# Lok Jagruti Kendra University(LJ University)
## University with a Difference
(Lok Jagruti Kendra University Established by Gujarat Act No. 19 of 2019)

# IT POLICY OF THE LOK JAGRUTI KENDRA UNIVERSITY

## 1. Abbreviations

- LJKU – Lok Jagruti Kendra University
- IT – Information Technology
- MAC – Media Access Control
- IP – Internet Protocol
- ICT – Information and Communication Technology
- MBPS – Megabit per Second

## 2. Introduction

Lok Jagruti Kendra University (LJKU) provides IT resources to support administrative, educational, instructional, and research activities. These resources aim to improve efficiency and productivity among staff and students. This policy is applicable to all teaching and non-teaching staff, students, alumni, guests, departments, and affiliated colleges under LJKU.

IT resources include all university-owned, licensed, or managed hardware and software, as well as any device accessing the university network through wired or wireless connections. These resources are intended primarily for university-related and ethical purposes. Misuse can result in risks and liabilities for the university.

## 3. Scope

This policy governs the usage of IT resources by all users within LJKU from a user's perspective.

## 4. Objectives

- To ensure proper access and use of LJKU's IT resources.
- To prevent misuse of university-provided IT facilities.

## 5. Roles and Responsibilities

- LJKU: Shall implement controls ensuring compliance with the policy.
  - Computer Server Centre In-Charge: Provides support and oversight for institute-level computer centres/labs.
  - Institute Computer Centres/Labs: Facilitate user access and resolve security incidents.
- All Users:
  - Must use IT resources for academic, research, and university-related activities.
  - Shall comply with relevant laws.
  - Must respect intellectual property and copyright.
  - Are responsible for understanding and adhering to university IT regulations.

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## 6. Policy Guidelines

### A) Acceptable Use

- Users are responsible for the appropriate use of assigned resources.
- Passwords must be secured; unauthorized access is prohibited.

### B) Privacy and Personal Rights

- Users must respect others' privacy and data.
- University may access information with proper authorization.

### C) Access to Network

- Employees must register devices via MAC IP for wireless access.
- Guest access is managed by institute IT heads.

### D) Blocking of Sites

- Inappropriate content may be blocked via proxy by institute or central IT.

### E) Official Email Access

- Users are given official emails via 'ljinstitutes.edu.in' or 'ljku.edu.in'.
- Institute offices collect user data and coordinate account creation.

### F) Use of IT Devices

- Devices issued must be used ethically and for academic purposes only.

### G) Enforcement

- Users must follow this policy. Violations may result in disciplinary action.

### H) IT Hardware Installation

- Devices should be properly installed and maintained by institute IT.
- Proper electrical setup and UPS connections are mandatory.
- ICT tools to be scrapped as per procedure.
- Network sharing must be password protected.

### I) Software Installation and Licensing

- All systems must have licensed OS and antivirus.
- Users must maintain updated antivirus software.
- Regular data backups are the user's responsibility.

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## J) Internet Bandwidth

- Internet is distributed via optic fibers through centralized L1/L2 lines.
- Bandwidth acquired by institutes should be pooled as a common resource with the university.

## K) IP Address Allocation

- Any computer that will be connected to the university network should have an IP address assigned by the computer server centre.
- The IP address allocated to a specific computer system must not be used on any other computer.

## L) Revision of the Policy

- LJKU reserves the right to amend any terms in this policy whenever required.
- Revisions will be made with the technical support and guidance of the computer server centre in charge (Mr. Chirag Patel).

REGISTRAR

**REGISTRAR
LJK UNIVERSITY
AHMEDABAD.**