No. AAU/RG/ACAD(BoM)/2021-22/ _3935_ Dated _30/10_/2021

NOTIFICATION

The 256th meeting of the Board of Management of Assam Agricultural University held on September 24, 2021, on recommendation of the 236th meeting of the Academic Council held on June 10, 2021, has approved for implementation of the **Assam Agricultural University Information Technology Policy, 2021** (AAU IT Policy 2021) with immediate effect. The Policy Document is appended at **Appendix I**.
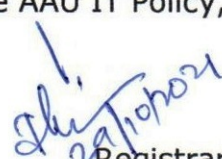
Sd/- Registrar
Assam Agricultural University
Jorhat – 785 013

No. AAU/RG/ACAD(BoM)/2021-22/ _3916 - 3932_ Dated _30/10_/2021

Copy forwarded for information and necessary action to:

1. The Secretary to the Hon'ble Vice Chancellor, AAU, Jorhat.
2. The Dean, Faculty of Agriculture/Community Science/Veterinary Science/ Fisheries Science, AAU, Jorhat/Khanapara/Raha.
3. The Director of Post Graduate Studies, AAU, Jorhat.
4. The Director of Research (Agri./Vety.), AAU, Jorhat/Khanapara.
5. The Director of Extension Education, AAU, Jorhat.
6. The Associate Dean, BNCA, Biswanath Chariali/SCSCA, Dhubri/Lakhimpur College of Veterinary Science, North Lakhimpur/CHFSR, Nalbari.
7. The Joint Registrar, AAU, Jorhat/Khanapara.
8. The Webmaster, AAU, Jorhat. He is requested to upload the AAU IT Policy, 2021 in AAU-Website.

Registrar
Assam Agricultural University
Jorhat – 785 013

Assam Agricultural University Information Technology Policy, 2021 (AAU IT Policy 2021)

(Release: March. 2021 Version 1.1)

Prepared by

ARIS CELL

Assam Agricultural University

Jorhat 785013

ASSAM AGRICULTURAL UNIVERSITY

Jorhat 785013

Assam Agricultural University's IT Policy

(Release: March 2021 Version 1.1)

Preamble

Whereas, Intranet & Internet services have become the most important resources in educational institutions & research organizations. Realizing the importance of these services, AAU established basic network infrastructure in the academic and research complexes of the university with support from the ICAR way back in 1995-96.

Whereas, the university has about 2000 network connections covering more than twenty buildings across the Jorhat campus alone and expected to reach 4000 connections very soon. Similar numbers of connections are available on the Khanapara campus also. ARIS (Agricultural Research Information System) Cell bears the responsibility of running the university's intranet & Internet services securely. As such, the ARIS Cell is running the Firewall security, Proxy, DHCP, DNS, email, web, and application servers and managing the network of the university.

Therefore, an IT policy is required in the university to maintain, secure, and ensure the legal and appropriate use of Information technology infrastructure established by the University. This policy establishes University-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by the University. Information assets addressed by the policy include data, information systems, computers, network devices, intellectual property, as well as documents and verbally communicated information.

Hence, the Assam Agricultural University is proposing to have its own IT Policy that works as guidelines for using the university's computing facilities including computer hardware, software, email, information resources, intranet, and Internet access facilities, collectively called "Information Technology (IT)" so as to facilitate data and knowledge management in a safe and secure environment.

Further, the purpose of this IT policy is to set direction and provide information about acceptable actions and prohibited actions or policy violations. Guidelines are created and provided to help organizations, departments, and individuals who are part of the university community to understand how University policy applies to some of the significant areas and to bring conformance with stated policies.

1. **Short title, application and commencement**

1.1 This policy shall be called as the "Assam Agricultural University Information Technology Policy, 2021 (AAU IT Policy 2021)".

1.2 This shall apply to All stakeholders of Assam Agricultural University, resident or non-resident in all campuses of the University who utilizes the university provided Information Technology facilities including but not limited to students (Under-Graduates, Post-Graduates, Research Scholars), Faculty

& Employees (Permanent/ Temporary/ Contractual), Administrative Staff (Non-Technical / Technical), Statutory Officers and administrators, and Guests. Any personal information technology devices like cell phones, tablet, laptop computer etc. connected to AAU network shall also be governed by this policy.

1.3 This policy also applies to the resources administered by the establishments like libraries, computer centres, laboratories, offices of the University recognized Associations/Unions, or hostels and guest houses, or residences wherever the network facility is provided by the university.

