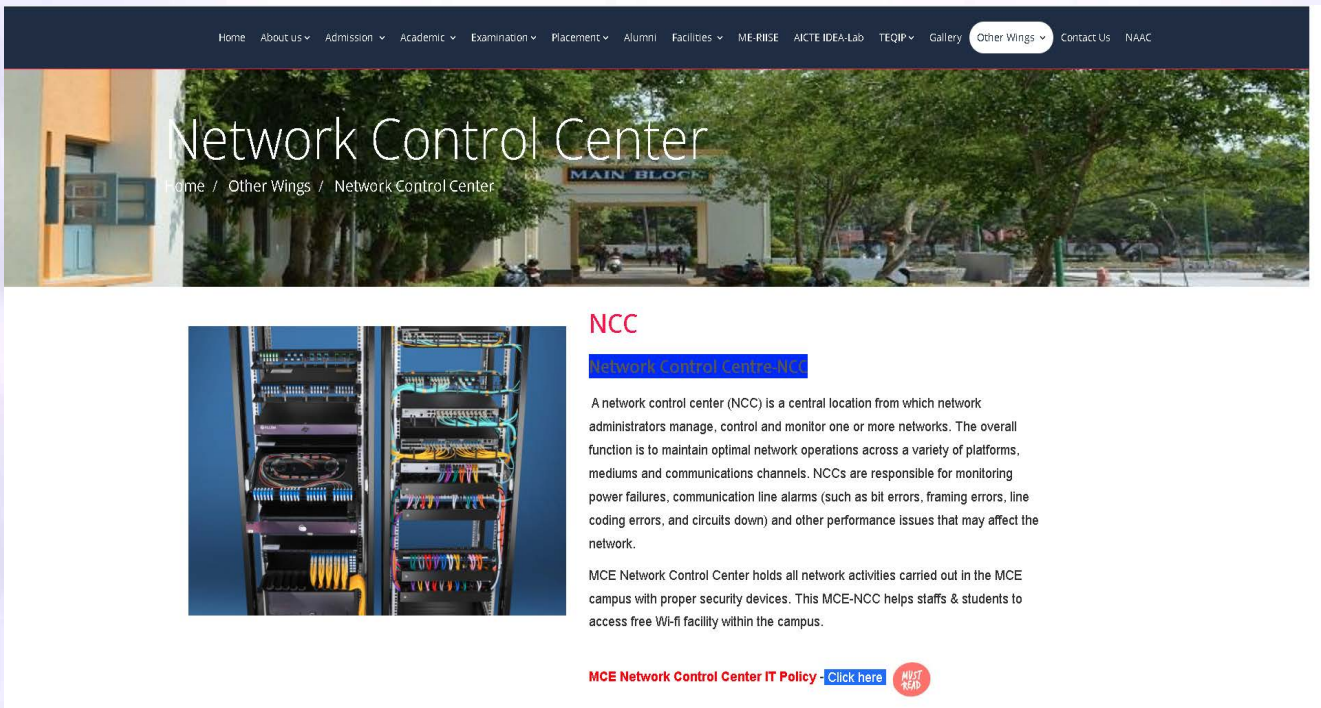
MALNAD COLLEGE OF ENGINEERING
(Autonomous)
(Approved by AICTE, New Delhi and Affiliated to Visvesvaraya Technological University, Belagavi)
Accredited by NAAC and NBA
HASSAN-573 202, Karnataka, India
Email - office@mcehassan.ac.in, https://www.mcehassan.ac.in
Phone-08172-245317



ICT POLICY AND GUIDELINES

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Policy Statement on the Use of Information Technology

Preamble

Malnad College of Engineering (MCE) network control center plays a vital role in network maintenance activities by protecting academic information in all forms. As more information is used and shared in a digital format by students, faculty and staff, both within and outside the institute, an increased effort must be made to protect the information and the technological resources that support it. Increased protection of our information and Information Technology Resources to assure the usability and availability of those resources is the primary purpose of this policy.

