IT POLICY

STAREX UNIVERSITY

Binola, Gurugram

NH-48, Village Binola, P.O. Bhorakalan, Gurugram, Haryana

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1. INTRODUCTION

This policy provides guidelines for the secure and responsible use of IT resources at Starex University, Gurugram. It applies to all the students, teaching staff, non-teaching staff, management, visiting guests, research fellowship members and other stakeholders.

Starex University, Gurugram provides IT resources to support the educational, instructional, research, and administrative activities of the University and to enhance the efficiency and productivity of the employees. These resources are meant as tools to access and process information related to their areas of work. These resources help them to remain well informed and carry out their functions in an efficient and effective manner.

This document establishes the specific requirements and guidelines for the appropriate use of all Information Technology (IT) resources at **Starex University, Gurugram**. It is designed to protect the integrity, security, and effective utilization of the University's IT infrastructure and to ensure responsible and ethical use by all stakeholders.

This policy applies to all users of computing and digital resources owned, operated, or managed by Starex University, Gurugram. Covered individuals include, but are not limited to:

- University faculty (permanent and visiting)
- Staff (administrative and non-academic)
- Students (current and former)
- Alumni

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- Guests and external individuals
- Departments and any other entity operating under the management of Starex University, Gurugram

By establishing these requirements, Starex University aims to maintain a secure, reliable, and equitable IT environment that supports academic, administrative, and research excellence while safeguarding institutional data and technological assets.

For the purpose of this policy, the term 'IT Resources' includes all university owned, licensed, or managed hardware and software, and use of the university network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

Misuse of these resources can result in unwanted risk and liabilities for the university. It is, therefore, expected that these resources are used primarily for university related purposes and in a lawful and ethical way.

2. SCOPE

This policy governs the usage of IT Resources from an end user's perspective. This policy applies to:

a) University networks, servers, and databases.
b) Official login IDs, passwords, and biometrics.
c) Internal and external licensed software.
d) University-provided email IDs and communication systems.
e) CCTV and video surveillance systems.

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f) Personal devices connected to university networks.

3. OBJECTIVES

The objective of this policy is to ensure proper access to and usage of Starex University, Gurugram IT resources and prevent their misuse by the users. Use of resources provided by Starex University, Gurugram implies the user's agreement to be governed by this policy

a) University IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the University on the campus.
b) This policy establishes University-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, Information assets addressed by the policy include data, information systems, computers,•created, managed, and/or controlled by the University.
c) Network devices, intellectual property, as well as documents and verbally communicated information.
d) To protect university data, IT systems, and digital assets.
e) To ensure responsible use of login credentials, biometric details, and official emails.
f) To safeguard both internal and external software applications
g) To prevent unauthorized access, misuse, or damage to IT resources.

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4. GENERAL RULES:

a) IT resources must only be used for academic, administrative, and authorized purposes.
b) Illegal, offensive, or threatening content must not be created, downloaded, or shared.
c) Intellectual property and copyright laws must be respected.
d) Unauthorized access to systems, hacking, or sharing of credentials is strictly prohibited.
e) University IT resources may be monitored and audited at any time.
f) Users are responsible for maintaining their assigned equipment and reporting malfunctions.
g) Food, drinks, and disturbances are not allowed in computer labs and IT centers.
h) Any violation of this policy may result in disciplinary or legal action.

5. LOGIN ID's, PASSWORDS AND BIOMETRICS:

a) Each user will be assigned a unique login ID and password for official systems.
b) Sharing login credentials is strictly prohibited.
c) Passwords must be strong and changed at least every 90 days.
d) Biometric data (fingerprints, face recognition, etc.) will be securely stored and used only for authorized purposes such as attendance and access control.

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e) Compromised accounts must be reported immediately to the IT Department.

6. UNIVERSITY EMAIL POLICY:

a) Each student and staff member will receive an official university email ID.
b) University email must be used for academic and administrative purposes only.
c) Sending spam, offensive content or unauthorized attachments is prohibited.
d) Users must avoid opening suspicious links or attachments.
e) Email accounts must not be shared with others.
f) Maximum storage limits must be respected.
g) All users are required to BCC every official email communication to maildata@starexuniversity.co.in as part of mandatory compliance.
h) All official email communications and data shall remain the property of the University and may be accessed by the University at any time.

7. SOFTWARE USAGE POLICY:

a) Only licensed and approved software may be installed.
b) Unauthorized, pirated, or unverified software is strictly prohibited.
c) Internal and external applications must be used only with assigned login IDs and passwords.
d) Updates and patches must be applied regularly.
e) IT Department must approve all new software installations.

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8. DESKTOP AND DEVICE SECURITY:

a) All systems must have updated antivirus software.
b) Operating systems must be regularly patched.
c) Users should not log in with administrator accounts for daily tasks.
d) Guest accounts must remain disabled.
e) Personal devices connected to the university network must comply with security requirements.
f) Data must be backed up regularly.