1.4 All the faculties, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the University's information technology infrastructure, must comply with the guidelines. Violations of the information technology policy laid down by the university by any member may result in denial of service or disciplinary action against the offender by the university authorities. If the matter involves illegal activities, law enforcement agencies may become involved.

1.5 This policy shall come into force from the date of its notification by the competent authority of the Assam Agricultural University.

2. Definitions

a) "AAU" is the Assam Agricultural University

b) "AMC" stands for Annual Maintenance Contract which is offered by Manufacturer Company on the products that produce and market. This service of maintenance may be chargeable or free of charge according to the contract held.

c) "ARIS" means the Agricultural Research Information System

d) "DHCP" means dynamic host configuration protocol, and is a system through which a server automatically assigns an IP address to a computing device.

e) "ID" means identity

f) "IP address" is a unique address that identifies a device on the internet or a local network.

g) "IT" means Information Technology, and refers to anything related to computing technology, such as networking, hardware, software, the Internet, or the people that work with these technologies

h) "IUMS" means Integrated University Management System which provides a framework for carrying out day to day management activities online.

i) "MAC" address is a hardware identification number that uniquely identifies each device on a network.

j) "MIS" stands for Management Information System which provides ready information for decision making by the management.

k) "OS" means an operating system which is a system software that manages computer hardware, software resources, and provides common services for computer programs.

l) "OS" stands for Operating System which is a software that performs all the basic tasks like file management, memory management, process management, handling input and output, and controlling peripheral devices such as disk drives and printers.

m) "OU" stands for operation unit.

n) "Primary user" is an individual in whose room the computer is installed and is primarily used by him/her. If a computer has multiple users and none of whom are considered the "primary user', the Head of the Department/Establishment shall designate a person responsible for the compliance, and for all purposes, this designated user will be considered a primary user for the purpose of maintaining the computer hardware.

o) "Server" is a computer or system that provides resources, data, services, or programs to other computers, known as clients, over a network.

p) "User" is any officer, faculty, staff, employee, student or guest who uses any kind of AAU IT facility will be considered as a user

q) "UTP" stands for "Unshielded Twisted Pair" which is a type of cable used for connecting devices to the network mostly inside the buildings.

r) "VAPT" stands for Vulnerability Assessment and Penetration Testing required for testing security status of a website.

s) "VPN" stands for "Virtual Private Network" and describes the opportunity to establish a protected network connection when using public networks.

3. Classification of the Policy

The AAU IT policy is classified into the following groups:

a) IT Hardware Installation Policy

b) Software Installation and Licensing Policy

c) Network (Intranet & Internet) Use Policy

d) E-mail Account Use Policy

e) Web Site Hosting Policy

f) University Database Use Policy

4. The Resources Covered under the IT Policy are:

a) Network Devices (wired/ wireless) and Internet Access

b) Official Websites, web applications, Official Email services

c) Data and Data Storage facilities

d) Mobile/ Tablet/ Desktop or laptop computers/server computing facility

e) Computer peripherals (Printers/Scanners etc.)

f) Multimedia Contents

5. IT Hardware Installation Policy

University network user community needs to observe precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services because of hardware failures. The ARIS Cell shall maintain a comprehensive database of all computers and other IT peripherals available in the university. All primary users are responsible to provide requisite information to the ARIS Cell or its representative as and when required.

5.1 Installation of Computer/peripheral

a) Each IT equipment will be provided with a unique but easily identifiable identity (tag) by the ARIS Cell.

b) Computers purchased by any Section/Department/Project/Establishment should preferably be with a 3-year onsite comprehensive warranty. After the expiry of the warranty, the department should ensure that the computers are placed under AMC.

c) While purchasing computers, the buyer/user shall ensure that proper operating system is procured alongwith the computer and activated immediately during installation.

d) All the computers and peripherals shall be connected to the electrical outlets strictly through UPS (Uninterrupted Power Supply) system. (Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging.) These UPS systems shall be connected to the electrical outlets that are provided with proper earthing and have properly laid electrical wiring. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

e) It is the responsibility of the primary or designated user to keep their systems in compliance with the IT hardware installation policy. Apart from the client PCs (Personal Computers) used by the users, the university shall consider servers not directly administered by ARIS Cell, as end-user computers. Computer systems, if any, that are acting as servers and provide services to other users on the Intranet/Internet though registered with the ARIS Cell, are still considered under this policy as "end-users" computers.