This information security policy provides the overall framework within which the security of information will be maintained and promoted across MCE. Specific information security regulations and procedures shall be considered part of this information security policy. It also defines relevant roles and responsibilities that relate to the implementation of this policy.

Scope of IT security

Definition of Security

Security can be defined as" the state of being free from unacceptable risk". The risk concerns the following categories of losses:

- Confidentiality of Information.
- Integrity of data.
- Assets.
- Efficient and Appropriate Use.
- System Availability.

Confidentiality refers to the privacy of personal or corporate information. This includes issues of copyright.
Integrity refers to the accuracy of data. Loss of data integrity may be gross andevident, as when a computer disc fails, or subtle, as when a character in a file is altered.
The assets that must be protected include:

- Computers and Peripheral Equipments.
- Communication Equipments.
- Computing and Communication Premises.
- Supplies and Data Storage Media.
- System Computer Programs and Documentations.
- Application Computer Programs and Documentations.
- Information.

Efficient and Appropriate use ensures that institute's IT resources are used for the purposes for which they were intended, in a manner that does not interfere with the rights of others.

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Availability is concerned with the full functionality of a system (e.g. finance or payroll)and its components.
The potential causes of these losses are termed "threats". These threats may be human or non-human, natural, accidental, or deliberate.
This policy will deal with the following domains of security:

- Computer system security: CPU, Peripherals, OS. This includes data security.
- Physical security: The premises occupied by the IT personnel and equipment.
- Operational security: Environment control, power equipment,operation activities.

IT Security -Reasons

The hardware and software components that constitute the institute's IT assets represent a sizable monetary investment that must be protected. The same is true for the information stored in its IT systems, some of which may have taken huge resources to generate, and some of which can never be reproduced.
The use of institute's IT assets in other than the purpose for which they were intended represents a misallocation of valuable Institute resources, and possibly a danger to its reputation or a violation of the law.
Finally, proper functionality of IT systems is required for the efficient operation of the Institute. Some systems, such as the HRMS, Finance, Student Administration, and Library systems are of paramount importance to the mission of the institute. Other systems (e.g. somebody's PC)are of less importance.

Roles and Responsibilities

- Each member of the Institute will be responsible for meeting ITstandards of behavior.
- IT security of each system will be the responsibility of its custodian.

Custodians.

- MCE-NCC will be custodian of the strategic communications systems.
- Offices and Units will be custodians of strategic applications under theirmanagement control (e.g. Finance, HRMS, Library).
- Department Heads will be custodians of all non-strategic systems under their ownership.
- Individuals will be custodians of desktop systems under their control.

All ordinary users of Institute IT resources:

- Will operate under the "Conditions of Use" provisions o fthe "Standards and Guidelines for All Users of Institute Computing and Network Facilities."
- Must behave under the "Code of Practice" provisions of the "Standards and Guidelines for All Users of Institute Computing and Network Facilities."
- Are responsible for the proper care and use of IT resources under their direct control.

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Standards and Guidelines

These Standards and Guidelines will appear under the following classifications:

- Personal behavior.
- Strategic systems.
    1. Computer.
    2. Communications.
- Desktop (personal) systems.

Changes

Major and minor changes will be made in consultation with Principal with the approval.

Reporting

Any actual or suspected breach in information security must be reported to the Network Administrator in a timely manner, who will take appropriate action and inform the relevant authorities.

Disciplinary Procedure

Failure to comply with this policy, or its subsidiary regulations, may result in disciplinary actions.

Need For ITC Policy

- ICT policy is being documented for fair and transparent academic purpose for use of various IT resources in the Campus for Students, Faculty, Staff, Management, Visiting Guests, and Research Fellowship Members.
- Due to the policy initiative and academic drives, IT resource utilization in the Campus has grown by leaps and bounds during the last decade.

Now, MCE has network connections to every computer system covering all the buildings across the campus and hostels.

MCE-NCC is the department that has been given the responsibility of running the institute's intranet and internet services.

MCE-NCC is running the Firewall security, DNS, Email, Web and Application servers and managing the network of the institute.

