INSTITUTE OF MANAGEMENT STUDIES, GHAZIABAD

UNIVERSITY COURSES CAMPUS
NH-24, ADHYATMIK NAGAR

CODE OF CONDUCT

The Institute Code of Conduct & Ethics outlines principles, policies and regulations which are to adhered by the employees who represent the college. All employees (faculty, staff and students) and other individuals representing the college are expected to inform themselves about and comply with college policies and regulations pertaining to them.

General Guidelines for Employees: All employees are expected to

- Punctual, sincere and regular in their approach.
- Treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Keep the records and report in most reliable manner and are to be shared if and only applicable or unless instructed so by the Director/Management of the Institute.
- Institute Information are not to be shared with other entities i.e. other institutions or its employee, vendors, etc.
- Must abide with the rules and regulations of the Institute as well as IPC as formed by the Government of India.
- All Chairpersons i.e. Academic and Administrative are responsible for monitoring compliance in their respective department and areas.
- All employees should strive to eliminate or manage conflicts (**of Interest)** such as compromising of integrity and objectivity, financial, personal or professional nature in an appropriate manner. However, the Director/ Management of the Institute are to be disclosed of any and all conflict.
- All employees must privy, store and safe guard the confidential information related to students, job applicants, employees, finances, intellectual property, research sponsors or future planning.
- Any employee should not be sharing same platform with the students while usage of permissible tobacco, liquors, etc. inside or outside the campus.
- Maintain appropriate standards of conduct.
- Develop and demonstrate skills necessary for the efficient performance of their duties.
- Maintain and enhance the reputation of the College
- Promote appropriate ethical standards
- Gifts and Gratuities are to be avoided by an employee from the student, vendors which influence the making of decision.
- Employees are prohibited to discriminate any fellow members or students on the basis of religion, creed, ethnic origin, sex, sexual orientation, gender identity, age, disability, etc.
- The college prohibits the employees to have significant/affairs/sexual relationships with the college members and students.
- Any employee found in violating the rules and regulations of the Institute or booked by local authorities under Indian Penal Code may carry disciplinary consequences up to and including dismissal.

All employees are expected that they may report in person or anonymously in case see or find violations of college policies or standards to the Director/Management of the Institute.

Director
Institute of Management Studies
Adhyatmik Nagar Campus,
Ghaziabad-201015

DRESS CODE

The employees create the picture on an Institution by their behavior, discipline and dressing sense.

The policy hereby gives an idea on acceptable and inappropriate dressing sense. The policy also helps it's employees to set general parameters for proper attire and assist in making intelligent judgments about items that are not specifically addressed.

Examples of acceptable attire include, but are not limited to:

- Pants consisting of khaki-type pants, slacks, and that are clean as well as hole and wrinkle-free
- Shirts/tops consisting of casual shirts, blouses or sweaters
- Casual dresses or skirts with modest hemlines
- Footwear consisting of loafers, boots, flats, heels or sandals.
- Traditional 2 or 3-piece suit with or without a tie
- Dress slacks and dress shirt/sport shirt with collar or sweater
- Dress
- Pantsuit
- Skirt with blouse
- Dress shoes appropriate for standing/walking on campus
- Dress boots appropriate for standing/walking on campus
- Capri or three-quarter pants (must be below the bottom of the knees)
- Approved uniform or uniform type clothing approved by the management

Examples of unacceptable attire include, but are not limited to:

- Jeans that are excessively worn, faded or have holes;
- Sweat pants, shorts, spandex or other form-fitting pants
- Shirts/tops consisting of t-shirts, sweatshirts, tank tops, halter tops, tops with bare shoulders (unless worn under a sweater, blouse or jacket) or tops that are distracting or revealing
- Dresses or skirts that are too short or have spaghetti straps (unless worn under a sweater, blouse or jacket); and
- Footwear consisting of athletic shoes, sneakers or flip-flops.

In all if an employee doesn't feel about his/her dressing sense should avoid to wear the same.

Policy against Sexual misconduct/ Harassment, eve teasing, stalking

The Institute of Management Studies, University Courses Campus (IMSUC) has 'zero tolerance' policy for any acts of sexual harassment. A standing committee for prevention of sexual harassment has been constituted to look into any complaint in this regard. constitution of Committee on Sexual Harassment and Eve Teasing with regard to the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, IMSUC has constituted a Committee on Sexual Harassment and Eve Teasing.

Objective of the Committee are to:
- Prevent discrimination and sexual harassment against women, by promoting gender harmony among students and employees;
- Make recommendations to the University authorities for changes/elaborations in the Rules and Regulations for the students and the staff to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment against women, by the students and the employees;
- Deal with the cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment;
- Recommend appropriate punitive action against the guilty party to the authorities.

Procedure:

The Committee shall deal with all the complaints of sexual harassment relating to students, staff and faculty studying/working at IMSUC, The written complaint of discrimination or sexual harassment may be addressed by the victim or a third party to the Convener of the Committee on Sexual Harassment and Eve Teasing. If the complaint is made to the Head of the Department, Director/Dean of the institution, or any Committee Member or any other Officer of the IMSUC, the same shall be forwarded to the Convener of the Committee.

