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, email 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 are 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.