



Asian Business School

IT Policy

2024-25

IT Policy

Policy Applies to	Asian Business School All teaching, non-teaching staff and students
Responsible Officer	Chief Technology Officer
Review Date	28 th Dec 2023
Effective Date	1 st July 2024
Revision Period	To be reviewed every year

VISION

To be a globally recognized business school providing Growth with Education.

MISSION

To ensure dissemination of quality education with the practical application of knowledge for developing required management skills.

To nurture leaders of high integrity, grounded in strong values, and equipped with critical thinking and decision-making abilities.

To develop individuals having an entrepreneurial and innovative mind set.

To incorporate research for understanding and addressing the dynamic business environment.

1. Need for IT Policy

The basic purpose of Asian Business School IT policies is regarding protection of computer, email and network usage of all individuals associated with Asian Business School. Inappropriate use makes the Asian Business School vulnerable to risks such as virus attacks, misuse/commercial usage of official emails, compromise of network systems and services etc.

Access to the information technology environment at Asian Business School is a privilege and must be treated as such by all users. Students, Staff and other Stake holders are expected to be positive members of the Asian Business School community, which extends to cyberspace, by following all Asian Business School policies.

Asian Business School provide all faculty, students and staff with a modern, fully networked computing and IT environment for academic use.

Users of Asian Business School computing, networking and IT facilities are expected to abide by the rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and

work of students and faculty, and preserve our right to access the networks to which the system is connected. In case of complaints, appropriate action to be taken will be decided and taken by the Asian Business School Authorities.

The IT department of the Asian Business School has implemented an internet facility through optical fibre backbone connecting the academic as well as administrative departments. The IT department should ensure the internet facilities to be provided to each stake holders of the Asian Business School. Asian Business School domain, sub-domains, various software/hardware, etc.

In addition, it also maintains the computing resources used by the faculty and the administration.

Maintenance of these computing resources has become a cause of serious concern over the years. With the increase in the size of the computing resources in the Asian Business School need has also arisen for streamlining the process of procurement, maintenance and disposal of the computing resources in the Asian Business School. A policy document in this regard has therefore become necessary in the Asian Business School.

2. The IT Policy

The IT policy shall include the following aspects:

- 2.1. Services to be provided by the computer centre (IT Services department)
- 2.2. Procurement of IT Infrastructure
- 2.3. Maintenance of IT Infrastructure
- 2.4. Networking facilities
- 2.5. Development, maintenance and upgradation of the software.
- 2.6. Green Computing Practices
- 2.7. Disposal of obsolete or unusable IT Infrastructure
- 2.8. Access control and usage of IT Infrastructure
- 2.9. Risk Management of IT Infrastructure
- 2.10. e-Content development and Management
- 2.11. Violations of IT Policy

2.1 Services to be provided by the Computer Centre

The Computer Centre shall provide the following services:

- Provide computing resources to the student and faculty Members, Administration and other stake holders.
- Set-up and maintain the LAN and Wi-Fi.
- Facilitate Internet, email services etc. to all Asian Business School users.
- Maintain the Asian Business School websites.
- Assist the Administration in the process of Selection and Procurement of Computing Resources.

- Organize training programs for the faculty and staff from time-to-time.
- Provide necessary support for IT related services.
- Up-gradation of IT infrastructure.
- Implement various software/websites/portals for smoothening the process.
- Conducting Skill Tests for recruitments.
- Providing resources for conducting online examinations
- Maintaining website and databases for various Academics purposes.

2.2 Procurement of IT Infrastructure

The computing resources shall be procured by the Computer Centre for Asian Business School. The process of procurement of the computing resources by the Computer Centre shall be as follows:

- The specifications for the computing resources shall be worked out by the Computer Centre in coordination with Intender.
- The purchase process shall be as per Asian Business School norms.

2.3 Maintenance of IT Infrastructure

The post-warranty maintenance of the computers, servers and other IT equipment's shall be carried out through AMC. The requirement of AMC will be depending upon the cost and critical nature of the device. The procurement process of AMC shall be managed by the computer centre. A small buffer of necessary IT equipment's shall be maintained for temporary replacement in critical usage cases.

2.4 Networking facilities

The LAN and Wi-Fi facility shall be provided and maintained by the Computer Centre. The LAN facility shall cover all the academic departments, administrative departments. The facility shall be provided in the entire campus in phased manner. Appropriate technologies shall be used for the networking. The procurement, installation, administration and maintenance of the networking equipment shall be the responsibility of the Computer Centre.

2.5 Development, Maintenance and Upgradation of Software

There shall be a mechanism for development, maintenance and upgradation of the software/website/web portals etc. The software should be hosted and manage through Computer Centre. Optionally, the software/website/web portal can be developed/managed through department itself with the approval of competent authority. The user departments should take the responsibility to submit a Software Requirement Specification (SRS) describing any need for new software or upgradation of existing software or maintenance, and the stipulated time frame for the service (i.e., urgency).

The Computer Centre will consider the SRS and either recommend third party service or take up the task for in-house service. For in-house tasks, the Computer Centre members may directly carry out the

task, or engage other Staff members. Optionally, external professionals may also be hired. The same may be validated from the intender department and provide the user acceptance.