According to the Hon'ble Supreme Court guidelines, any or a combination of the following acts shall be deemed as "unwelcome" sexually determined behavior (whether directly or by implication):
i.   Physical contact and advances.
ii.   Demand or request for sexual favors. iii.   Sexually colored remarks.
iv.   Showing pornography
v.   Other unwelcome physical, verbal or nonverbal conduct of sexual nature.

In addition, the following acts shall also amount to sexual harassment:

vi. Eve-teasing
vii. Unsavory remarks.
viii. Jokes causing or likely to cause awkwardness or embarrassment.
ix. Innuendos and taunts.
x. Gender-based insults or sexist remarks
xi. Unwelcome sexual overtone in any manner such as over telephone (obnoxious telephone calls) and the like.
xii. Touching or brushing against any part of the body and the like.
xiii. Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings.
xiv. Forcible physical touch or molestation.
xv. Physical confinement against one's will and any other act likely to violate one's privacy.
xvi. Non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, written letters, gifts, or any other communications that are unwelcome.
xvii. Use of online, electronic or digital technologies in connection with such communication, including but not limited to:
- Posting of pictures or text in chat rooms or on websites;
- Sending unwanted/unsolicited email or talk requests;
- Posting private or public messages on Internet sites, social networks, and/or institute bulletin boards;
- Installing spyware on a person's computer;
- Using Global Positioning Systems (GPS) or similar technology tomonitor a person.

xviii. Pursuing, following, waiting for, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person.
xix. Surveillance or other types of observation including staring or "voyeurism"
xx. Trespassing
xxi. Direct verbal or physical threats
xxii. Gathering information about an individual from friends, family, or co- workers
xxiii. Accessing private information through unauthorized means
xxiv. Threats to harm self or others
xxv. Defamation and/or lying to others about the person, or
xxvi. Using a third party or parties to accomplish any of the above

Policy against Violence inside/outside campus

1. **Violence Definition**:
   - The exercise of physical force by a person against any person in the campus or outside campus which could cause physical injury;
   - an attempt to exercise physical force against any person
   - A statement or behavior that it is reasonable for a person to interpret as a threat to exercise physical force against them.

2. **Policy:**

   Campus violence and harassment will not be tolerated at IMSUC. IMSUC will take all reasonable steps to protect students from campus violence and harassment and will investigate and deal with all incidents and complaints in a fair and timely manner, respecting the privacy of all concerned as much as possible. Individuals who commit campus violence and harassment may be subject to disciplinary action, criminal penalties, or both. Retaliation or reprisals are prohibited against any person who, in good faith, has complained under this policy.

Policy of non-discrimination

The institute complies with applicable provisions of state law which prohibit discrimination in employment, or in admission or access to its educational or extracurricular programs, activities, or facilities, on the basis of race, creed, color, place of birth, ancestry, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, marital status, service in the armed forces, positive HIV-related blood test results, genetic information, or against qualified individuals with disabilities on the basis of disability and/or any other status or characteristic as defined and to the extent protected by applicable law.

Campus use Policy and Information

Damage to the Campus property:
   a. Damaged caused to any room, area in and around the hostels unless due to natural wear and tear will be charged from the individuals causing the damage or collectively from the concerned.
   b. Any intentional damage caused to property is considered a serious offence and will attract severe punishment which may include academic and administrative penalties.

Smoking Policy: In order to promote a healthful environment, smoking is prohibited in all campus buildings **including hostel**. This includes porches, balconies, decks or any part of the building structure. E-cigarette smoking is also prohibited in campus buildings. Failure to observe this policy will be treated as a fire discipline **matter** and will attract severe punishment which may include academic and administrative.

On Campus Parking:
   a. The vehicles entering the IMSUC Campus shall do so from Gate No 1.
   b. Resident Students are not allowed to park or use their personal vehicles inside the campus.
   c. Overnight parking is not allowed inside the campus.
   d. The vehicles entering the IMSUC Campus shall keep themselves to the left of the road. The campus is a **No Horn Zone** and a **maximum speed of 20 km/hr.** is permissible.
   e. All students using their vehicles will display the sticker of IMSUC. All visitors' vehicles shall do the necessary registration at the main gate at entry.
   f. **Parking Zone:** Please ensure that the vehicles are parked at only designated places as follows: -Students- Designated parking outside the campus.
   g. **Penalty for Violation:** Any vehicle reported by Faculty/Officers/Security for violation of the above guidelines will be fined Rs 100/- first time, second violation will result in withdrawal of car sticker for one month and an entry into the personal record of the individual. The case will be referred to the disciplinary committee for any subsequent violations.

Visitor Management:

a. Visitor entry to the campus is allowed **from 8 am to 10 pm.**
b. Any visitor coming to the building complex can gain entry through **Gate No 1** only after confirmation from the student whom the visitor intends to meet
c. All visitors entering campus are under CCTV surveillance.