5.2 Shifting Computer from One Location to another

Computer systems may be moved from one location to another with prior intimation to the ARIS Cell. As and when any deviation (from the database maintained by ARIS Cell) is found for any computer system, network connection shall be disabled and the same will be informed to the user by email if the user is identified. When the end-user meets the compliance and informs ARIS Cell in writing/by email, the connection will be restored.

5.3 Non-compliance

AAU faculty, staff, and students not complying with this computer hardware installation policy may leave themselves and others at risk of network-related problems which could result in damaged or lost files, inoperable computers resulting in loss of productivity. An individual's noncompliant computer can have significant, adverse effects on other individuals, groups, departments, or even the whole university. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be. ARIS Cell, upon finding a non-compliant computer affecting the network, will notify the individual responsible for the system and ask that it be brought into compliance. Such notification will be done via email only and a copy of the notification will be sent to the head of the establishment if applicable. The individual user will follow-up the notification to be certain that his/her computer gains necessary compliance. The ARIS Cell will provide guidance as needed for the individual to gain compliance.

6. Software Installation and Licensing Policy

Any computer purchases made centrally by the university or individually by the different establishments/departments/projects/schemes shall make sure that such computer systems have all licensed software (operating system, antivirus software, and necessary application software) installed. Respecting the anti-piracy laws of the country, University IT policy does not allow any pirated/unauthorized software installation on the university-owned computers and the personally owned computers connected to the university network. In case of violation of software licencing policies, the university will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

6.1 OS and its Updating

6.1.1   Individual users shall make sure that the computer systems have their OS updated with the latest service packs/patches etc. This is particularly important for all MS-Windows based computers (both PCs and Servers). Bugs and security holes are continuously detected in operating systems, through which hackers and viruses can get hold of the systems and service packs/patches plug these security holes. Checking for updates and updating the OS should be performed at least once in a week or so.

6.1.2   University as a policy encourages the user community to go for open-source software such as Linux, Open Office, etc. to be used on their systems wherever possible. The latest versions of Linux desktops are as user friendly as Windows system and more robust.

6.1.3   ARIS Cell, from time to time, shall source software, software services (like G-suite for education, Office 365 etc.). The applicable licencing requirement for using the services by users and mode of availability of such services shall be notified by ARIS Cell as and when required.

6.2 Antivirus Software and its Updating

6.2.1   All computer systems used in the university shall have anti-virus software installed, and be active at all times.

6.2.2   Primary users shall make sure that respective computer systems have current virus protection software installed, maintained, and running correctly. It may be noted that any antivirus software that is running on a computer, which is not updated or renewed after its license period, is of practically no use. If these responsibilities appear beyond the end user's technical skills, the end-user is responsible for seeking assistance from any service-providing agency.

6.3 Backups of Data

All data generated by faculty, staff, and students ultimately belong to the University. Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible. Therefore, users should keep their valuable data either on External Hard Disks or such other reliable storage devices/services.

6.4 Non-compliance

6.4.1   ARIS Cell takes no responsibility for the content of machines connected to the Network, regardless of those machines being University or personal property. It is the users' responsibility to keep their computer free from any malicious and/or pirated software. ARIS Cell shall be

constrained to disconnect client machines where potentially damaging software is found to exist.

6.4.2   A client machine shall be disconnected if the client's activity adversely affects the Network's performance.

7.   Network (Intranet & Internet) Use Policy

a)   Network connectivity provided through the University either through an authenticated network access connection or a VPN connection, is governed under the University IT Policy.

b)   The Campus networks are highly complicated entities and any modification/expansion of existing network or creation of a new network will have to be approved by the ARIS Cell regarding the technical feasibility of such move and in case such approval is not obtained and any adverse consequence happens as a result of such unauthorized modification, the ARIS Cell will disconnect that portion of the LAN forthwith and the user responsible for such changes will be answerable to the university.

c)   Removal or trimming of trees or any structure which can damage the network cables and related installations shall be carried out in consultation with ARIS Cell.

d)   Network access ID/passwords, wherever applicable, are private to each user, so sharing of these IDs is strictly prohibited.

e)   If a user feels that his/her account password is compromised or known to someone, he/she should change it immediately.

f)   In case anyone's ID is compromised she/he must approach the ARIS cell without any delay.

g)   Users are solely responsible for any illegal activity happening from her/his ID.

h)   In the event of identification of any virus attack from any computer or any user trying to visit any illegal or restricted site, the network access for that user/computer will be deactivated immediately.

