



NEHRU GRAM BHARATI

(Deemed to be University)

Kotwa-Jamunipur-Dubawal, Allahabad-221505, U.P. (India)

Ref. : NGB(DU)-II/AC-22/IQAC 2020-21/3

Date: 24.06.2021

Sub.: Implementation of IT Policy at NGB (DU) : Minutes of the IQAC Meeting held on 21.06.2021 afternoon at Juthi Tali Campus.

We at our University have computers, computing networks and related IT infrastructure for the cause of integrated development of our students particularly by way of teaching and research. Our IT infrastructure is spread over various campuses like Jamunipur, Juthi Tali, Hanumanganj, Civil Lines and Administrative Office in George Town. Various IT Coordinators assigned to each of these campuses are maintaining infrastructure in this regard. IT Coordinators from Computer Application Department (CAD) as notified in last academic year and continuing presently for Jamunipur and Juthi Tali is Mr. Anurag Tripathi; for Hanumanganj Campus is Mr. Lalit Tripathi and for Civil Lines together with George Town Campus is Mr. Ujjwal Das. To provide an integrated framework, IT Policy Document (Annex. 1) was presented and deliberated in the IQAC 2020-21/3rd meeting held on 21.06.2021 afternoon at Shashi Campus, Juthi Tali, Kotwa. This was attended by IQAC members and various faculty members having Ph.D. Degree.

The minutes of above meeting duly approved by the Chairman is attached herewith along with requisite enclosures and Actions to be taken.

(Prof. R. C. Tripathi)

Member, Convener & Dir. (IQAC)

To,

- i) The Chairman and all IQAC Members (Annex. 2).
- ii) All Faculty Members having Ph.D. Degree (Annex. 3).

Actions to be Taken:

- i) Continuation of duties of CAD - Faculty Members as IT Coordinators - **CAD**.
- ii) Processing of infrastructure requirement of all the campuses of NGB (DU) alongwith the installation and putting of notices of Do's and Don'ts at each campus - **CAD**.
- iii) Creation and maintenance of separate Account Budget Head titled "IT Infrastructure and its maintenance - **Deputy Registrar (Fin.)**."

CC: for kind information to:-

1. PA to Hon'ble VC.
2. PA to Hon'ble Pro-VC.
3. Registrar/Dupty Registrar (Fin.).
4. Director (Research Centre) and HOD (CAD).
5. Computer Superintendent (Shri. Ashok Shrivastava).

(Prof. R. C. Tripathi)

Member, Convener & Dir. (IQAC)



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(Deemed to be University)

Kotwa-Jamunipur-Dubawal, Allahabad-221505, U.P. (India)

Ref. : NGB(DU)-II/AC-22/IQAC 2020-21/3

Date: 22.06.2021

**Minutes of the IQAC 3rd Meeting held on 21.06.2021 at Shashi Campus,
Juthi Tali on "Implementation of IT Policy".**

IQAC 2020-21/3rd meeting, as notified earlier vide notice no. even dated 14.06.2021 was held at Shashi Campus, Jhuthi Tali, Kotwa on 21.06.2021 afternoon for agenda item - "Draft IT Policy Document (Annex. 1)" and was attended by various IQAC members (Annex. 2) and various faculty members having Ph.D. Degree (Annex. 3). Dir. (IQAC) informed the audience that NAAC proforma currently being filled in by NGB (DU) requires our IT Policy Document to be uphosted on our website as proof of this being in place and on the ground.