The Computer Centre shall also be responsible maintaining the Asian Business School Website(s). One of the Computer Centre members shall act as the Web Master.

Software procured or developed should be properly documented and maintained in-house. Tailored software, developed by third parties must provide the full source code of the software.

The source codes of software developed in-house both by the software professionals or students must be available and maintained by the computer centre personnel.

The software packages that have already been procured or developed in-house will be distributed to different user departments based on the user requirement assessment.

2.6 Green Computing Practices

Due to growing concern in environmental responsibility, the computing resources should be used efficiently. The following green computing practices shall be adopted.

- Obsolete equipment disposal by following "Upgradation and disposal of obsolete or unusable IT infrastructure" policy.
- Use of certified energy efficient and environment friendly equipment
- Sharing printers over network
- Keeping monitors in sleep mode or turn off mode when not in use
- Activating power management feature on computers and peripherals
- Use of email for circulation of office documents and memos
- Reduce paper waste by printing as little as possible.
- Use of double-sided printing
- Refilling toner cartridge wherever possible and buy back of batteries by authorized vendors

2.7 Disposal of obsolete or unusable IT infrastructure

There shall be a central disposal committee as per Asian Business School norms to assess the status of the IT resources. The committee shall prepare "Upgradation and disposal of obsolete or unusable IT infrastructure" policy. A member of the concerned department shall be a special invitee. The committee shall assess the status of the resources periodically and shall be empowered to declare a computing resource as obsolete and to recommend its disposal. The resources tagged as obsolete will be replaced by state-of-the-art resources, subject to availability of funds, without affecting the work of users.

2.8 Access Control and Usage of IT infrastructure

In respect of access control and usage of IT infrastructure the Asian Business School policy shall be as follows:

The Asian Business School shall have the right to control the access to the various computing resources and databases in the Asian Business School.

1. Accessing undesirable/illegal/harmful/copy right in fringing materials using the Asian Business School computing resources is prohibited. The access to those materials/websites shall be blocked to the extent possible. Log of accesses to websites of doubtful nature shall be maintained and scanned from time-to-time.
2. Users are expected to respect the privacy of other users and they may not allow any other person to use their password or share their account. It is the users' responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Sharing of passwords for any purpose whatsoever is strictly prohibited.
3. Any attempt to circumvent system security, guess others' passwords, or in any way gain unauthorized access to local or network resources is forbidden. Users may not use another person's computing account, attempt to forge an account identity, or use a false account or e-mail address.
4. Downloading and installing of new software has to be done with the explicit consent of the respective facility in-charges. Installation of unlicensed software on Asian Business School facilities, or on individual machines connected to the Asian Business School network, is prohibited and sole responsibility of users.
5. To the extent possible, users are expected to use only their official email addresses provided by Asian Business School for official communications with other members of the Asian Business School.
6. Recreational downloads and peer to peer connections for recreational purposes are not allowed unless it is academic requirement.
7. Users are expected to take proper care of network equipment, and are expected to report any malfunction to the staff on duty or to the in-charge of the facility.
8. Playing of Games in Asian Business School laboratories or using Asian Business School facilities for same is prohibited.
9. The users shall maintain discipline and shall not cause any damage to any resource of the Computer Centre and other laboratories.
10. The users shall not bring any food item to the Computer Centre.

2.9 Risk Management of IT infrastructure

With growing dependency on IT infrastructure, the threats and vulnerabilities to IT infrastructure are of great concern today. IT infrastructure faces several risks and the risk exposure may vary from time

to time. It is necessary' to perform IT infrastructure risk assess mention regular basis. The Asian Business School shall follow the risk management policies as given below:

- Periodic and Scheduled back up of detain geo graphically separated location.
- Keeping IT infrastructure under surveillance at critical locations.
- Use of fire alarm, smoke alarm and fire extinguisher
- Earth quake resistant buildings
- Use of Anti-virus tools for protecting servers, desktops and network devices from malwares
- Regular updating of software with security patches
- Regular updating of firewall

2.10 Computer Centre Committee

The committee consists of:

The Director/CTO as the chairman

The HOD/In-charge of the Centre as the convener

The committee meets at least once a semester

The purpose of the meetings is to:

Review the functioning of the IT infrastructure

Make major operational and policy decisions

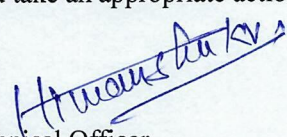
2.11 e-Content development and Management

Computer Centre will create technology enhanced learning resource centre at ABS to enhance quality of teaching and capture the digital content in a high quality format with less manpower. It will encompass entire digital content development cycle from production to consumption by the end user. All the policies related to usage of learning resource centre will be finalized by committee with approval of competent authority.

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2.12 Violation of IT Policy

Violations of policy will be treated as academic misconduct, misdemeanour or indiscipline as appropriate. Depending upon the nature of the violation, the Asian Business School authorities may fine/or and take an appropriate action as per penal provisions under Indian laws.


Chief Technical Officer


Director