With the extensive use of the Internet, network performance outreach in three ways:

- When compared to the speed of Local Area Network (LAN), Internet traffic over the Wide Area Network (WAN) is a potential bottleneck.
- When users are given free access to the Internet, non-critical downloads may clog the traffic, resulting in poor Quality of Service (QoS) and affecting critical users and applications.

When computer systems are networked, viruses that get into the LAN, through Intranet/Internet, spread rapidly to all other computers on the net, exploiting the vulnerabilities of the operating systems. Too many concurrent users, who are on the high-speed LANs trying to access Internet resources through a limited bandwidth, create stress on the Internet bandwidth available.

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Every download adds to the traffic on the Internet. This adds to costs and after apoint, brings down the Quality of Service and Quality of Experience. Reducing Internet traffic is the answer.

Computer viruses attach themselves to files, spread quickly when files are sent to others and are difficult to eradicate. Some can damage the files as well as reformat the hard drive, causing extensive loss to the enterprise. Others simply attach themselves to files and replicate themselves, taking up network space and slowing down the network.

Apart from this, plenty of employee time is lost with a workstation being scanned and cleaning the virus. Emails, unsafe download, file sharing and web surfing account for most of the virus attacks on networks. Once they enter the network, viruses attach themselves to files, replicate quickly and cause untold damage to information on the network. They can slow down or even bring the network to a halt.

Containing a virus once it spreads through the network is not an easy job. Plenty of man-hours and possibly data are lost in making the network safe once more. So, preventing it at the earliest is crucial.

Hence, to secure the network, MCE-NCC has been taking appropriate steps by installing firewalls, access controlling and installing virus checking and content filtering software at the gateway.

However, in the absence of clearly defined ICT policies, it is extremely difficult to convince users about the steps that are being taken for managing the network.

Users tend to feel that such restrictions are unwarranted, unjustified, and infringing the freedom of users.

As IT users are aware, all the educational institutions worldwide have ICT policies implemented in their respective institutions. Without strong management policies, IT security measures will not be effective and not necessarily align with management objectives and desires.

Further, due to the dynamic nature of Information Technology, Information security in general and therefore policies that govern information security process are also dynamic in nature. They need to be reviewed on a regular basis and modified to reflect changes in technology, changing requirements of the IT user community, and operating procedures.

It may be noted that institute ICT policy applies to technology administered by the institute centrally or by the individual departments, to information services provided by the institute administration, or by the individual departments, or by individuals of the institute community, or by authorized resident or non-resident visitors on their own hardware connected to the institute network. This ICT policy also applies to the resources administered by the central administrative departments such as Library, Laboratories, Offices of the institute, hostels and/ or wherever the network facility was provided by the institute.

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Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who may be granted permission to use the Institute's information technology infrastructure, must comply with the guidelines. Certain violations of ICT policy laid down by the institute by any institute member may even result in disciplinary action against the offender by the institute authorities. If the matter involves illegal action, law enforcement agencies may be involved.

Applies To

1. Stake holders on campus or off campus
2. Students: UG, PG, Research
3. Employees (Permanent/ Temporary/Contractual)
4. Faculty
5. Administrative Staff (Non-Technical /Technical)
6. Higher Authorities and Officers
7. Guest

Resources

1. Network Devices wired/wireless.
2. Internet Access
3. Official Websites, web application, Official Email services
4. Data Storage
5. Mobile/Desktop/server computing facility
6. Documentation facility (Printers/Scanners)
7. Multimedia Content

Vision mission Objectives

- **IT Vision:** - To be a globally competitive Engineering Institute destination that will strive to provide the latest Information Technological resources to all the students as a form of providing quality engineering education.
- **IT Mission:** - To place MCE amongst the most preferred Engineering Institutes when it comes to IT investment & Implementations through strategic planning combined with developing a globally competitive and sustainable IT Resource Campus environment, thereby making MCE as one of the most favored IT enabled Institutions.