2. In above regard, in his presentation, Dir. (IQAC) circulated his past "Important Notice No. NGB(DU)/CCU/2020/1 dated 05.06.2020 (Annex. 4)" vide which the faculty members of Computer Application Department (CAD) were assigned the duty of IT Coordinators in all the 5 campuses of NGB (DU) for overall working of our entire IT infrastructure to meet the needs of all concerned. Thus, Mr. Lalit Tripathi was notified to be IT Coordinator of Hanumanganj campus, Mr. Anurag Tripathi of Jamunipur campus (including Girls Hostel) plus Research Centre and Mr. Ujjwal Das of Civil Lines plus George Town campuses.
3. As an extension of above notice dated 05.06.2020 (Annex. 4) IT Policy Document (Annex. 1) is now being presented for feedback of all concerned to provide an integrated framework for installation, maintenance and use of the current and future IT infrastructure for the cause of integrated development of our students, faculty and staff by way of teaching and research.
4. With salutation to Hon'ble Vice Chancellor; the patron, the Chairman and the members of IQAC and fellow faculty members, IT Policy Document (Annex. 1) was presented and explained by Dir. (IQAC) to all. In regard to bullet no. 2 about students and bullet no. 4, 5 and 7 in regard to faculty and staff as stated on page no. 1, it was demanded that at each of our campuses - "Do's and Don'ts" notices be displayed on notice boards near computer closets/labs etc. so that the users are aware of the precautions to be observed on their part for best utilization and upkeep of IT resources of the University.
5. It was also recalled that recently in the last week on 18.06.2021, a general meeting was held by Hon'ble Vice Chancellor and Pro-Vice Chancellor in George Town campus to discuss NAAC issues with each individual departments wherein they

were asked to submit their requirements of space, equipments and manpower etc. to the Computer Superintendent (Mr. Ashok Srivastava) including for items relating to IT infrastructure. Once received, this will be analyzed and various campuses including for new Central Library building, computer and networking items will be suitably procured and installed.

6. In regard to bullet no. 2 on page no. 2, it was unanimously agreed that our University should progressively move to adopt and use by migrating to Free / Open Source Software (F/OSS) in place of corresponding proprietary softwares.
7. In regard to bullet no. 5 on page no. 3, the composition of IT Policy Review Committee was finalized as below:
 1. Hon'ble Vice Chancellor.
 2. Hon'ble Pro-Vice Chancellor.
 3. The Registrar.
 4. Dean / Head / Associate Professor of Computer Application Department.
8. IT Policy of NGB (DU) incorporating all above corrections (Annex. 5) was recommended for final approval of the Board of Management of NGB (DU).
9. It was unanimously agreed that Deputy Registrar (Fin.) will maintain a budget head titled "IT Infrastructure and its Maintenance" with an outlay of Rs. 10 Lakh per annum to implement this IT Policy.

The meeting ended with thanks to the Patron and Chairman (IQAC).

Enclosures:

1. IT Policy Document presented in 2020-21 IQAC 3rd meeting held on 21.06.2021.
2. Attendance sheet of IQAC Members in above meeting.
3. Attendance sheet of Faculty Members in above meeting.
4. Important Notice No. NGB(DU)/CCU/2020/1 dated 05.06.2020 notifying Faculty Members of "Computer Application Department (CAD)" as IT Coordinators for different campuses forming base of our current IT Policy.
5. Final Document - "IT Policy of NGB (DU) recommended by IQAC 2020-21/3rd meeting held at Juthi Tali on 21.06.2021".

Actions to be Taken:

- i) Continuation of duties of CAD - Faculty Members as IT Coordinators - CAD.
- ii) Processing of infrastructure requirement of all the campuses of NGB (DU) alongwith the installation and putting of notices of Do's and Don'ts at each campus - CAD.
- iii) Creation and maintenance of separate Account Budget Head titled "IT Infrastructure and its maintenance - Deputy Registrar (Fin.)."

Tawal
24.6.2021

Chairman (IQAC)

R. C. Tripathi
(Prof. R. C. Tripathi)
Member, Convener & Dir. (IQAC)

Nehru Gram Bharati (Deemed to be University)
Kotwa-Jamunipur, Dubawal, Prayagraj-221505 (UP)

IT POLICY (Draft Dated 10.06.2021)

- NGB(DU) under its best practices is maintaining reliable computing facilities, computing network environment, and related IT infrastructure to facilitate education, research, instructional and the University approved services through its campuses presently as i) Jaumunipur, ii) Juthi Tali, iii) Hanumanganj, iv) Civil Lines and v) George Town.
- Students are encouraged to follow all the rules and regulations formulated by the University from time to time on use of computing facilities provided to them.
- Continued efforts are made for minimizing unnecessary network traffic that may interfere with the ability and working of others to make effective use of network resources in various campuses.

- At each of the Campuses, respective IT Coordinators ensure that excessive data access and University's other technical resources are not wasted. These IT Coordinators were notified from Computer Application Department (CAD) in last Academic Year.
- Any computer, peripheral or network accessing capable device and personal devices connected to campus network must belong to, or be formally registered by the computer application department through respective HOD's in NGB (DU) if are to be connected.
- The Computer Application Department is responsible for provisioning and maintenance of computing facilities provided to users. The facilities are provided after the user secures approvals from competent authorities of administration.
- Computer Application Department shall not be responsible for any failure to personal peripherals connected by the user to the University equipments.

