

**K. J. SOMAIYA INSTITUTE OF ENGINEERING
AND
INFORMATION TECHNOLOGY,
MUMBAI - 400 022**

**11. INFORMATION COMMUNICATION
TECHNOLOGY POLICIES**

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11.1 POLICIES REGARDING WEB BASED APPLICATIONS

The Somaiya Vidyavihar provides faculty, staff, and students a variety of computing resources and online services. A SVVNetID (an account name that identifies you as a member of the Somaiya Vidyavihar community) and password is required to access most of these services (OPAC access, Access to SVV campus computer / laptop and Access to SVV AD Portal, to apply for Railway Travel concession, Internet access both Wired & Wi-Fi for some colleges).

11.1.1 SVV Net ID

- When a student (or Staff) is admitted in KJSIEIT, SVVNetID will be created automatically. The SVVNetID and password is supplied to their Somaiya Email ID and Personal Mobile, their access to specific online services is determined by their eligibility and authority.
- A portal to manage the SVVNetID account is <http://myaccount.somaiya.edu>, by logging into, members of the SVV community can manage personal information that is displayed in the SVV Database like mobile phone number, personal email id, change the password for SVV services, and reset forgot password and more.

11.1.2 SVV Email ID

- Somaiya Email id is an Email id given by Somaiya Institute to all Students, Staff and Faculties. For Students, it is a lifetime email id. Link for Accessing Somaiya Email id is mail.somaiya.edu If anyone don't know their Somaiya email id, then they can contact the Google Apps Coordinator of the respective institute to get there Somaiya email id & password.
- Every Google Apps coordinator have rights to reset password for somaiya email id with students Member id (which is there in your RFID Card).
- Somaiya members can also Reset Somaiya Email ID password through SVV NETID portal by path: <http://114.143.198.6/svbadnew> Once the password is reset, the system will send a new password on your personal email id and sms on your mobile.

11.1.3 Google Apps

- Google Apps is a set of web applications provided by Google.
- These web applications include Google Email, Google Calendar, Google Docs, Google Talk (Chat), Google Mobile and Google Sites. All of these web applications offer an online alternative to traditional

office suites.

- It is expected to use Google Apps efficiently by Staff and Students for this Google Coordinators always have a need to train new users and keep them up to date on the latest technologies.

11.1.4 Library Software

- Books Circulation, Reservation, Reminders and Book, Journals search facilities are managed by Bookworm Software also a link is made available <http://114.143.198.3/opac>.

11.1.5 KJSIEIT Website Portal Updating and Maintenance

- Institute and Departmental activities, Notices, Events, Circulars, Photo etc. need to be displayed on the website. For this the website must be updated and maintain regularly.
- Institute and Department level data should be provided regularly to the website administrator by the HOD / Website coordinator.
- On line Event Registration details must be provided well in advance.

11.1.6 I-card Policies

i) To get new ID Card, if in case of ID Card LOST

- Immediately report to the Institute's Office with written application.
- Get FIR from nearest Police Station, wherever the card has been lost.
- The fee to replace a lost ID card is to be paid in institute's office, before a new ID Card will be issued.
- From institute office, ID Card coordinator will generate a ticket against lost ID card.
- Once ticket is generated, then approach to ID Card office to get new ID card. Collect the ID card from ID card office within 2 working days from the date of ticket generation.

ii) To get new ID Card, if in case of ID Card damaged / Chip is not working

- Immediately report to the Institute's Office with written application.
- The fee to replace a damaged ID card is to be paid in institute's office, before a new ID Card will be issued to you.
- From institute office, ID Card coordinator will generate a ticket against damaged ID card.
- Once ticket is generated, then approach to ID Card office to get new ID card. Collect the
- ID card from ID card office within 2 working days from the date of ticket generation. Old
- ID card should be returned to ID card for a replacement.

Note : In case, if problems with ID card chip, first visit the ID card office. ID card office staff will do the necessary checking and certify the Chip damage.

iii) To get new Lanyard/ Card Holder

- The fee to replace a Lanyard/Card Holder is to be paid in institute office, before a new Lanyard/Card Holder issued.
- From institute office, ID Card coordinator will generate a new ticket against Lanyard/Card Holder.
- Once ticket is generated, then approach to ID Card office to get the ticketed material. Collect the material from ID card office within 2 working days from the date of ticket generation.

11.1.7 Online Feedback System

- Online feedback conduction software should be developed in house.
- Online feedback should be conducted Twice a Semester.
- Report should be generated by software mapping to NBA faculty assessment.
- Evaluation of Feedback should be used for improvement of faculty performance.
- Improved faculty performance should be mapped with the upcoming feedback by software.

11.2 ALTERNATE INTERNET CONNECTIVITY (Broadband / Wi-Fi Dongle)

As an alternative to the existing internet leased line a broadband and wi-fi internet connections are necessary as a standby provision which must be in active condition.