Policy Objective

The objectives of the ICT policy are as follows:

1. To provide all required IT resources as per the academic programs laid down by AICTE. Also, introduce new IT technologies which will benefit the students and research staff.
2. Create provision for priority up-gradation of the products.
3. Create Provision for Annual Maintenance expenses to ensure maximum uptime of the products.
4. Plan and invest for redundancy at all levels.
5. To ensure that the products are updated and catered 24x7 on the campus or as per the policies laid down by the College Management.
6. Leveraging information technology as a tool for the socio-economic development of the Institute.

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IT Hardware installation Policy

The institute network user community needs to observe certain precautions while getting computers or peripherals installed. so that he/she may face minimum inconvenience due to interruption of services due to hardware failures.

(a) Primary Users

An individual room where a computer is installed and is primarily used by him/her is "primary" user. If a computer has multiple users, none of whom are considered the "primary" user, the department head should arrange and make a person responsible for compliance.

(b) End Users Computer System

Apart from the client PCs used by the users, the institute will consider servers not directly administered by MCE-NCC, as end-user computers. If no primary user can be identified, the department must assume the responsibilities identified for end-users. Computer systems, if any, that are acting as servers which provide services to other users on the Intranet/Internet though registered with the MCE-NCC, are still considered under this policy as "end-users" computers.

(c) Warranty & annual Maintenance Contract

Computers purchased by any Department /Cell should preferably be with a 3-year on- site comprehensive warranty. After the expiry of the warranty, computers would be maintained by MCE-NCC or by external Service Engineers on a call basis. Such maintenance should include OS re-installation and checking virus related problems also.

(d) Power Connection to Computers and Peripherals

All the computers and peripherals should be connected to the electrical point strictly through UPS. The power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthling and have properly laid electrical wiring.

(e) Network cable connection

While connecting the computer to the network, the connecting network cable should be away from any electrical/electronic equipment, as they interfere with network communication. Further, no other electrical/electronic equipment should be shared with the power supply from where the computer and its peripherals are connected.

(f) File and print sharing facility.

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through the network, they should be protected with password and also with read only access

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(g) Maintenance of computer system Provided by the institute.

For all the computers that were purchased by the institute centrally and distributed by the MCE-NCC will attend the complaints related to any maintenance related problems by raising a query through MCE Query Portal.

(h) Noncompliance

MCE faculty, staff, and students not complying with this computer hardware installation policy may leave themselves and others at risk of network related problems which could result in damaged or lost files,inoperable computer resulting in loss of productivity. An individual's non- compliant computer can have significant, adverse effects on other individual, groups, departments, or even whole institute. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

Software Installation and licensing policy

Any computer purchases made by the individual departments/cells should make sure that such computer systems have all licensed software (operating system, antivirus softwaree and necessary application software) installed.

Respecting the anti-piracy laws of the country, Institute ICT policy does not allow any pirated/unauthorized software installation on the institute owned computers and the computers connected to the institute campus network. In case of any such instances, the institute will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

(a) Operating system and its updating

Individual users should make sure that respective computer systems have their OS updated through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by Microsoft for which it provides patches/service packs to fix them.

(b) Antivirus software and its updating

The computer systems used in the institute should have anti-virus software installed, and it should always be active. Windows defender is used for system level security. The primary user of a computer system is responsible for keeping the computer system compliant with virus protection policy. Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

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(c) Backups and Data

Individual users should perform regular backups of their vital data. Virus infections often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible. Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into many volumes typically CD and so on. OS and other software should be on C drive and user's data files on the other drives (e.g., D, E). In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume will protect the data from losses. However, it is not a fullproof solution. Apart from this, users should keep their valuable data on CD / DVD or other storage devices such as pen drives, external hard drives.

(d) Noncompliance

MCE faculty, staff, and students not complying with this computer security policy leave themselves and others at risk of virus infections which could result in damaged or lost files, inoperable computer resulting in loss of productivity, risk of spread of infection, others confidential data being revealed to unauthorized persons.

An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole institute. Hence it is critical to bring all computers into compliance as soon as they are recognized.