No visitor is allowed to stay on campus or in hostel overnight.
d. **Gate No 2:** The Gate remains open from 6 am to 8pm. The entry through this gate is restricted to following employees
     i.   Faculty and staff
     ii.   Students using pathway
     iii.   No visitors are allowed through gate No 2

Hostel visitors
     iv.   Common Room in the Boys' Hostel will be open for visitors to meet the residents for all throughout the day.

Policy against ragging

IMSUC has zero-tolerance policy on ragging, which is a punishable offence. The institute has formed an anti-ragging committee and squads. Besides, each student of the institute and his/her parents and/or guardian are required to submit a combined undertaking against ragging at the time of registration, which is a mandatory process.

All concerned officials of the institute, students, parents and guardians of the students, members of anti-ragging committee and squads need to adhere to the stipulations on the matter and effectively monitor and comply with the provisions made against ragging. The institute has following measures in place: -

A. Institute level Anti-Ragging Committee: It consists of

Director	Chairman
HOD- Department of Management	Member
Chairperson, BCA	Member
Chairperson, BJMC	Member
Chairperson, Biosciences	Member
Registrar	Member
Chief Warden	Member

B. Hostel-Level Anti-Ragging Committee: It consists of,

Hostel Warden
Student representative - BBA
Student representative - BCA
Student representative - MIB
Sports in-charge
Mess in-charge
In-charge hostel committee

C. Message/Complaint Boxes near to the academic area.
D. Undertaking from the Students and Parents.
E. Disciplinary Action
In case of violation of above rules following disciplinary action are proposed:

   A. Removal from hostel

UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009

Library Policy

A. General Rules

- All library users must sign in/out register available with the attendant at the gate.
- User should maintain peace in the library and should not disturb other readers in the library. Smoking/eating/use of mobile phone/drinking/sleeping is strictly prohibited in the library premises.
- While entering the library user should leave his/her personal belongings such as bags, personal books etc.at the counter reserved for this purpose. Loose papers and notebooks may however be taken into the library. Users leaving the library should permit the library staff to examine their personal belongings. If asked.
- IMS UCC library follows an open access system. Remember a book misplaced is a book lost, until tracked.
- The Librarian may suspend library service of a student member for one month. if he/she misbehaves with the library staff.
- User of the library should not deface, mark, cut or damage the reading materials in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offences a second time his/her library card would be impounded and the membership terminated summarily.
- If any student is found indulging in book hiding, stealing or mutilating, disciplinary action will be taken against him/her.
- The member would satisfy himself / herself before leaving the issue counter as to whether the book is in good condition or not otherwise he may be held responsible.
- No monetary compensation can be claimed from library in case of any damage to personal belonging of users inside the library.
- Mobile phones must be set to vibrate or silent ring mode while in the Library, and are not permitted to be used inside the library. Fine will be charged Rs.100/-if found for using mobile phone inside the library.
- A person may enter and remain only in those parts of the Library that the person is authorized to use.
- A person must behave with decency and decorum. Any irregularities may kindly be brought the notice of Librarian/Library Committee for necessary action.
- Readers should maintain peace in the library and should not disturb other users in any way.

B. Circulation Rules

- Borrowing facilities are given only to the member of the library. Books may be borrowed only against the library card issued to an individual. Borrowing will be done only through the counter. The library card is non-transferable.
- Books are issued from 01:00 p.m. to 05:00. p.m.
- Books are returned from 09:30 a.m. to 1:00 p.m.
- The Library member is responsible for any book issued against that library card, as per the library record.
- Newspapers, periodicals & reference books will not be issued from the Library.
- The user should check the books thoroughly for missing pages, chapters etc. While getting them issued. No complaint will be entertained later on.
- No books in damaged condition will be accepted from the users on return. Damaged books will have to be replaced by the borrower.
- In case of loss of books by borrower, the borrower is required either to replace the books by a recent edition, if available or pay its cost.
- If a book is not returned within the stipulated time. The member will be charged a penalty of Rs.05.00 for textbook and Rs. 50.00 for reference book per day per volume. The fine should be paid at the circulation counter.
- If a member loses a book issued against his/her library card, the penalty will be as follows:
    o Current cost of the book.
    o If the relevant book is not easily available in the market, then the user would pay the double of the current cost of the book.
    o An additional penalty of Rs.50.00 per book for damage /spoiled barcode in both the above cases.
- If a member loses his / her library card/ID card, and he/she makes a written report to the Librarian. Member will be responsible for misuse lost card.
- If a borrower does not return the documents in spite of two successive reminders his/her membership is liable to be cancelled without further notice.
- The Librarian can recall books and publications any time if need arises.

All members of the library team are available for any assistance one may need in using the library resources, facilities & services they are also welcome to offer suggestion for improving library & its environment.