11.3 COMPUTER SOFTWARE AND HARWARE POLICIES

- Install only licensed copy of software.
- Licensed copy must be updated
- Computer Name, Asset Number, Specifications and installed licensed Software must be displayed on CPU.
- Asset Register, Consumable Register, History card should be Maintained and Updated with Equipment spares, repairing details and Software's changed for each Lab.
- History cards must be verified & signed by Lab In charges every month and by HOD in every semester.
- Computers, peripherals, spares, repairing, etc. purchased documents must be preserved.

11.4 Wi Fi POLICIES

- Wi-Fi facility is made available on the campus for authenticated users only.
- For Campus Wi-Fi access, internal user should use SVV netID and password which is allotted to him.
- For external users guest access should be provided.
- Wi-Fi Security policies can be set using Firewall.

11.5 PURCHASE OF CAPITAL ITEMS

- All Capital items should be purchased only by the Purchase Committee of the Institute.
- Any Department desiring to purchase any capital item must submit the proposal in prescribed format to the purchase department. They will then verify the available budget & valid need of requirement. Before submitting the proposal, the Indenter in consultation with Purchase Committee will establish the requirement of the Capital items.
- On verification, Principal will grant financial sanction for the purchase.
- No Capital Expenditure, whatever, irrespective of its value can be incurred without prior sanction from HO.

11.6 EQUIPMENT SCRAP POLICY

- AICTE / DTE/ University requirements should be fulfilled for any scrap of equipment.
- Extend the life of equipment for optimum utilization.
- Scrap record should be maintained in desktop register with authorized signatories.
- Scrap committee will decide based on the condition of the computers and peripherals.
- As per institute's purchase policy, for purchasing IT equipment, the preferable warranty period is of 5-5-5 years (5 years onsite warranty with service and spare) for desktop and laptop computers, for servers 3-3-3 years and then AMC to be given. For printers and other equipment generally warranty period is of one year after that repair maintenance will be on call basis.
- IT centre team of the institute will decide life period of the IT equipment (considering Govt. / University e-scrap guidelines) such as Desktop computers (7years), Servers (7years), Laptop computers (5years), Printers (7years), Network Switches (10years), Surveillance cameras (10years), etc.

- History card for each equipment has to be maintained.
- Before scrapping any equipment, it should be verified thoroughly with reference to the history card.
- Department will list the equipment to be scrapped. (w.r.t. point - 2)
- IT coordinators will verify the equipment history and status.
- Scrap Committee comprises of all the heads, Office Superintendent , Store & Purchase section incharge, IT team, will prepare a report.
- The report will be submitted to the Office Superintendent and the Principal for scrap approval.
- This report will be submitted to the data center SVV (IT manager) for further processes.
- On approval, the scrap equipment will be handed over to the store department.
- Data center SVV will send a team from K. J. Somaiya Private I.T.I., Vidyavihar for extracting usable equipment's for other somaiya institutes, if needed, as a policy of Somaiya Trust.
- As per the requirements of other Somaiya institutes, usable equipment will be transferred to respective institute as suggested by K. J. Somaiya Private I.T.I., Vidyavihar.
- The store department will call quotation from government authorize vendors for E-scrap of equipment.
- After completing the scrap procedure, the equipment will be marked as 'Scrapped' in dead stock registers.
- Same data will be recorded in the books of Accounts.

11.7 INTERNET FACILITY POLICY

- Staff of KJSIEIT must use the internet facility only for official and academic purpose.
- Staff must not be involved in sending unsolicited mails through KJSIEIT internet facility.
- Staff must not download material from internet without proper acknowledgement of original source.
- Staff must not watch unsolicited videos or must not waste the internet resources.
- The guest's login should be made available for external authorized participants

11.8 DOMAIN CONTROLLER POLICIES

- Windows OS computers has to be connected in SVV domain.
- AD controller policies can be maintained by network admin team.

11.9 SOFTWARE LICENCING

- Under active directory legally purchased licensed softwares can only be used.
- To install the legal licensed software, rights should be given to heads of respective departments only.
- After every legal licensed software installation HODs must ensure to change the password to avoid further unauthorized access.
- IT & N/W admin team of institute must do vigilance randomly.

11.10 ERP (Enterprise Resource Planning)

- In house ERP software can be developed by staff members as per institute requirements, so that it can be modified as & when requirement changes.
- Training & support must be provided to the staff using ERP s/w.
- Reports of ERP software should be available to staff members.

11.11 E-LEARNING

- Every class room/ labs should have e-learning equipment setup availability.
- E-learning resource materials available at NPTEL, IITB should be verified by faculty as per curriculum requirements.
- Faculty should be able to add their expertise ,knowledge & experiences with e-learning material.