(e) MCE-NCC Interface

MCE-NCC, upon finding a non-compliant computer, will notify the individual responsible for the system and ask that it be brought into compliance. Such notification will be done via email/phone. The individual users will follow up the notification to be certain that his/her computer gains necessary compliance. The MCE-NCC will provide guidance as needed for the individual to gain compliance.

Network (internet and intranet) policy

Network connectivity provided through an authenticated network access connection or Wi- Fi is governed under the Institute ICT policy. The MCE-NCC is responsible for the ongoing maintenance and support of the Network, exclusive of local applications. Problems within the Institute's network should be reported to MCE-NCC

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(a) IP Address Allocation

Any computer (PC/Server) that will be connected to the institute network should have an IP address assigned by the MCE-NCC. Departments should follow a systematic approach, the range of IP addresses that will be allocated to each building/ VLAN as decided. So, any computer connected to the network from that building will be allocated IP address only based on the VLAN . An IP address allocated for a particular computer system should not be used on any other computer even if that other computer belongs to the same individual and will be connected to the same port. IP addresses are given to the computers but not to the ports.

(b) Running network services on the server

Individual departments/individuals connecting to the institute network over the LAN may run server software, e.g., HTTP/Web server, SMTP server, FTP server, only after bringing it to the knowledge of the MCE- NCC in writing and after meeting the requirements of the institute ICT policy for running such services. Non- compliance with this policy is a direct violation of the institute ICT policy and will result in termination of their connection to the Network. MCE-NCC takes no responsibility for the content of machines connected to the Network, regardless of those machines being Institute or personal property. MCE-NCC will be constrained to disconnect client machines where potentially damaging software is found to exist. A client machine may also be disconnected if the client's activity adversely affects the Network's performance. Institute network and computer resources are not to be used for personal/ Commercial purposes.

(c) Wireless local area connections

This policy applies, in its entire department, or hostel wireless local area networks. In addition to the requirements of this policy, departments, or hostels must register each wireless access point with MCE-NCC include Point of Contact information.

Departments or hostels must not operate wireless local area networks with unrestricted access. Network access must be restricted either via authentication or MAC/IP address restrictions. Passwords and data must be encrypted. If an individual department wants to have inter-building wireless network, prior to installation of such network, it should obtain permission from the institute authorities .

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E-mail account use policy

To increase the efficient distribution of critical information to all faculties, staff and students, and the Institute's administrators, it is recommended to utilize Google Apps for Education, the institute's e-mail services in association with Google G-suit, for any communication related to academic and/or other official purposes . Students are given mail id through office 365.

Email for formal communications will facilitate the delivery of messages and documents to campus and extended communities or to distinct user groups and individuals. Formal Institute communications are official notices from the Institute to faculty, staff and students. These communications may include administrative content, such as human resources information, policy messages, general Institute messages, official announcements, etc. To receive these notices, it is essential that the e-mail address be kept active by using it regularly. Staff and faculty may use the email facility by logging on to id@mcehassan.ac.in with their User ID and password as they login to their gmail. A new E-mail id in the college domain (mcehassan.ac.in) and password will be provided to the staff with request, within 48 hours from the date of joining the institution. While collecting usernames and passwords, the staff must present suitable personal identification.

The email IDs of persons leaving the Institute or no longer requiring access will be disabled. All files will be referred to Network Administrator. Users may be aware that by using the email facility, the users are agreeing to abide by the following policies:

- The facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Using the facility for illegal/commercial purposes is a direct violation of the institute's ICT policy and may entail with drawl of the facility. The illegal use includes, but is not limited to, the unlicensed and illegal copying or distribution of software, and the sending of unsolicited bulk e-mail messages. And generation of threatening, harassing, abusive, obscene, or fraudulent messages/images.
- Users should not open any mail or attachment that is from an unknown and suspicious source. Even if it is from a known source, and if it contains any attachment that is of suspicious nature or looks dubious, user should get confirmation from the sender about its authenticity before opening it. This is very much essential from the point of security of the user's computer as such messages may contain viruses that have the potential to damage the valuable information on your computer.
- User should not share his/her email account with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.