7.1 IP Address Allocation

7.1.1   Any computer (PC/Server) that will be connected to the university network shall have an IP address assigned by the ARIS Cell.

7.1.2   As and when a new computer (or peripheral) is installed in any location, the concerned user shall inform the ARIS Cell and obtain a valid IP address.

7.1.3   An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port. IP addresses are given to the computers but not to the ports. The IP address for each computer should be obtained separately from the ARIS Cell of the respective establishments.

7.2 DHCP and Proxy Configuration by Individual Establishment

7.2.1   Use of any computer at the end-user location as a DHCP server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) is strictly prohibited, as it is considered an absolute violation of IP address allocation policy of the university (Para 7.1). **Only the ARIS Cell or person/agency authorized by it can and is allowed to run a DHCP server.**

7.2.2   Configuration of proxy servers is prohibited, as it may interfere with the services run by ARIS Cell. Even configuration of any computer with additional network interface card and connecting another computer to it is considered as proxy/DHCP configuration. Non-compliance to the IP address allocation policy will result in disconnecting the port from which such a computer is connected to the network. The connection will only be restored after receiving written assurance of compliance from the concerned establishment/user.

7.3 Running Network Services on the Servers

7.3.1   Individual establishments/departments/individuals connecting to the university network over the LAN can run server software, e.g., HTTP/Web server, or FTP server, only after bringing it to the knowledge of the ARIS Cell in writing and after meeting the requirements of the university IT policy for running such services. Non-compliance with this policy is a direct violation of the university IT policy and will result in termination of their connection to the Network and other disciplinary action as deemed fit by the competent authority.

7.3.1.1 **HTTP/Web Server**: User should not run an individual HTTP or web server on his/her computers. However, under some situations it may become inevitable to run an HTTP/web server. For example, a department purchases a multiuser software with limited number of licenses and the license is distributed through an HTTP server. Under such a situation, the user/department will discuss the matter with the ARIS Cell and run the server under the guidance of ARIS Cell with the parameters set forth by the cell based on the necessity of the situation.

7.3.1.2 **FTP Server**: These are systems where files required by more than one users can be kept and accessed by authorized users as and when required. In situations where maintaining such a system is required, it is advisable to maintain such server under the supervision of ARIS Cell.

7.3.2   Access to remote networks using AAU's network connection must comply with all policies and rules of both the local and remote networks.

7.3.3   University network and computer resources are not to be used for personal or commercial purposes.

7.3.4   Running anonymous VPN and Proxy services on systems connected to the university network is strictly prohibited and will be dealt with very seriously as and when detected**. Network traffic is continuously monitored for security and performance reasons at ARIS Cell.**

7.3.5   Impersonation of an authorized user while connecting to the Network is in direct violation of this policy and will result in the termination of the impersonator's user privileges with subsequent disciplinary action by competent authority.

7.4 Dial-up/Broadband Connections

Computer systems that are part of the University's campus-wide networks, whether university's property or personal property, should not be used for dial-up/broadband connections, as it violates the university's security by way of bypassing the firewalls and other network monitoring servers. Non-compliance with this policy may result in withdrawing the IP address allotted to that computer system.

7.5 Wireless Local Area Networks (wi-fi)

7.5.1   This policy applies, in its entirety, to wireless local area networks established in departments/establishments/hostels and guest houses. Such departments/offices must register each wireless access point with ARIS Cell including Point of Contact information.

7.5.2   Establishments in the University shall not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication or MAC/IP address restrictions. Passwords and data must be encrypted.

7.5.3   Wireless networking become very tricky when multiple access points operate in same or overlapping area. As such, installing access points indiscriminately is not advisable. Any entity requiring establishment of a wi-fi network in their premises must get a feasibility study done by the ARIS Cell and comply with the advice of the ARIS Cell, which will be binding.

7.6 Internet Bandwidth obtained by Other Departments

7.6.1   Internet bandwidth acquired by any section, department of the university/outstation of the university under any research programme/project shall ideally be pooled with the respective station's Internet bandwidth, and be treated as a common resource. Under particular circumstances, which prevent any such pooling with the University/Station's Internet bandwidth, such a network will have to be completely separated from the university's network.