Placement Policy

Please note the below mentioned guidelines/rules are formulated based on the students and company's feedback and are compiled for a smooth functioning of your placements. Under certain circumstances a mistake or a blunder made by one student can affect the placement opportunity for others as well, therefore we request and advise all of you to behave in a responsible and mature manner and avail the best opportunities like a professional.

Students are also advised to sincerely apply and appear for placement processes as and when the company offering an opportunity for their specialization comes to campus, please do not wait for organizations which may or may not come later. It is a great feeling to be placed as early as possible and you can always apply for your ONE dream company, if it comes on campus later.

The CRC provides 100% Final Placement assistance to students, desirous of availing such facility for which, a written/online request along with signed copy of the undertaking confirming the acceptance of these CRC guidelines /rules in force have to be submitted to the CRC.

1.   It is a prerequisite for every student to pass all the previous papers / exams, including Summer Internship Evaluation. Anyone having any academic backlog at the time of Placements will not be eligible for placement assistance. Students with pending fees or any other indiscipline case will also not be allowed to appear for placements until cleared by the concerned department.

2.   All your annual fees should be clear before appearing for final placement companies. No one will be allowed to appear for the companies if they have not cleared their current year fee.

3.   It should be borne in mind that while CRC will be making all efforts to invite as many companies as feasible, only such companies can be offered by CRC, who are willing to consider students from the institute

4.   In the interest of getting as much placement opportunities as possible, students should also recognize that they can play an important role in getting various opportunities using their own network. CRC can contact such organizations on behalf of the students if they have any leads, and the same is discussed with the CRC.

5.   Success of placement depends on how actively students participate and prepare for the selection processes and comply with guidelines of the college. However, students should appreciate that selection is dependent solely on individual performance as per company's expectations/requirements

6.   The CRC shall shortlist some organizations, at its discretion, where all the eligible students will have to participate for the selection process. All the students meeting the Eligibility Criteria for such companies, shortlisted by the CRC, have to compulsorily make themselves available for the process of such companies. If a student feels he/she is not the right fit for the said company, a written permission needs to be taken from the CRC for not attending the process.

7.   IMSUC, over the years, has gained a reputation of a National Level Management Institution and admission is also open at the National Level. Students, therefore, will mandatorily have to be location

ally mobile and ready to relocate himself / herself across the country as per the requirements of the organization, if the students backtrack he/she will be debarred from further placements processes.

8.   Based on the information/confirmation received from the company, all the details such as positions open, eligibility criteria, selection process, venue, date, time, etc will be communicated to the students through the placement information channels & notices. It is the responsibility of the students to keep themselves apprised of both, through the information channels and personal follow ups/network.

9.   Active participation of all students desirous to avail the placement assistance of the CRC is mandatory as per guidelines in force. Any student found regularly abstaining from the assistance would render him/her ineligible for further assistance.

10.   PPT's (Pre Placement Talks) are important source of information pertaining to the company and its area of operations. Prior to attending the PPT, students should essentially find out about the company, from the company website, financial reports, extensive research through internet / other sources or from the placement officers of the CRC.

It is mandatory for all the final year students from the specified specializations/ streams to attend the Pre-placement talks (PPT) by the companies visiting the campus.

11.   Once a student has opted for a particular company after the PPT/ or invitation through the information channels, it is compulsory for him/her to go through the selection rounds as prescribed by the company. In case absent/unavailable for the process after applying, the student would be considered debarred from future placement opportunities, unless a written permission is taken from the CRC.

12.   It is mandatory for all the students to attend the preparatory workshops/extra sessions for each company where the nominations have been sent by them.

13.   Students shall not, at the time of interview, negotiate with the employer about salary, locational preference for posting, and any other terms different from what is announced before commencement of the process of placement by the company concerned. Arbitrary & unilateral withdrawal from the placement process by a student who has applied against an opening will invoke disciplinary action.

•   However, each student is advised to get in touch with the CRC if there is any change in the job profile / salary offered / location of work/date of joining, from the original information communicated by the organization or the CRC to the interested. In such cases students should not get into discussions or arguments with the company at any stage of placement process, instead should maintain discipline & their expected code of conduct in front of the company. Once the placement process of the company is over, such cases will be looked into for various discrepancies & students will be given a fair chance to opt out of such companies. Students can also seek clarification by the organization /CRC before the start of the process, if required.

14.   Once a student gets final placement offer from a company arranged by the institute, the student is deemed as placed. Such student will not be considered for further placement opportunities. However, CRC may consider offering further opportunities to students when a substantial percentage of students are placed, and /or an organization proposes to offer substantially higher packages/perks. The student

can however avail ONE chance to appear in his/her Dream Company whenever it comes to campus. The decision of CRC in this regard will be final. Students are advised to avail placement opportunities as early as possible and not keep waiting endlessly for organizations, which may or may not hire.

• Students receiving a Final placement offer from campus will be required to stay/work with that organization for a min period of 1 year or as mandated by the company in their terms of employment. If under any circumstance the student is compelled to leave the organization before 1 year, he/she is required to inform, discuss and take formal permission from the CRC for doing the same. Please note leaving your first job before a year is not advisable and does not reflect well on your CV.