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- While using the computers that are shared by other users as well, any emailaccount that was accidentally left open by another user, should be promptlyclosed without peeping into its contents, by the user who has occupied that computer for its use.
- Impersonating email accounts of others will be taken as a serious offence under the institute ICT policy.
- It is ultimately everyone's responsibility to keep their e-mail accountfree from violations of institute's email usage policy.

The above laid down policies are broadly applicable even to the email services that are provided by other sources such as Hotmail.com,Yahoo.com etc., as long as they are being used from the institute's campus network, or by using the resources provided by the institute to the individual for official use even from outside.

Website Hosting Policy

a) Official Pages

Departments, Cells, central facilities may have pages on MCE's official Web Site. As on date, the MCE-NCC is responsible for maintaining the official web siteof the institute viz., https://www.mcehassan.ac.in/index.php

b) Personal Page

It is recognized that each individual faculty will have individual requirements for his/her pages. Hence, faculty may have their personal pages linked to official web site of the institute by sending a written request or mail to MCE-NCC giving the details of the hyperlink of the URL that he/she wants to be added in the officialweb site of the institute. However, illegal, or improper usage will result in termination of the hyperlink.

The contents of personal pages must not violate any applicable export laws and regulations, must not constitute a copyright or trademark infringement, must not be used for commercial purposes, must not be used for political lobbying, and must not otherwise violate any local, state, or central government laws. Personal pages also will not include the hosting of pages for other individuals or groups. Personal pages should explicitly mention that views expressed by him/her in their pages are exclusively their own and not that of the institute.

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Hostels Wi-Fi Use Policy

- Usage of Wireless infrastructure in hostels is to enhance the accessibility of internet for academic purposes and to browse exclusive onlinee resource (licensed online journals) of the MCE for student's/faculty members and staffs.
- Availability of the signal will vary from place to place. The signal strength also may vary from location to location. It is not mandatory that each area in each floor of every block will have the same kind of signal strength, coverage, and throughput.
- Access to Wireless internet is only an extended service and neither students nor anyone who is residing in the hostels can demand the service. Availability of wireless services solely depends on the discretion of the MCE, and it has rights to stop/interrupt the services at any given point of time, if required for any technical purpose.
- The access points provided in hostels are the property of MCE and any damage or loss of the equipment will be considered as a serious breach of MCE's code of conduct and disciplinary action will be initiated on the student/s who are found guilty of the loss or damage of the Wireless Infrastructure or the corresponding equipment in the hostel's buildings. In the incident of any lossor damage to the wireless infrastructure, MCE will assess the damage and the same will be recovered from all the students who are residing in that floor/building/hostel.

Responsibilities of MCE-NCC

(a) Maintenance of computer peripherals

MCE-NCC is responsible for maintenance of institute owned computer systems and peripherals that are under warranty or out of the warranty.

(b) Receiving complaints

MCE-NCC may Receive complaints from the users if any of the computer systems or peripherals that are under maintenance through them is having any problems.

MCE-NCC may Receive complaints from department/users, if any ofthe network's related problems are noticed by them such complaints should be made by email/phone/ MCE online query system.

(c) MCE-NCC may receive complaints from the users if any of the users is not able to access network due to a network related problem at the user end. Such complaints may be generally made through phone call/MCE online query system.

The designated person in MCE-NCC Receives complaints from the users and coordinates with the user/service engineers of the network hardware or with internal technical team to resolve the problem within a reasonable time limit.

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(c) Scope of service

MCE-NCC will be responsible for solving the hardware related problems or OS or any other application software that were legally purchased by the institute and was loaded by the company as well as network related problems or services related to the network.

(d) Installation of unauthorized software

MCE-NCC or its service engineers should not encourage installing any unauthorized software on the computer systems of the users. They should strictly refrain from obliging such requests.