7.6.2   All the computer systems using that network (Para 7.6.1) shall have separate IP address schemes (private as well as public) and the University gateway shall not be specified as an alternative gateway. Such networks shall be adequately equipped with necessary network security measures as laid down by the University IT policy.

7.6.3   One copy of the network diagram giving the details of the network design (Para 7.6.1) and the IP address schemes used shall be submitted to ARIS Cell. Non-compliance with this policy will be a direct violation of the university's IT policy.

8.   Email Account Use Policy

        To increase the efficient distribution of critical information to all faculties, staff, and students, and the University's administrators, it is recommended that the university's e-mail services must be utilized for all formal University communication for academic and other official purposes. E-mail for formal communications will facilitate the delivery of messages and documents to campus and extended communities or distinct user groups and individuals. Formal University communications are official notices from the University to faculty, staff, and students. These communications may include administrative content, such as human resources information, policy messages, general University messages, official announcements, etc. To receive these notices, the official e-mail address must be kept active by the user through regular use. Staff and faculty may use the email facility by logging on to http://mail.aau.ac.in with their User ID and password.

8.1 Creation and Activation of Official Email Account

8.1.1   A permanent, official Email account in AAU domain (username@aau.ac.in or username@aau.edu.in) shall be provided to each faculty, officers, staff, and students of AAU. All

users shall have to provide the ARIS Cell with an alternate email id (outside aau.ac.in/aau.edu.in domains) and her/his mobile number, which will be considered as the recovery email ID and mobile number. The official email ID and default password will be provided to the users through the alternate email id.

8.1.2   The ARIS Cell shall manage the Email Services. Any queries related to Email services may be directed to helpdesk.aris@aau.ac.in.

8.1.3   The general email address format used for faculty and staff is firstname.lastname@aau.ac.in or firstname.lastname@aau.edu.infor faculty & staff. In case a shortened email id is required, that can be provided as an alias to the original email ID. In situations where 2 persons have the same first name and last name, a 3 to 4-letter abbreviation identifying their establishment will be added after the last name to differentiate the users (For example, if 2 persons have the same name "John Doe" and one is employed in department of Entomology and the other is in the department of biotechnology, the user ID of the 1st will be john.doe.ento@aau.ac.in and the 2nd one will be john.doe.abt@aau.ac.in).

8.1.4   For students, the email ID shall be assigned as firstname.lastname.collegecode+2-digit admission year@aau.ac.in (e.g. jane.doe.aj20@aau.ac.in). Additionally, he or she will also be allotted an alias email in the format- rollno@aau.ac.in. For example, if a student's roll no is 2020-AJ-101, his /her alias will be 2020aj101@aau.ac.in. The alias will help to easily identify a student's email address. Any mail sent to the alias email id will automatically be delivered to his/her normal inbox and vice-versa.

8.1.5   All academic and administrative related electronic correspondences of the University will be sent to the users' official email address and so it is mandatory for all users to use their official email account regularly.

8.1.6   Every user by default will be added as a member of group mailing lists at the branch or department or establishment or batch or class levels, which are created for easy and quick communication and collaboration. Similarly all statutory officers, heads of department/establishments will be provided an email id based on their designation (e.g. dean_agri@aau.ac.in for the Dean, Faculty of Agriculture)

8.1.7   The ARIS Cell shall communicate the created new Email account details of faculty and students to respective statutory officers/heads of establishments/departments etc. for their record and also publish the same in a searchable diary to be maintained on the website.

8.1.8   The users can access their email account through the university homepage. During the activation or first login, the user will be prompted to change his/her temporary password. The password shall be of at least 8 characters long and preferably in the combination of alphabets, numbers, and symbols.

8.1.9   After successful activation of the Email account, the user shall send a confirmation mail to helpdesk.aris@aau.ac.in.

8.1.10 Login problems or failure of logging into the official Email account may be reported to helpdesk.aris@aau.ac.in with all relevant details. All users who do not activate their email accounts within three months from the date of creation, will have to explain to the competent authority the reason of not using the official email ID.

8.1.11 The students who opt for college/department change should communicate the details along with the relevant documents through the office of the respective Dean/DPGS, to the ARIS Cell

(helpdesk.aris@aau.ac.in) for obtaining new official Email ID. In such cases, the old email ID will be permanently deleted and any data linked to the old email id will be transferred to the new Email ID.