- Each individual of the NGB (DU) through his/her head of the department shall be responsible to report any hardware or software related faults to Computer Application Department. The Computer Application Department shall take all necessary steps to resolve the issue at the earliest. However, faults other than day-today faults that require substantial additional financial expense may need to be approved by competent authorities.
- All support calls and services attended by support personnel shall be documented and the user through his/her head of department shall ensure that the service is complete in all respect including components that have been removed or replaced by the service personnel. Respective HOD's will be responsible for stock maintenance of all IT devices allotted his/her department and their upkeep through the campus IT coordinators.
- The Computer Application Department shall provide all necessary software for operating the devices allocated to the user Deptts. including network control devices.

- The Computer Application Department through the respective HOD's shall reserve the right to secure the administrative passwords for all the devices owned by the University, and ensure that they are not misused by any unauthorised person.
- All softwares installed on the user machines shall be legal copies from the original vendors, or their authorised distributors. Users are encouraged to use Free Open Source Softwares (FOSS) or licenced copy of proprietary softwares and not to use any illegal or unlicensed versions of copyrighted software. The HOD's will be held responsible wherever any pirated software are used and / or detected.
- The Computer Application Department is responsible for the design, development, and maintenance of campus-wide network facilities that are used to connect all users, including facilities such as ISDN, leased data links, fiber optic backbone network or any other technologies that may be adopted.

- The Campuswide, IT Coordinators notified by Computer Application Department will test and monitor the shared networks to detect problems and will take actions necessary to isolate the cause and solve the problem.
- Individual departments, users or user groups may develop their own local area networks or local communications environment within, only if those facilities are approved by Computer Application Department and meets developed network standards. The Computer Application Department shall also reserve the rights to monitor such networks.
- On the Campuses, IT Coordinators notified by the Computer Application Department through their respective HOD's will be responsible for maintaining physical security of all network equipment and data communications cabling in campus equipment closets, between buildings and in network hub locations.

- The Computer Application Department may shutdown the network services periodically for maintenance purposes. Users shall be informed well in advance regarding use of such outages.
- Execution of software programmes which excessively consume network or network server resources will be controlled.
- Activities that violate verdicts of local administration, state, central government or recognized international organization or treaties will also be controlled.
- Downloading large files for personal use including music, videos and softwares will be controlled and / or disabled where necessary.
- Initiating Denial of Service Attacks, Hacking, Cracking or similar activities which disrupt the network services hosted internally and externally are to be controlled.

- Users shall not use NGB(DU) network services to view, download, save, receive or send material related to Offensive content of any kind, including pornographic material as specified in IT Act 2000 amended to date.
- Cyber Offences like of promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion or disability, threatening or violent behaviour will be controlled electronically as well as legally. All such illegal activities will be detected and controlled.
- Spamming e-mail accounts from NGB(DU) e-mail services or computers, materials protected under copyright and other legal laws will be disabled without prior notice.
- If a gross violation occurs, management will take immediate action. Such action may result in losing Internet and/or e-mail privileges, severe reprimand, and or disciplinary action as per the Laws of the Land. The user's computing and network access may be suspended indefinitely.

- Proposed revisions of this policy should be reviewed by a committee which includes :
 - Vice Chancellor/Pro-vice Chancellor
 - Registrar
 - Dean/Head/Asso. Prof. - Computer Application Department
 - Director - IQAC
- The Computer Application department is responsible for identifying the computing requirements for the various academic and administrative departments in the campus and provides necessary computing facilities alongwith Networking Infrastructure.
- All computing facilities in each of the campuses are inter-networked. All buildings in a campus are linked through leased lines/cables allowing seamless connectivity between departments functioning at these locations.
- All academic Blocks at NGB(DU) are covered by the Wireless network (Wi-Fi). Faculty and students can connect to Wi-Fi using their Campus Domain

Controller username and password only for good reasons of education and research and in good faith.

All administrators, faculty and Staff of NGB (DU) are allowed to use email address on the University domain. The use of the email ID is governed by the University Email Use paractice of good faith.