(e) Physical demarcation of campus buildings network

- Physical connectivity of campus buildings already connected to the campus network backbone is the responsibility of MCE-NCC.
- Physical demarcation of newly constructed buildings to the "backbone" is the responsibility of MCE-NCC. It essentially means exactly at which location the fiber optic-based backbone terminates in the buildings will be decided by the MCE-NCC. The way the building is to be connected to the campus network backbone (whether the type of connectivity should be of fiber optic, wireless or any other media) is also the responsibility of MCE-NCC.
- MCE-NCC will consult with the client(s) to ensure that end-user requirements are being met while protecting the integrity of the campus network backbone.
- It is not the policy of the Institute to actively monitor Internet activity onthe network, it is sometimes necessary to examine such activity when aproblem has occurred or when optimizing traffic on the Institute's.

(f) Network expansion

Major network expansion is also the responsibility of MCE-NCC. Every 3 to 5 years, MCE-NCC reviews the existing networking facilities, and need for possible expansion.

(g) Wireless local area network

- Where access through Fiber Optic/UTP cables is not feasible, in such locations MCE-NCC considers providing network connection through wireless connectivity.
- MCE-NCC is authorized to consider the applications of Departments, divisions for the use of radio spectrum from MCE-NCC prior to implementation of wireless local area networks.
- MCE-NCC is authorized to restrict network access to the Cells, departments, or hostels through wireless local area networks via authentication or MAC/IP address restrictions.

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(h) Global Naming and Ip addressing.

MCE-NCC is responsible for providing a consistent forum for the allocation of campus network services such as IP addressing and domain name services. MCE-NCC monitors the network to ensure that such services are used properly.

(i) Providing net access to Id and email account

MCE-NCC provides Net Access IDs and email accounts to the individual users to enable them to use the campus-wide network and email facilities provided by the institute upon receiving the requests from the individuals on prescribed proforma.

Responsibilities of department

a. User Account

Any Centre, department, or cell or other entity can connect to the Institute network using a legitimate user account for the purposes of verification of affiliation with theinstitute. The user account will be provided by MCE-NCC, upon filling up the prescribed application form and submitting it to MCE-NCC.

Once a user account is allocated for accessing the institute's computer systems, network, mail and web services and other technological facilities, that account holder is personally responsible and accountable to the institute for all the actions performed using that user account. Hence, users are advised to take reasonable measures such as using complex passwords, not sharing the passwords with others, not writing down the password at a place which is accessible to others, changing the passwords frequently and keeping separate passwords for Net Access and for email account ID to prevent un-authorized use of their user account by others. It is the duty of the user to know the ICT policy of the institute and follow the guidelines to make proper use of the institute's technology and information resources.

b. Security

In connection to the network backbone, the department agrees to abide by this Network Usage Policy under the Institute IT Security Policy. Any network security incidents are resolved by coordination with a Point of Contact (POC) in the originating department. If a POC is not available to contact, the security incident is resolved by disconnecting the offending computer from the network till the compliance is met by the user/POC.

c. Preservation of network equipment and accessories

Routers, Switches, Fiber optic cabling, UTP cabling, connecting inlets to the network, Racks, that are installed at different locations by the institute are the property of the institute and are maintained by MCE-NCC and respective departments. Tampering of these items by the department or individual user comes under violation of ICT policy.

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d. Addition to existing network

Any addition to the existing network done by department or individual user should strictly adhere to the institute network policy and with prior permission from the competent authority and information to MCE-NCC. Institute Network policy requires following procedures to be followed for any network expansions:

- All the internal network cabling should be as on date of CAT6UTP.
- UTP cabling should follow structured cabling standards. No loose and dangling UTP cables are drawn to connect to the network.
- UTP cables should be properly terminated at both ends following the structured cabling standards.
- Only managed switches should be used. Such management module should be web enabled. Managed switches give the facility of managing them through the web so that MCE-NCC can monitor the health of these switches from their location. However, the hardware maintenance of so expended network segment will be solely the responsibility of the department/individual member. In case of any network problem created by any computer in such network, if the offending computer system is not locatable since it is behind an unmanaged hub/switch, the network connection to that hub/switch will be disconnected, till compliance is met by the user/department.