8.2 Password Reset Policy for User's Official Email Account

8.2.1   The users are allowed to reset their password as often as they want using the 'Forgot Password?' link on their login page. This will require an active alternate email id or mobile number which will be used for double authentication of the users ID.

8.2.2   The users are advised to follow the guidelines below for resetting their Email account which may be required in case of deactivation or suspension of Email account or any trouble in logging into their account (other than forgetting the password).

8.2.2.1   The user should send an email, clearly stating his/her official Email account details (Email ID, full name, establishment, official ID number/roll number), and the reason for resetting official Email account to helpdesk.aris@aau.ac.in.

8.2.2.2   Such mail requests should be sent either from the user's secondary Email ID, registered with ARIS, along with a scanned copy of his/her photo ID provided by the University OR from the official Email ID of the controlling officer endorsing and confirming the user's identity and the official Email ID.

8.2.2.3   User's requests not fulfilling the above criteria will not be entertained by the ARIS Cell. In case of repeat requests within a year, the user will also be required to obtain a consent signature from his/her Supervisor or Head of the Department and head of the establishment as the case may be.

8.3 Guidelines for Email Usage

8.3.1   Misuse or abuse of electronic mail facility is punishable under the Information Technology Act 2000, Government of India.

8.3.2   Email service is a privilege, not a right. The official Email account provided to a faculty, staff, or student is meant for the official purpose only. Every Email user in the AAU domain is bound to obey and follow these guidelines.

8.3.3   It is the users' responsibility to keep their Email account in good standing, not giving out passwords, holding responsibility for any activity originating from that account and using the email account in ways that are responsible, ethical, lawful and professional.

8.3.4   As part of normal Email management, the ARIS Cell collects various types of users' data, including login/logout times, types and frequencies of access and amount of resources used. This information may be analysed for various purposes relating to the management of the email systems. ARIS Cell reserves the right to suspend or delete an email address that has been inactive for more than 6 months or been used in violation of the guidelines. Any officer, faculty, employee or student of the university found not to be using official email id for considerable length of time may have to explain the reason for such act.

8.3.5   The users are strictly advised to post only the administrative, academic, or research-related mails or contents to their group mails.

8.3.6   The users are strictly advised not to indulge in any unacceptable behaviour or activity in the email environment. These unacceptable behaviours include, but not limited to, distribution of

unsolicited and unauthorized mass Email to users, threatening users, infringements of others' privacy, interference with others' work, copyright violation etc.

8.3.7 Posting harassing, abusive, obscene, harmful, illegal, or objectionable contents, spamming group mails with undesired contents or messages are strictly forbidden.

8.3.8 Posting any content which is not of common interest of the members of group mailing lists are not permitted.

8.3.9 Users who violate the above-stated Email usage policy will be subject to disciplinary action. ARIS shall have the right to monitor users suspected of violating this policy.

8.3.10 The disciplinary actions likely to be impended for such violation of any of the above rules/policies include (a) issue of a warning letter/Email to the user (b) temporary or permanent suspension of the user's email account for a month or a semester or permanent removal or termination of the user's email account from the institute's domain (c) any other disciplinary action deemed fit by the competent authority.

8.3.11 Unless specifically instructed by the Competent Authority, the email account of a student shall remain active/ valid only up to 6 months after he/she leaves the university or completes the degree course to which he/she has registered. To keep track of such events, a copy of every notification of final results/migration/transfer/release, etc. will be sent by the Office of the Registrar, AAU to the ARIS Cell by email only.

8.3.12 Once an employee or faculty retires from/leaves the active service of AAU, a special tag would be added to his/her email ID for convenience of identification. However, he/she may be allowed to perpetuate his official ID for such time as may be decided by the University Authority. For effective implementation of this policy, a copy of all orders issued by the University pertaining to date of retirement or release from the University may be sent to the ARIS Cell.

9. Web Site Hosting Policy

9.1 Policy for Maintenance of AAU website

9.1.1 The notice/circulars etc. that are to be hosted on the AAU website are to be submitted by the relevant authority through email from the official email id of the competent authority. Only hard-copy notice/circulars will not be accommodated, however, a hardcopy should be marked to ARIS Cell for the record.

9.1.2 All the respective establishments of AAU will regularly submit data to the webmaster (webmaster@aau.ac.in) for keeping the AAU website up-to-date through email. High-resolution photographs should accompany the information about any completed event as a rule.