If a student leaves/exits the organization before the stipulated time period of 1 year without keeping the CRC in the loop, he/she will not be given a recommendation from the college or any faculty (this could be of great importance when applying for higher education, govt. jobs or switching organizations) and will also lose the chance of getting any kind of dream companies and alumni assistance in the future from the CRC.

Please note it is highly recommended that you exit from an organization in a proper way with proper communication and by keeping your seniors and the college in the loop.

15. Students receiving PPO (Pre-Placement Offer) or offers on their own are also required of obtain an NOC from the CRC/college before joining the organization.

16. Following code of conduct needs to be followed by the students desiring to avail the placement assistance from the institute:
   i) Report to the venue for PPT at least 30 minutes before time.
   ii) Carry multiple copies of the resume approved by CDC trainers with your recent picture pasted on it, writing pad & other stationary items required for GD/PI.
   iii) Carry photocopies of all testimonials / documents
   iv) Be disciplined, formally dressed and well-groomed in the prescribed uniform
   v) Summer project report, when asked for

17. Once a student appears for an interview, he / she must inform the CRC about his experience and the outcome of the same, a feedback form for the same is available and would be given to you by the junior CRC students team for you to fill up.

18. Once a student opts in favor of a placement opportunity / company & gives his / her consent to appear for further process and does not present himself / herself for the process without informing the CRC and / or is not contactable on the given contact numbers, he / she, in such a situation, will attract disciplinary action and will be debarred till approved by the CRC.

19. Non-acceptance of Final offer (unless there's any substantial variation from the information provided earlier) on any ground will not be entertained under any circumstances, & thus disqualifying the student from further placement processes. Students are advised to discuss about the final offer letter with the CRC if there's any kind of discrepancy in it.

20. Instances of unethical practices on the part of students, observed by the CRC or reported by the Company, such as establishing contacts with the companies who are scheduled to visit the campus for selection, could result in withdrawal of further Campus Placement assistance

21.   Deliberate underperformance at the designated selection process at any stage tarnishes the Institute's image and relationship with the organization. This kind of behavior will attract disciplinary action.

22.   After a student is placed and gets the placement offer, a copy of the same must be submitted within two days to the CRC, failing to which "No Dues nor Semester Result" will be issued. Once the placed student joins the organization, information about his\her joining must reach the CRC through email / fax or courier within two working days

23.   If a student faces any problem during an off-campus interview, the same should be communicated to the CRC as soon as possible, so that necessary intervention could be done & assistance could be provided to the student

24.   While we appreciate that some of the students may like to get placement of their preference in terms of profile / location and are making efforts towards the same, it is the responsibility of the students to keep CRC informed in writing and obtain NOC to avoid any further implications of becoming ineligible for the final examinations.

25.   Students seeking for international placement will have to get a consent form signed by their parents. Such students can also avail domestic placement (if interested) but once they are placed in Domestic/international they will not be allowed to avail any other opportunity, as mentioned above they can opt for one dream option as per the discretion of the CRC. No student, at any point of time after registration in Domestic/international companies, is allowed to back out and if found he/she will be debarred from further placements processes.

Institute of Management Studies University Campus Undertaking Seeking Placement Assistance (To be returned to CRC)

Name of Student   :   _____

Roll No   :   _____

Batch /Year   :   _____

Specialization   :   _____

Student's Mobile No.   :   _____

Father's Name   :   _____

Father's Mobile No.   :   _____

Mother's Name   :   _____

Mother's Mobile No. : _____

Current Address : _____

Permanent Address : _____

I have understood and gone through the Placement Rules/ Guidelines. I am _____(not seeking / desirous of availing) Placement assistance from the campus and agree to abide by the Rules/ Guidelines.

I understand the college will not provide me placement assistance if I do not abide by the Placement rules.

Date: **(Signature of Student)**

IMSUC Internet Usage and Privacy Policy

All IMSUC users are required to know, understand and abide by the usage policy for Internet access through the institute network. These policies are formulated as a requirement of the IT Act 2010 and the GOI Guidelines to be able to associate every Internet access using its facilities to specific users and maintain logs of all such accesses for a minimum period of three months. These policies also help in providing secure and stable Internet access to IMSUC users and protect their privacy. Major relevant policies are:

1. **IP Address Assignment**

   IMSUC provides DHCP service in all VLANs to enable automatic IP configuration of clients based on their MAC address. MAC addresses of all the desktops, laptops and mobile devices to be used in academic area and student hostels (boys hostel and girls hostel need to be registered with the IT Department.

   Usage of static IPs and installation of unauthorized DHCP servers, without explicit consent from the IT Department, will not be permitted in any IMSUC VLAN, as it can interfere with normal usage.

2. **Internet Access through Wired and Wireless LAN in Academic Area and Student Hostels**

   IMSUC provides wired LAN and secure Wi-Fi access in academic area and student hostels. Any user can access Internet by using wired or wireless Internet connection but it is mandatory to login to his/her own firewall account to get access to Internet.