Responsibilities of administrative department

MCE-NCC needs latest information from the different Administrative Department for providing network and other IT facilities to the new members of the institute and for withdrawal of these fac ilities from those who are leaving the institute, and for keeping the MCE web site up to date in respect of its contents. The information that is required could be broadly of the following nature:

- Information about New Appointments.
- Information about Termination of Services.
- Information on New Enrolments.
- Information on Expiry of Studentship/Removal of Names from the Rolls.
- Information on Important Events/Achievements.
- Information on different Rules, Procedures, and Facilitie.

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d) Web Application filter

Application	Management	Staff	Student	Guest
Wireless access	2 concurrent sessions / user			
Sites Blocked	Porn, torrents, Proxy & Hacking, Gambling, Marijuana, Criminal Activity			
YouTube	Allow	Allow	Time based	Allow
YouTube Educational	Allowed			
What's App	Allow	Allow	Time based	Allow
Facebook	Allow	Allow	Time based	Allow
Skype or Video calling	Allow	Allow	Time based	Allow
Entertainment	Allow	Time based	Time based	Allow
TV news Channel	Allow	Allow	Time based	Allow
Online Games	Deny	Deny	Deny	Deny
Windows Update	Allow	Allow	Allow	Allow

Firewall/Security

Dell Sonic wall NSA5600 is a licenced one and it will provide high level security byfiltering malicious traffic with content filtering. Default Block Category in Firewall

- Weapon
- Phishing and fraud
- Militancy and Extremist
- Gambling
- Pro-Suicide and self-Harm
- Criminal Activity
- Marijuana
- Intellectual Piracy
- Hunting and Fishing
- Legal highs
- Controlled substances
- Anonymizers
- Sexually Explicit
- Nudity

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Screen shot from DELL Sonic Firewall with allowed and forbidden list

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Submitted – Staff (Teaching)

Date:

Request for New E-mail Account of college domain

Name	
Designation	
Department	
Mobile Number	
E-mail Id [Personal email-id]	
AICTE ID or Biometric ID	
Status	Permanent Faculty/ Guest Faculty
I will use the facility for legal and ethical purposes only. I will be responsible for any activity done using this email account. I will abide by all the rules pertaining to the facility given. Signature of Employee	
Signature of the HOD with Seal	Signature of the Principal with Seal
For Office Use	
Created email-id	@mcehassan.ac.in
Account created on:	Signature of the Network Administrator

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Submitted – Staff (Non Teaching)

Date:

Request for New E-mail Account of college domain

Name	
Designation	
Department	
Mobile Number	
E-mail Id [Personal email-id]	
Biometric ID	
Status	Permanent / Contract
I will use the facility for legal and ethical purposes only. I will be responsible for any activity done using this email account. I will abide by all the rules pertaining to the facility given. Signature of Employee	
Signature of the HOD with Seal	Signature of the Principal with Seal
For Office Use	
Created email-id	@mcehassan.ac.in
Account created on:	Signature of the Network Administrator

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Submitted - Staff

Date:

Request for Internet Wireless Access Account/ Change of Password

Name	
Designation	
Department	
Mobile Number	
E-mail Id	
Status	Permanent Faculty/ Guest Faculty
Device	Laptop/ Mobile Phone/ Tablet/
MAC-ID	
Type of request	Registration/ Change of Password
Password desired (Min. 6 alphanumeric characters)	
I will use the facility for legal and ethical purposes only. I will be responsible for any activity done using this device. I will abide by all the rules pertaining to the Internet Access. Signature of Staff Member	
Signature of the HOD with Seal	Signature of the Principal with Seal
For Office Use	
Login Name	
Account created on:	Signature of the Network Administrator

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Internet Wireless Access Registration Form - Students

Date: / /

Name	
USN	
Branch	
Mobile Number	
E-mail-ID	
Password desired (Min. 6 alphanumeric characters)	
MAC ID	
I will use the facility for legal and ethical purposes only. I will be responsible for any activity done using this device. I will abide by all the rules pertaining to the Internet Access. Signature of the Student	
Certified that the student is on rolls.	
Signature of HOD	Signature of Dean SW
For Office Use	
Account created on with date:	Signature of the Network Administrator

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