The Internet bandwidth is distributed to the campus network through various security devices. These may include firewall having spam filtering, content filtering, Intrusion Detection Systems (IDS) virus scanning and bandwidth management facilities. The intranet portal in the campus providing public information and services, however, will be accessible from any PC/Network Access Device (NAD).

Annex. 2

List of Internal Quality Assurance Cell (IQAC) N.G.B.(D.U.), Prayagraj
for Academic Year 2020-21.

1.	Pro-Vice Chancellor - Dr. S. C. Tiwari	Chairman
2.	Controller of Examination - Dr. R. K. Tiwari	Member
3.	Registrar - Shri R. L. Vishwakarma	Member
4.	Dean (Arts) - Prof. Sheel Priya Tripathi	Member
5.	Dean (Student Welfare) - Dr. Pramod Kumar Mishra	Member
6.	Dean (Commerce) - Dr. Vinod Kumar Pandey	Member
7.	Dean (Science) - Dr. Asheesh Shivam	Member
8.	Dean (Education) - Prof. K. K. Tiwari	Member
9.	Dean (Mgmt. & Comp. Application) - Dr. Rohit Ramesh	Member
10.	General Manager, IFFCO, Phulpur - Mr. Mukul Srivastava	Member
11.	Reputed Citizen of the Local Society - Shri. Ram Shiromani Mishra, Ex-Principal of MNIC, Jamunipur, Prayagraj-221505	Member
12.	Secretary, NGB Society Mr. Manish Mishra, 104F/3, Malviya Road, George Town, Prayagraj - 211006	Member
13.	Alumni - Dr. Alok Mishra, Vill.-Jamunipur, Prayagraj-221505	Member
14.	Alumni - Mr. Dhawal Shukla, Asst. Manager, (SBI), 99-E, New Bairahena, Prayagraj-211006	Member
15.	Alumni - Mrs. Janhavi Tripathi, D/O Mr. Siyaram Tripathi, Brahmachari Ashram, Jhunsi, Prayagraj-221505	Member
16.	Dean (Academics & Engg.) - Prof. R. C. Tripathi	Member Convener

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 P. C. Tiwari
 21/06/21
 S. R. Mishra
 21.6.21

21.6
 21.06.21

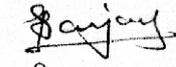
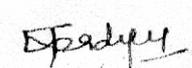
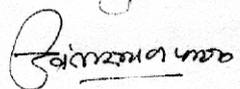
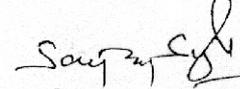
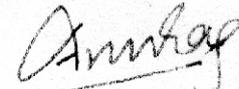
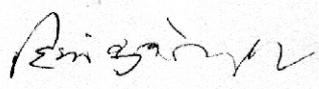
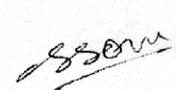
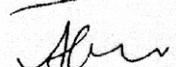
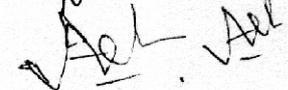
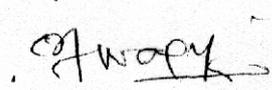
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R. C. Tripathi
 Annex-2

ATTENDANCE SHEET

Annex.3

IQAC 2020/21 /3rd Meeting on 21-06-21
at Shashi Campous (Afternoon)

Name of the Faculty	Deptt	Sign
1. Dr. Asheesh Shivam	Zoology	
2. Dr. Sanjay Kumar Bharti	Geography	
3. Dr. Pratibha Sharma	Journalism	
4. Dr. Adi Nath	Biology	
5. Dr. Dev Narayan Patraik	Sanskrit	
6. Dr. Deepak Kumar Tomar	SPB, Edu	
7. Dr. Sanjay Kumar Singh	Special Edu.	
8. Dr. Birendra Mani Tripathi	Anc. History	
9. Dr. Shrawan Kumar	Teacher Education	
10. Anurag Tripathi	Comp. App.	
11		
12. Sunipa Som	Physics	
13. Dr. Balendra Outh	Economics	
14. Dr. Abhijat Gh	Ancient History	
15. Dr. Arvind Shukla	Philosophy	
16. Dr. Ashish. Shukla	Commerce	
17. Dr. MOHD. WAQIF	Anc History	

Name of US Faculty

Topic .