Wi-Fi connectivity is provided through SSIDs. The Wi-Fi access is protected through PSK (Pre- Shared Key) in the wireless media and further through firewall login for Internet access. IT Department has also implemented WPA2 for better security.

Since connections to Internet are authenticated, access to services on all ports is open and made available through NAT at the IMSUC firewall. VLAN connectivity for popular protocols is also enabled at the firewall. The logs of Internet access are maintained by the IT Department. The logs include the username, time of access, destination URL, destination port and on VLAN . All logs are maintained for a period of three months.

There is no restriction on bandwidth except in student hostels where the overall bandwidth allocated for wired LAN connectivity is currently 100 Mbps. The restriction may be reviewed based on requirements.

Installation of Wi-Fi routers in the academic area and student hostels is not permitted without explicit consent from IT Department. All users should use the authorized IMSUC Wi-Fi SSIDs for Wi-Fi Access.

It is strictly prohibited to connect other ISP networks to the IMSUC LAN without explicit consent from IT Department. In case it is allowed due to research or operational needs, it will be the responsibility of the faculty in-charge to completely firewall the external network from the IMSUC VLAN, both for inward and outward connections.

3. **Guest Internet Access**

The Wi-Fi SSID *Guest* is available throughout the academic area. This Wi-Fi access is secured using PSK for wireless network traffic and also has a firewall username and password which is changed every fortnight by the IT Department. This username and password are shared on specific requests from the visitors. Only short term visitors to IMSUC will be allowed to login through this captive portal. For using Guest SSID Mac Address registration is not required.

After successful login at the captive portal, all accesses to Internet are routed through the firewall where all accesses are logged for a period of at least three months.

It is the responsibility of the IT Department to record the identity of the guest, as per GOI
guidelines, at the time of sharing credentials.

4. **VPN and SSH access to IMSUC LAN**

It is strictly prohibited to setup unauthorized VPN or ssh access facilities for connecting to IMSUC LAN from out side without explicit consent from IMSUC. The VPN facility available at IT Department (currently only to faculty and some research scholars) should be used for such purposes. It is also prohibited to facilitate external access to the IMSUC network using any terminal sharing or other similar software except for project and research purposes. SSH primarily should be done through SSH gateway server only.

5. **Static Public IP Addresses for Inward Connections**

On special requests, static external IP addresses may be allocated to specific servers for access from outside on specific ports. This may be required for designated web servers and other

research facilities. In all such cases, approval form IT admin is required. It will be the responsibility of the facility in-charge to ensure that the access is restricted to the specific server and the IMSUC network is completely protected from external accesses. No shell or VPN access should be provided without explicit consent of IT admin.

6. Unrestricted External Access from Designated Servers

Unrestricted access to Internet access bypassing the firewall login may be given from specific servers on request for special research and operational needs. It will be the responsibility of the facility in-charges to ensure that:

1. Access to such a facility is restricted and users do not use such a facility to access the Internet for unlawful activities.
2. IMSUC IT usage and privacy policy are strictly adhered to.
3. Access logs are maintained at servers and firewall level for accesses on all ports as required by GOI regulations.

7. Internet Content Filtering Rules
The current Internet content filtering rules applicable to various categories of users. These rules may be modified from time to time based on requirements and changes in usage policies. Any request for temporary/permanent relaxation on filtering rules will have to be approved by the IT admin.

8. Internet Access Monitoring and Access Log View

The logs of complete Internet activity are maintained in a syslog server and firewall. The IT Department may monitor the Internet activity or view the Internet access logs in case of following circumstances:

1. Excessive utilization of Internet bandwidth has been detected.
2. There is s security breach which needs to be traced and analyzed.
3. Malicious traffic from some machine(s) has been detected.
4. There is a complaint from Law Enforcement Agencies.

In the scenarios 1-3 above, Internet access logs from firewall can be viewed as and when required by IT Department after approval of the IT admin to identify the source or cause of the issue. In scenario 4, Internet access logs from firewall can be viewed by IT Department only on prior approval from Director.

Access to syslog server and firewall logs will be available only to IT admin and will be protected through best practices for server access security.

9. Action Against Misuse

If any user is found to be misusing the Internet facilities by the way of downloading of restricted or copyrighted content, security breach, hacking passwords of other users, sending inappropriate mails or any other activity which can be categorized as unethical, the case will be referred to the Director, or Registrar, as applicable.

IT Policy when any Staff, Faculty or Student leaves the Institute

For Staff Members:

If any staff member leaves the institute, his/her email id and domain login will be deactivated on the date of relieving as informed by the HR department or the Registrar to IT department. All logins for Internet access (mobile, laptop, PDA etc) will be deactivated from the date of relieving of the concerned staff.

In case any leaving staff member wants to retain his/her email id for a certain duration, not more than six months, then he/she has to get this request approved from the registrar and forward it to IT department before the date of relieving.

