



## **IT Policy of ITM Group of Institutions**

Vashi | Kharghar | Nerul | Panvel | Andheri | Oshiwara | Raipur | Vadodara | Warangal

The computing resources at **ITM Group of Institutions** intended to support the educational, instructional, research, and administrative activities of the various campuses of ITM Group of institutions and the use of these resources is a privilege that is extended to members of the ITM Community.

This IT policy is formulated to maintain, secure and ensure legal and appropriate use of Information technology infrastructure established at the various campuses and provide guidelines on acceptable and unacceptable use of IT resources of the ITM Group of institutions.

**Below are the best practices recommended for Students, Faculties and Staff Members.**

### **Related to campus Infrastructure & Facilities:**

1. Students, Faculties and Staff Members will get MS Office Licensed application from ITM – IT Team through the Academic coordinator / BU HR.
2. Students, Faculties and Staff Members will get secured Wi-Fi access from ITM – IT Team through the Academic coordinator / BU HR.
3. Students, Faculties and Staff Members can access computer labs under supervision of respective HODs.
4. Students, Faculties and Staff Members can access library computers under supervision of librarians.
5. Students, Faculties and Staff Members will get ITM – Email ID for the respective academic year which has 5GB\* default space.

### **Below points are recommended to the students to meet legal IT compliance:**

1. To have a preloaded /licensed Operating system in your laptop.
2. To have a licensed anti-virus application in your own laptop.
3. To provide your laptop information to the IT Department and get the internet access password and MS office license installed.
4. Email server will automatically deactivate the provided email id if it is not logged in for the 3 months.
5. Email id facility is for academic correspondence purpose only.
6. To use the Lab PC, Hardware, Software, and its proper usage is the responsibility of the students.
7. To Switch on and off Lab Computer Systems properly is the responsibility of the students.

### **Strictly actionable (Banned) things for Students, Faculties and Staff Members.**

1. Sending untrue/malicious statements/bulk emails / SMS / through any other app.
2. Downloading any pirated copies (cracked versions) / unknown software applications through torrents/ U torrents and by using any other tools and methods.
3. Visiting and accessing any pornographic sites, personal shopping sites, and searching for any illegal content like weapons, drugs, pornographic, social media and attempting to download data and videos is strictly punishable / restricted thing in the campus network.
4. Breaches of copyright.
5. Sending offensive/obscene statements/attachments
6. Cyberbullying/harassment over social media.
7. Any attempt to access any official data / computer system / Server/ Wi Fi access points.
8. Anything which may damage the reputation or interests of ITM
9. Discriminatory or illegal religious, gender and preferences materials, including visiting sites which contain extremist materials or views, or promoting or disseminating the same
10. Use of Cell Phones, Pen Drives and other removable Devices is not allowed inside the Computer Lab / CAD Lab.
11. If a student and staff found to be using the IT systems, Internet, Email, or other related mediums mentioned above inappropriately in breach of this policy, then the student and staff may be Subject to disciplinary action.

Document #/ Release Date	Author	Authorised BY
IT POLICY FOR Students, Faculties and Staff Members 01-04-2022	Nilesh R Kokate (GM-IT Infrastructure)	Nitin Putcha (CEO)



**Undertaking to be signed**  
**by Students, Faculties and Staff Members**

**To use self-procured laptops / IT Gadgets**

User Name:	
Employee ID / Roll No.	
Institute's Email ID.	
Contact No.	
Laptop Model.	
Laptop Serial No.	
LAN MAC Address.	
WLAN MAC Address.	
Other IT Gadgets	
Operating System	<input type="checkbox"/> Win8 <input type="checkbox"/> Win10 <input type="checkbox"/> Win11 <input type="checkbox"/> Mac Others_____

**Enclosures: -**

**OS License Proof: -** ☐ Invoice ☐ Machine Specs ☐ Win License Key

**ID Proof: -** ☐ PAN Card ☐ Aadhaar ☐ Driving License  
☐ Voter ID ☐ Passport

**License Key ends with:** \_\_\_\_\_

I the undersigned; hereby declare that the above information provided by me is true to the best of my knowledge and belief. The user ID and password issued to me will be kept confidential as well as will act as per mentioned in the policy. I am aware of cyber law, and I will abide by it.

I will be solely responsible for my internet account and its usage. I will not be involved in viewing unsolicited websites and unethical internet usage and if found, my internet account will be suspended, and I will be responsible for strict disciplinary action taken by the institute / authority.

I understand that any use of IT infrastructure at ITM Group of Institutions / College Campus that constitutes a violation of ITM Regulations could result in administrative or disciplinary procedures.

**I have read all IT Policy and abide by the IT policy of ITM Group of Institutions.**

**NOTE:**

**This Undertaking applicable to faculties and staff members also who are using their own laptops And IT Gadgets in campus in ITMs Network.**

**Student Signature**

**Documents Verified by**

**Configured by**

**Date: -** \_\_\_\_/\_\_\_\_/\_\_\_\_

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**For Office use Only**

1. MS Office 365:User ID: - \_\_\_\_\_ @itmgroup.itm.edu  
:P/w: \_\_\_\_\_
2. Campus Wireless Access Point SSID : \_\_\_\_\_ P/W: \_\_\_\_\_
3. Hostel Wireless Access Point SSID : \_\_\_\_\_ P/W: \_\_\_\_\_
4. Lab /dedicated PC /Laptop User ID : \_\_\_\_\_ P/W: \_\_\_\_\_
5. Other remark : \_\_\_\_\_