

# GUJARAT AYURVED UNIVERSITY, JAMNAGAR

## IT Policy

- Users are hereby instructed not to modify any hardware of the computer peripherals. If any such activity is found strict disciplinary action will be taken.
- The University has the right to review user accounts and access log of internet in order to analyze the usage and to restrict misuse.
- University-Hospital owned software/data is not allowed for personal/commercial use by any user.
- All computer peripherals used by employees are the property of the University. So all data, e-mail or other files created by using this equipment are also considered as the property of the University.
- Users are restricted to share password with any other person.
- Editing, copying or deleting files which belong to other users without their prior consent is prohibited.
- Unauthorized access of any IT resources is strictly prohibited.
- Users are prohibited to access restricted sites.
- Users are restricted to duplicate any licensed software or related documentation for personal use.
- Users are restricted to provide licensed or copyrighted software to any external parties.
- Users are restricted to install any pirated software in their system.
- Users have to take backups of necessary data on regular basis.
- Users have to turn off the computer and/or peripherals when they are not in use.
- Users should not use screen saver.
- Users are advised to reduce paper usage by sending the data through email rather than circulating the hardcopy.
- Users are encouraged to print documents when it is absolutely necessary.
- Users should power-down CPUs and all peripherals during extended periods of inactivity.
- Users have to use Indic fonts for Gujarati and Hindi.
- Users have to mention filename and path in the page footer on each document.
- Default operating system drive shall not be used for saving the important data.
- User must have to share username and password with their respective departmental heads.