If the department/section head of the leaving staff member requests, then the domain login andemail access of the leaving staff member with read-only permissions will be given to the staff member who will be given the responsibility to discharge leaving member's duties. Before suchemail access is given, the leaving staff member is notified. The passwords for email id and domain login will be changed and new password will be issued. This will help in keeping the work flow going without any disturbance. However, this request has to be approved by the registrar and can be provided for the period requested, not more than six months.

At the time of giving no dues, leaving staff members will be advised by the IT department to take complete backup of their data inclusive of emails and also inform them that it is possible that read-only access to their email id and domain login may be given to another staff member who takes charge for his/her duties.

For Faculty Members:

If any faculty member leaves the institute, the domain login will be disabled but email id will remain active. All logins for Internet access (mobile, laptop, PDA etc) will be deactivated from the date of relieving of the concerned faculty. The email id will be removed from common mailing groups like Faculty, Student, staff etc. of the institute. For rest of the group mailing lists, itis the group owner to decide whether to keep the leaving faculty as a member of the respective group or not. If the leaving faculty is the owner of a group, then IT department will request him/her to nominate new owner for the said group. It is then the decision of the new group owner whether to keep the leaving faculty as its member or not. For the personalized web pages uploaded at **imsuc.ac.in** of the concern faculty it is advised to take backup of his/her pages if required. The said webpage and subsequent links if any will be removed after 15 days from the date separation.

At the time of giving no dues, leaving faculty members will be advised by the IT department to take complete backup of their data before leaving.

For Students:

If a student is passing out the institute, his/her domain login will be deactivated soon after the convocation is over but their email id will be retained as an alumni database. If a student leaves the program without completing it, his/her email id will also be deactivated. All logins for Internet access (mobile, laptop, PDA etc) will be deactivated from the date of leaving the institute. At the time of giving no dues, passing out students will be advised by the IT department to take complete backup of their data before convocation. Also students are advised enable mail forwarding from IMSUC email to their active email ids.

Primary Access Policies for IT

Access to privileged user accounts

Following table lists user IDs for important devices and services and the officials, who have access to password of IDs.

Devices and Services	User accounts	Access to Password
All network Switches, Core switch	admin	IT admin
Servers (File server, and DNS)	admin	Technical Assistant
Firewall (Fortinet)	admin	Mr. Jitendra Kr. Lal
WiFi controller	admin	Technical Assistant IT admin
Web Server	root	IT admin
Lab PCs	administrator	Technical Assistant
Web and external DNS	IT admin	Mr. Jitendra Kr. Lal
ERP	Application login Server login	Mr. Jitendra Kr. Lal

Currently, following are the officials.

- Chairperson IT: Dr. Gagan Varshney
- Google Apps Admin: <mark>Prof. Rakesh Roshan</mark>
- IT Admin: Mr. Raakesh Saxena
- Web coordinator: Prof. Gaurav Kaushik
- Web admin: Prof. Gaurav Kaushik
- Technical Assistants: <mark>Mr. Devesh Prakash Shukla</mark>, Mr. Rinku Sharma, Mr. Ajay Chauhan

The Director can ask for password of any user account.

Creating email IDs in ac.in domain

IMSUC email ID is issued to all the students, office staff, and faculty. For visiting faculty, visiting students, or research associates, email IDs will be provided if they are visiting us for at least a semester. If they prefer, their non-IMSUC email IDs can be added to relevant aliases/groups of IMSUC. Followings are the rules to assign IDs.

- Students: First Name, Last Name, dot program name followed by year of registration. Example: anilkumar.bca2k18@imsuc.ac.in
- Office: First name if available, if not then first name followed by middle name dot last name Example: rakesh.saxena@imsuc.ac.in
- Faculty: According to their choice and availability example: sunilkumar.sharma@imsuc.ac.in

Following are the permissions required for creation of email IDs
- For student ID, the concerned (UG/PG) Chair requests to corresponding Admin
- For staff ID and faculty, the HR Manager requests to corresponding Admin
- The Director can issue a request for any ID to corresponding Admin

Creating firewall and active directory IDs

Same as that of Creating email IDs in ac.in domain.

Managing email, firewall, and active directory IDs

- Resetting of passwords
- The requester has to authenticate himself/herself to the corresponding admin for resetting password of his/her own ID, preferably institute issued ID card.

Deletion of IDs

- For departure from the institute, policy will apply
- For the IDs of the students, who have left the institute prior to completion ofcourse, will be deleted.
- The Director can issue a request for deletion of any ID to corresponding Admin

Suspension of IDs

- For student ID, the concerned (UG/PG) Chairperson or Disciplinary Committee requests suspension to corresponding Admin
- For staff ID, the HR Manager requests suspension to corresponding Admin

  The Director can issue a request for suspension of any ID to corresponding Admin

Creating lists/groups in IMSUC domain

The lists/groups feature of Google Apps is to facilitate sending emails to a group of people efficiently. Following are the guidelines for creating email alias or groups.

