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NOTIFICATION NO. KU/POL./2021/013

Date: 13th December 2021

Subject: Karnavati University - Rules relating to the Establishment of Information Communication and Technology (ICT) Centre (Issue 01 Revision 00)

Karnavati University hereby notifies 'Rules relating to the Establishment of Information Communication and Technology (ICT) Centre' as appended herewith. These rules are to develop international relations with the world-ranking university 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.

This comes into immediate effect.


Tariq Ali Saiyed
Registrar



Enclosure: Karnavati University - Rules relating to the Establishment of Information Communication and Technology (ICT) Centre (Issue 01 Revision 00)

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Rules relating to the Establishment of Information Communication and Technology (ICT) Centre

Title	Rules relating to the Establishment of Information Communication and Technology (ICT) Centre
Key Stakeholders	Teaching employee, Non- Teaching employee, Students
Approved on	13 th December 2021
Date Effective	14 th December 2021
Next Version	
Relevant Policies	Information Communication Technology Policy Information Technology Policy
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

These Rules shall be called “***Rules relating to the Establishment of Information Communication and Technology (ICT) Centre***”.

2. Objective

These rules provide for establishment of the Information Communication and Technology Centre (ICT) at University, which may function for attainment of following objectives: -

- i. To provide the technology enabled services and maintain the quality of Information Technology (IT) infrastructure.
- ii. To facilitate an advanced teaching and learning approach by incorporating the ICT tools in the curriculum planning.
- iii. To make the administrative process more accessible and transparent for the employees and students of the university by incorporating ICT tools.
- iv. To develop international relations with the world-ranking university 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.
- v. To create skilled and industry ready students through the use of ICT tools and infrastructure.
- vi. To ensure privacy and confidentiality of the users of Karnavati University.

3. Constitution of Information Communication Technology Centre

- i. University shall establish Information Communication Technology (ICT) Centre in the University campus
- ii. **Composition-** It shall consist of the following members-
 - a. The Vice-Chancellor (Provost) shall be the Ex-officio member of this Centre;
 - b. The Dean/ Directors/HOD of all the respective constituent Institutes and department shall be ex-officio member of the centre;
 - c. Head of IT Department, shall be chairperson of the ICT Centre.
 - d. Chief Librarian shall be shall be ex-officio member of the Centre;

- e. One (1) member from each constituent institute and department, who shall act as department coordinator for the Centre, shall be nominated by the dean/ director/HOD of the respective Institute/ department.
- f. One (1) member from the library staff who shall act as library coordinator for the centre, shall be nominated by the Chief Librarian.
- g. Two (2) members with the expertise in ICT and IT resources and management shall be nominated by the chairperson.
- h. The Chairperson may nominate a member secretary amongst the members.

iii. Tenure of members-

- a. The ex-officio members of the centre shall continue their membership.
- b. Nominated members shall be in the office for the term of two (2) academic years and shall be eligible for re-nomination.

iv. Roles and Responsibility- University ICT centre shall ensure the quality assurance of the ICT Resources and shall perform following responsibilities;

- a. It shall monitor the quality of ICT resources and services.
- b. Any technical issue shall be resolved within a stipulated time period (which shall be determined on the basis of complexity of an issue).
- c. Ensure the smooth operation of digital network services including Wi-Fi, LANs and WANs, and build a portal to facilitate the horizontal communication channel.
- d. It shall be responsible for building and maintaining the online management, learning and administrative resources.
- e. It 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.
- f. It shall organise the training programmes and workshops which may train researchers in using the latest ICT tools for research.
- g. It shall ensure the centralised and structured access to the ICT tools which may include online database, journal and other resources including MOOCs, INFLIBNET, NPTEL etc.
- h. It shall be responsible for taking all necessary steps to ensure the security and safety of its systems and servers.
- i. It shall create a digital central repository, which shall contain university's research and other publications.

- j. It shall prepare disaster recovery plans which can develop procedural and technical measures based on the good practices that would recover essential ICT systems following a disaster.
- k. The applicability and practicality of a disaster recovery plan shall be tested at periodic intervals in accordance with the standards.
- l. It shall review the disaster recovery plan at periodic intervals.
- v. **Powers of Information Communication Technology Centre-** ICT Centre shall have the power to report any third party user, in accordance with the prevalent cyber law to appropriate authority and take action against any user through the Disciplinary committee in case he/she is are alleged of committing following acts but not limited to:
 - a. Unauthorized use/ access of computers and other devices of similar nature;
 - b. Unauthorized use of another user's files;
 - 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 the 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 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, the users shall be liable for the penalty which may be decided by the student/employee disciplinary committee at institutional or university level, whichever is applicable.
- vi. **Meeting-**
- a. The member shall meet twice in each academic year at the beginning of each semester and the quorum shall be 1/3rd of the members.
 - b. Agenda, time and venue of the meeting shall be notified to all the members one week prior to the intimated date of meeting.
 - c. The minutes of the meeting shall be prepared by the member secretary, and shall be circulated among the members for their approval.
 - d. A copy of approved minutes shall be sent to all the members within fifteen (15) days from the date of such meeting.