9.1.3 Normally, it is discouraged to maintain separate websites for the different establishments of AAU. This may be allowed where such websites are the requirement of the funding authority or required by the law of the land. However, in such cases, these websites shall obtain a subdomain from ARIS Cell (e.g. http://www.rcfcner.aau.ac.in). A link in the official AAU website (www.aau.ac.in) will be provided to the concerned website and vice-versa and it will be the responsibility of the host of such a website to maintain the site updated, secure and safe. The concerned webmaster shall have to conduct regular VAPT and keep the ARIS cell informed of the same.

9.2 Official Pages

Sections, departments, and Associations of Teachers/Employees/Students may have pages on AAU's Intranet Channel of the official Web page. Official Web pages must conform to the style and format of University's official website for hosting. As on date, the university's webmaster is responsible for maintaining the official web site of the university (http://www.aau.ac.in only).

9.3 Personal Pages

9.3.1   The university computer and network infrastructure is a limited resource owned by the university. It is recognized that each faculty will have individual requirements for his/her pages and as such a template has been prepared for uploading all relevant information on the faculty webpage in the University's official website, which can be accessed with the required credentials.

9.3.2   The contents of personal pages must not violate any applicable export laws and regulations, must not constitute a copyright or trademark infringement, must not be used for commercial purposes, must not be used for political lobbying, and must not otherwise violate any local, state, or central government laws.

9.3.3   Personal pages will not include the hosting of pages for other individuals or groups.

9.4 Department webpages

9.4.1   A template for publishing departmental information of the AAU website has been made available in the University's official website and the Head of the Department/Establishment/Station is required to update all the information on the template, which will automatically get published on the AAU website (www.aau.ac.in).

9.4.2   Most of the Krishi Vignan Kendras maintain their website as per ICAR's guidelines and they are required to provide a link to the AAU main website and vice-versa. ARIS has started providing shared webhosting facilities to KVKs so that they can host their websites on AAU servers only and not incur any separate hosting charges etc.

10. University Database (eGovernance) Use Policy

This Policy relates to the databases maintained by the university administration under the University's eGovernance (IUMS and such other applications) policy. Data is a vital and important resource for decision making and gathering useful information. Its use must be protected even when the data may not be confidential. AAU has its own policies regarding the creation of databases and access to information and a more generic policy on data access. Combined, these policies outline the university's approach to both the access and use of this university resource.

10.1 Database Ownership

Assam Agricultural University is the owner of all the University's institutional data generated in the university. All experimental data generated by faculty members, students and staff is the property of the university.

10.2 Custodians of Data

Individual Sections or departments generate portions of data that constitute the University's database. The individual sections/departments generating the data have custodianship responsibilities for portions of that data.

10.3 Data Administrators

Data administration activities outlined may be delegated to some of the officers in that department by the Data Custodian (Para 10.2).

10.4 Management Information System Components

For eGovernance, Management Information System requirements of the university may broadly be divided into seven categories. These are:

a) Manpower Information Management System
b) Students Information Management System
c) Financial Information Management System
d) Physical Resources Information Management System
e) Project Information Monitoring System
f) Library Information Management System
g) Document Management and Information Retrieval System

10.5 General Policies for Data Users

Here are some general policy guidelines and parameters for Sections, departments, and administrative unit data users:

10.5.1 The university's data policies do not allow the distribution of data that is identifiable to a person outside the university.

10.5.2 Data from the University's Database including data collected by departments or individual faculty and staff, is for internal university purposes only.

10.5.3 One's role and function define the data resources that will be needed to carry out one's official responsibilities/rights. Through its data access policies, the university makes information and data available based on those responsibilities/rights.

10.5.4 Requests for information from any courts, attorneys, etc. are handled by the Registrar Office of the University and departments should never respond to requests, even with a subpoena. All requests from law enforcement agencies are to be forwarded to the Office of the Registrar for a response.

10.5.5 At no time may information, including that identified as 'Directory Information', be released to any outside entity for commercial, marketing, solicitation, or other purposes. This includes organizations and companies which may be acting as agents for the university or its departments.

10.5.6 Database users who repackage data for others in their unit must inform the recipients of the above data access issues.

10.5.7 Tampering of the database by the department or individual user comes under violation of IT policy. Tampering includes, but not limited to:

10.5.7.1.1 Modifying/deleting the data items or software components by using illegal access methods.

10.5.7.1.2 Modifying/deleting the data items or software components deliberately with ulterior motives even by authorized individuals/ departments.