A lists/group should represent a logical group that

- Consists of more than five members
- The lists/groups need to be accessed frequently and accessing all the members together is important
- The lists/groups will last for a long time (otherwise the users can create alias using their email id itself)
- The Google Apps Admin will assign an owner(s) to the lists/groups.
- A lists/group should only contain the members of that logical group only and all members of that logical group should be included in the list.
- The owner(s) of each lists/group decides its policy for posting to it, having members from IMSUC domain or outside the domain, and about the post visible to members of the list only/members of the domain. However, the membership of all lists should be visible to all members of IMSUC.
- The Director, Chairpersons, and the IT admin will have posting permission to all the lists/groups
- Lists/groups can be generated for courses that have students enrolled from multiple batches. These lists/groups will be deleted once the course grades are finalized, i.e, two weeks after the start of the next semester. These mailing lists/groups can be generated according to the course numbers, for example bca2k19@imsuc.ac.in

Managing lists/groups in <u>IMSUC</u> domain

When lists/groups are available?
Course lists/groups are available one week before start of classes.

Use of lists/groups

- Student mailing lists should be available only to Director, Chairpersons, IT admin, Course Counselor, Department Coordinator and Google Apps administrator. If anyone else needs to send any important email to the students, they can send their request to the respective above-mentioned person, depending upon the objective of sending the email.
- The staff Manager is the owner of the office mailing list and it is available for posting to the list members and the Director.
- The Director is the owner of the faculty mailing list and it is available for the posting to all the members.
- Department Coordinator is owner of course mailing list and by default the coordinator can post to the mailing list.

What are methods to add or delete members in the list?

- Owner of the list can do this or IT Dept. can also do the same on request from group owner. In case of complaint, Google Apps administrator or IT Department with prior approval from Chairperson - IT can add or delete any particular user from any emailing list by informing group owner only.

  Director can ask for addition and deletion of any group member for any permission to any group or for the entire group itself. In case of such change, the owner of the group will be informed.

  What are methods for requesting use of lists for some purpose?

- If anyone wants to send an email to a mailing list, the person should send a request to the mailing list's owner, who then decides and takes the action accordingly.

Internet usage and privacy Policy
in force will apply.

email monitoring and access log view

Google Apps does not provide passwords of individual accounts to Google App admins. Individual account can be accessed by resetting password of that account. Google Apps maintains a log containing login times and who sent emails to whom. The IT Department may monitor or view the email logs and access individual accounts in case of following circumstances:
- Excessive utilization of email has been detected.
- There is a security breach, which needs to be traced and analyzed.
- Malicious traffic from some IDs has been detected.
- There is a complaint from Law Enforcement Agencies.

In the scenarios 1-3 above, email logs or individual account from Google Apps can be viewed as and when required by IT Department after approval of the IT committee to identify the source or cause of the issue. In scenario 4, email logs or individual account from Google Apps can be viewed by IT Department only on prior approval from Director and IT committee.

Access to email logs and individual account will be available only to Google App admins and will be protected through best practices for email security.

Conducting experiments on IT-resources of the institute

Any experiment or survey should not
- Collect of confidential information, e.g., passwords, credit card number, PAN number, etc.
- Hamper smooth functioning of the IT system, e.g., jamming of WiFi, creating rogue WiFi APs, stealing IP addresses, etc.

Individual email IDs or lists/aliases/groups

- The student must get an approval from the concerned owner of the email ID and the faculty, who is directing the experiment.
- The student must get an approval from the concerned owner of the lists/aliases/groups and the faculty, who is directing the experiment.

Lab PCs

- Use of lab PCs for experiments is discouraged. Server is a better option. In case a server is unavailable, the student must get an approval from the concerned faculty and the IT Chairperson
- The student and the concerned faculty must get an approval of the owner of the server

Firewall data

- Permission of IT Chairperson/admin is required

Network

- To get access to registered MAC addresses of devices connected to the campus network, permission of IT Chairperson/Director is required
- To install any device, that modifies packets, on the wired Ethernet, an approval from the IT Chairperson/ Director is required
- To install a WiFi Access Point, an approval from the IT Chairperson/Director is required
- To use an external IP, faculty will get an approval from the IT Chairperson /Director

Web server to host web applications

- The student must get an approval from the concerned faculty and the IT Chairperson
- If the server is in imsuc.ac.in domain, approval of the Web-Coordinator is also required

The Director can request to hold any web application

Managing of IT-resources of the institute

- Damage and loss of equipment's
- IT admin maintain a log of all the damages, whose costs may be recovered by the institute from responsible students.

Managing file server

- Checking files in the file server Institute has Network unified storage though which file server facility being given. Presently file server space has been allocated to faculty, staff, and students. Any other users may request for file server space by taking necessary approval from concerned faculty or department chairperson.

Using/Reproducing Information:

All requests to use or reproduce any part of this policy should be directed to:

The Director
Institute of Management Studies, Ghaziabad
University Courses Campus