sharing the network authentication credentials with the third party, who is not the user of the ICT tool and system at Karnavati University.
- k. Use of ICT tools and systems for creation, retention, downloading of any offensive, obscene or indecent material which may include image, video, audio or any other such material.
- l. Infringement of intellectual property rights which may include copyright, trademark, patent, and design.
- m. Use of ICT tools and systems for unsolicited advertisement, which may also include spamming.
- n. Damaging, tampering and corrupting of any physical ICT tools of the university including the allotted laptop or desktop.
- o. Download, installation and/or use of unlicensed software on the university network and/or computers.
- p. Intentional or unintentional use or distribution of computer virus or other malicious software in the university ICT system.
- q. Any other activity which comes under the purview of cyber laws of India.
- r. Compliance of the aforementioned responsibilities are mandatory in nature, in case of non-compliance, such user shall be liable for the penalty which may be decided by the student/employee disciplinary committee at institutional or university level, whichever is applicable.

6. Data Security

Any electronic/digital data residing in the university's server or on the desktop, laptop or other device allotted to the individual user shall be protected.

- i. University data should be stored on the centrally maintained network attached storage, and it shall be the responsibility of the user to ensure the security and privacy with the regular backup which shall be password protected.
- ii. The IT Department of the university shall ensure the data security and test the backup at periodic intervals and such backup shall be retrievable within 24 hours.

- iii. The access to the data, that is stored in the network attached storage, must be through standard interfaces, any attempt to evade such data without prior authorisation shall constitute the security breach.
- iv. The user/person found responsible for security breach shall be liable for the penalty which may be decided by the disciplinary committee at institutional or university level, whichever is applicable.

7. Intellectual Property

- i. The users shall follow all the laws pertaining to the Intellectual property which may include but not limited to trademark, design, and copyright law, while publishing, distributing, any material.
- ii. Official website and all the web pages of the university and its constituent institutes shall abide by the laws on intellectual property.
- iii. All the content which may be published on the university's official website or otherwise shall be protected by the Intellectual property law.

8. Quality Assurance of ICT Resources and services

University ICT centre shall ensure the quality assurance of the ICT Resources and shall perform following responsibilities:

- i. The IT Department of the university shall monitor the quality of ICT resources and services.
- ii. Any technical issue shall be resolved within a stipulated time period (which shall be determined on the basis of complexity of an issue).
- iii. Ensure the smooth operation of digital network services including Wi-Fi, LANs and WANs.
- iv. The IT Department shall conduct the information system audit every year to ensure the standards of the ICT tools and systems which may include hardware, software, networks, ICT management and services.

9. Disaster Recovery Plan

- i. University shall have a disaster recovery plan which can develop procedural and technical measures based on the good practices that would recover essential ICT systems following a disaster.
- ii. The disaster recovery plan shall be improved at periodic intervals.
- iii. The applicability and practicality of a disaster recovery plan shall be tested at periodic intervals in accordance with the standards.