10.5.7.1.3 Causing database or hardware or system software crash thereby destroying the whole of or part of the database deliberately with ulterior motives by any individual.

10.5.7.1.4 Trying to break the security of the Database servers.

10.5.7.1.5 Such data tampering actions by university members or outside members will result in disciplinary action against the offender by the university authorities. If the matter involves illegal activities, law enforcement agencies may become involved.

11. Responsibilities of ARIS Cell

11.1 General Responsibilities

11.1.1 The ARIS Cell is empowered to implement the IT policy so promulgated and the cell shall have the necessary authority for doing so.

11.1.2 The users shall follow all advisories and guidelines circulated by ARIS from time to time.

11.1.3 The members of the ARIS Cell of different constituent colleges and units shall act as liaison officers between users and the ARIS central committee and shall be authorized/entrusted to do the following:

11.1.3.1 Manage users in their own Operational Unit (OU)

11.1.3.2 Create awareness among the users of their OU about the services available under ARIS Cell

11.1.3.3 Encourage and facilitate users within their OU for using aau.ac.in and/or aau.edu.in features

11.1.3.4 Help solving local IT-related problems of the users in consultation with the concerned authorities

11.1.3.5 Gather data about all IT resources available in respective OU

11.1.3.6 Help/assist department/office/unit and faculty members to keep departmental and faculty profile pages on the AAU website updated

11.1.3.7 Maintain the firewall /restrict access to selective web resources through a proxy server or any other means, wherever applicable.

11.2 Campus Network Backbone Operations

11.2.1 The campus network backbones and their active components are administered, maintained, and controlled by the ARIS Cell.

11.2.2 Physical connectivity of campus buildings already connected to the campus network backbone is the responsibility of ARIS Cell.

11.2.3 In the case of newly constructed buildings, it is the responsibility of the Directorate of Physical Plant or such other agencies to incorporate the network layout in the original blueprint. ARIS Cell shall be consulted in designing the network architectures of new buildings. The manner in which the building is to be connected to the campus network backbone (whether the type of connectivity should be of fiber optic, wireless, or any other media) is the responsibility of ARIS Cell.

11.2.4 It is not the policy of the University to actively monitor Internet activity on the network. However, all Internet activity is logged and if necessary examined when a problem occurs or when traffic optimization is required.

11.3 Network Expansion

Major network expansion is also the responsibility of the ARIS Cell. Every 3 to 5 years, ARIS Cell shall review the existing networking facilities, and the need for possible expansion and make necessary recommendations to the University authorities. Network expansion will be carried out by the ARIS Cell when the University makes the necessary funds available.

11.4 Wireless Local Area Networks

11.4.1 Where access through Fiber Optic/UTP cables is not feasible, in such locations ARIS Cell considers providing network connection through wireless connectivity.

11.4.2 Establishments/Departments, shall seek technical clearance from ARIS Cell before the implementation of wireless local area networks.

11.5 Electronic logs

Electronic logs that are created as a result of the monitoring of network traffic shall be retained for a maximum of one year period.

11.6 Global Naming & IP Addressing

ARIS Cell shall maintain a forum for the allocation of campus network services such as IP addressing and domain name services, and monitor the network to ensure that such services are used properly.

11.7 Providing Net Access IDs and Email Accounts

ARIS Cell provides Net Access IDs and Email accounts to the individual users to enable them to use the campus-wide network and email facilities provided by the university upon receiving the requests from the individuals on prescribed proforma.

11.8 Scope of Service

ARIS Cellshall be responsible only for solving the network-related problems or services related to the network.

11.9   Disconnect Authorization

ARIS Cell will be constrained to disconnect any Establishment/Department/Office/Hostel from the campus network backbone whose traffic violates practices outlined in this policy or any network related policy. In the event of a situation where the normal flow of traffic is severely degraded by a device or a segment of network, ARIS Cell shall endeavour to remedy the problem in a manner that has the least adverse impact on the whole network. If an Establishment/Department/Office/Hostel is disconnected, the ARIS Cell will provide the conditions that must be met for reconnection.

11.10 Coordination with ARIS Cell

All offices, departments, and establishments will identify a suitable person to be the point of contact for ARIS Cell. He/she will liaise between the user community of the section and the ARIS Cell.