Sign

डॉ. स्वप्नसिंघी

हिन्दी

21/6-21

डॉ. भमरा मिश्रा

हिन्दी विभाग

- Mats

Dr. Mureshwar Singh

T. Esw.

Singh

Important Notice

NGBDU/CCU/20/1

Date 05/06/20

To enable all computers and internet work satisfactorily in our university, following faculty members of the Departments of Computer Applications are assigned duties as mentioned below. They will keep watch every 10th and 25th day of the month, all PCs in various campuses along with working of internet and report the matter to the undersigned based on which corrective measures will be taken for the same. They will also train and ensure that all operators take preventive measures and get the computers allotted to respective faculty members in the Labs and offices keep up their accountability fully updated and transparent. Campuses allotted in this regard are as follows-

S. NO.	Campus. Name	Faculty Name
1	Hanumanganj campus - MCA Lab, B. Tech Lab, Registrar office, Accounts, Library, Dean (CA office), Exam cell.	Mr. Lalit Tripathi Whatsapp No. 9454303063 E mail lalittripathi11@gmail.com
2	Jamunipur campus & Research Centre	Mr. Anurag Tripathi Mo.No. 9307351001 Whatsapp No. 9451506350 E mail anuragtripathi79@gmail.com
3	Civil Lines & George Town office Engg.	Mr. Ujjwal Das Whatsapp No. 9628453422 E mail ujjwalvdas@gmail.com

R.C. Tripathi
(Prof R.C. Tripathi)

Dean (Engg) & Incharge Computer Center

To all Faculty members of Department of Computers Application Shri Lalit Tripathi, Anurag Tripathi and Ujjwal Das, who will also be responsible for smooth Conduct of ensuing on line examination.

Copy to -

1. PA to Hon'ble VC for his kind information, Through E-mail.
2. Registrar for kind information and necessary action, Through E-mail.
3. Dean, Arts, Commerce, Law, Science, Student's welfare, Management, Education, Engineering NGB, with the request to inform all the coordinators under his control, Through E-mail.
4. Controller of examination.
5. Dy Registrar NGB, Hanumanganj with the request to spread this notice through his channel.
6. Director/Dy Registrar (Admin), NGB, Jamunipur, Campus, Director Special Education and Director Research Center with the request to inform all the concerned through his channel.
7. Accounts Officer, George Town, Prayagraj, Through E-mail.
8. Shri Brijesh Kumar Singh, Senior Accountant, NGB, Hanumanganj Campus.
9. Shri Vinod Kumar Mishra, Accountant, Jamunipur Campus.
10. Smt. Sadhana Singh, Civil-Lines Office, to inform the students through her desk.
11. Shri Ashok Kumar Srivastava, Superintendent (Computer), to upload this notice on the University website, Through E-mail.
12. Notice Board Jamunipur, Hanumanganj, George Town, Civil Lines, Shashi parisar for information.

R.C. Tripathi

**Nehru Gram Bharati (Deemed to be University)
Kotwa-Jamunipur, Dubawal, Prayagraj-221505 (UP)**

**IT POLICY (Finalised in 3rd IQAC Meeting
held on 21.06.2021)**

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- Cyber Offences like of promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion or disability, threatening or violent behaviour will be controlled electronically as well as legally. All such illegal activities will be detected and controlled.
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- Proposed revisions of this policy should be reviewed by a committee which includes :
 - Hon'ble Vice Chancellor
 - Hon'ble Pro-Vice Chancellor
 - Registrar
 - Dean/Head/Asso. Prof. of Computer Application Department (CAD)
 - Director - IQAC
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- All academic Blocks at NGB(DU) are covered by the Wireless network (Wi-Fi). Faculty and students can connect to Wi-Fi using their Campus Domain Controller username and password only for good reasons of education and research and in good faith.
- All administrators, faculty and Staff of NGB (DU) are allowed to use email address on the University domain. The use of the email ID is governed by the University Email Use paractice of good faith.
- The Internet bandwidth is distributed to the campus network through various security devices. These may include firewall having spam filtering, content filtering, Intrusion Detection Systems (IDS) virus scanning and bandwidth management facilities. The intranet portal in the campus providing public information and services, however, will be accessible from any PC/Network Access Device (NAD).