9. SOCIAL MEDIA AND INTERNET USE:

a) University-related communication on social media must follow official guidelines.
b) Defamatory, harassing, or offensive posts are prohibited.
c) University data must not be shared on public platforms without approval.
d) Personal and official accounts must be kept separate.
e) Social media use during working hours must not interfere with official duties.

10. VIDEO SURVEILLANCE POLICY:

a) CCTV cameras are installed in strategic areas for safety and monitoring.
b) Recordings are stored securely for 15 days unless required for investigations.
c) Unauthorized access to recordings is prohibited.
d) Requests to view footage must be approved by the Data Protection Officer (DPO).

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e) Surveillance data will not be misused and will be deleted securely before disposal.

11. ROLES AND RESPONSIBILITIES:

To ensure the effective and secure use of IT resources at **Starex University, Gurugram**, specific roles and responsibilities are defined for all stakeholders. Every individual covered under this policy is expected to understand and comply with these responsibilities.

a) University Administration

- Formulate and approve IT policies, procedures, and guidelines.
- Allocate sufficient resources for IT infrastructure, maintenance, and security.
- Appoint and empower the **IT Security Committee** to oversee compliance and enforcement.
- Support training and awareness programs for all users.

b) IT Security Committee/IT Department

- Monitor the security and usage of all University IT systems, networks, and devices.
- Develop and implement data protection, cyber security, and access control measures.
- Conduct periodic audits and vulnerability assessments to detect and prevent misuse.
- Investigate reported incidents of IT policy violations.

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- Recommend corrective actions, penalties, and improvements to the University Administration.
- Provide support and training to users on safe IT practices.

c) Faculty and Staff

- Use University IT resources strictly for official, academic, or research purposes.
- Safeguard University-issued devices, credentials, and confidential data.
- Report any IT security incident or suspected misuse immediately to the IT Security Committee.
- Ensure students under their supervision follow IT usage norms.
- Participate in periodic IT awareness/training sessions conducted by the University.

d) Students

- Use IT facilities (computers, internet, email, learning platforms) responsibly and ethically.
- Protect login credentials and refrain from sharing accounts or passwords with others.
- Avoid engaging in activities such as hacking, unauthorized downloads, or dissemination of offensive content.
- Respect intellectual property rights and adhere to academic honesty guidelines when using IT resources.

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- Report any technical issues, breaches, or inappropriate content to the IT Department immediately.

e) Guests/External Users/Alumni

- Use IT resources only with authorized access and within the scope permitted by the University.
- Comply with all applicable rules, regulations, and security protocols during their usage period.
- Ensure no damage or misuse of the University's IT infrastructure.

f) Users of University Devices (All Categories)

- Ensure safe handling, maintenance, and timely return of University-issued IT devices.
- Immediately notify the IT Department in case of loss, theft, or compromise of devices or data.
- Use software and applications only as approved/licensed by the University.

12. ENFORCEMENT AND PENALTIES:

To ensure the integrity and proper functioning of Starex University, Gurugram's IT resources, strict measures will be taken against individuals who violate this policy. All users are expected to adhere to the rules, and any breach will be treated seriously.

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a) Reporting of Violations:

- Any suspected or confirmed violation of the IT Resources Usage Policy shall be immediately reported to the **IT Security Committee** of Starex University, Gurugram.
- Reports may be submitted by faculty, staff, students, or external stakeholders.
- The IT Security Committee will document, review, and investigate each reported incident.

b) Disciplinary Action:

Depending on the severity and nature of the violation, the following disciplinary measures may be taken:

- **Suspension or Restriction of Access:** Temporary or permanent suspension of the violator's access to University IT systems, networks, or devices.
- **Written Warning or Reprimand:** Issuance of a formal notice or warning regarding the breach.
- **Academic Penalties (for students):** Penalties such as deduction of grades, suspension from classes, or restriction from using academic services.
- **Administrative Penalties (for staff/faculty):** Actions such as withholding of salary increments, warnings, or administrative suspension from duties.

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- **Financial Penalties:** Recovery of costs incurred by the University due to the breach (e.g., damages, repair, or legal costs).

c) Severe Violations:

- In cases of serious misconduct, including but not limited to data theft, hacking, unauthorized disclosure of confidential information, harassment, or activities violating national cyber laws, the University reserves the right to take the following actions:
  - **Termination of Employment (for staff/faculty):** Permanent removal from University employment with loss of benefits.
  - **Expulsion (for students):** Permanent removal from University rolls.
  - **Legal Action:** Initiating civil and/or criminal proceedings under the relevant provisions of the **Information Technology Act, 2000**, Indian Penal Code, or other applicable laws.

d) Appeals and Review:

- Individuals subjected to disciplinary action may appeal to the **IT Security Committee** or the designated appellate authority within the time frame specified by the University.
- The decision of the appellate authority will be final and binding.

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IMPORTANT NOTE:

In case of breach of any IT policy/rules by any staff member, it shall be treated as an offense and breach of the code of conduct and he/she shall be liable for legal actions as per university rules/policy and termination from employment.

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