



ZEAL
INSTITUTES

www.zealeducation.com
NARHE | PUNE | INDIA



JUNIOR COLLEGE | ITI | POLYTECHNIC | ENGINEERING | MBA | MCA | Ph.D

POLICY DOCUMENT

INFORMATION TECHNOLOGY (IT) POLICY

Zeal Education Society's

ZEAL POLYTECHNIC, PUNE

An ISO 21001:2018 Certified Institute.

Approved by AICTE, New Delhi, Recognized by DTE, Mumbai (Govt. of Maharashtra),

Affiliated to MSBTE Mumbai, MSBTE Code: 0988, DTE Code : D-6435



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POLICY DOCUMENT

IT POLICY AND SECURITY POLICY

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Record No. :	Revision:	Date:
<p>This is to state that the following expert team has formed, reviewed and recommended the IT Policy for Zeal Polytechnic, Narhe, Pune.</p> <p>The Policy is published and implemented after approval from Governing Body (GB).</p>		
Member 1	Member 2	Chairman



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ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



Institute Vision:

To become a premier institute in technical education by imparting vibrant knowledge and skill based quality education with ethical values to cater the industrial and societal needs.

Institute Mission:

M1: To provide comprehensive technical education through academic excellence.

M2: To give industrial exposure to the students by industry- institute interaction.

M3: To inculcate Technical competence, spirit of inquiry, teamwork and entrepreneurship.

M4: To enhance ethical, societal, industrial concerns and lifelong learning skills.

Common Computing Facility

1. Overview

The Zeal Institute provides computers and internet access to support the mission of the institute and to enhance the curriculum and learning opportunities for students and staffs.

Access to the internet will be provided to faculties, staffs, and students to support academic activities and only on and as needed.

2. Purpose and Scope of Document

The purpose of this policy is to define the appropriate uses of the internet by the students, faculties, staffs of the Zeal Institute.

This policy is applicable to all internet users (Faculty, Technical staff, Administrative staffs, Contract/Temporary staffs, Students, Research scholars and Guests) who access the internet facility provided by Zeal Institute through wired or Wi-Fi networking.

Any users who violate this policy and/or rules governing use of the computers will be subject to disciplinary action, up to and including discharge. Illegal uses of the computers will also result in referral to law enforcement authorities.



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ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



3. Procedure to provide Internet

At the time of entering in the institute (Student: While getting admission and Staffs: While Joining the institute) authority provided the ZPRN number (Which is unique for a user) and password associated with ZPRN (Which can be changed later). The User is solemnly responsible for the activities associated with their ZPRN number.

We restrict our users with specific websites, if anyone wants to access something extra (which must be academic related or educational purpose), then user have to write an application (mentioning requirements) duly signed by Principal/Director. After getting approval from the higher authorities we provide internet access as per requirement.

- **Users Category**

Zeal Institute creates categories for internet users in firewall and provides different access level accordingly(Wired/Wi-Fi).

- i. **Open Group:** The user comes under this category can access all web sites, live streaming, have unlimited downloading permission.
- ii. **VVIP Group:** The user comes under this category can access all web sites, live streaming but limited downloading permission.
- iii. **VIP Group:** The user comes under this category can access all websites, live streaming (Limited upto specific web sites). No download permission.
- iv. **Staff:** The user comes under this category can access web sites related to their use. (Educational, Research etc.) with unlimited browsing.
- v. **Student:** The user comes under this category can access web sites related to their use. (Educational, Research etc.) with limited browsing (500MB per day)



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



vi. Guest: We are adding the users in this category as per request; they can access web sites as per requirement.

- **Removal of Access**

Internet access will be discontinued upon completion of study of student, completion of contract, transfer of faculty/staff, or any disciplinary action arising from violation of this policy.

4 Usage Policy

4.1 General Guidelines

- Internet users of Zeal Institute shall with applicable National/State/Cyber laws, rules and policies of Zeal Institute.
- Staff member access to the institute computers, networks and internet services is provided for administrative, educational, communication and research purposes consistent with the institute educational mission, curriculum and instructional goals.
- Staff members are to utilize the computers, Internet services for institute-related purposes and performance of job duties.
- Incidental personal use of computers is permitted as long as such use does not interfere with the staff member's job duties and performance, with system operations or other system users. ("Incidental personal use" is defined as use by an individual staff member for occasional personal communications.)
- Users using (Organization's) accounts are acting as representatives of (Organization). As such, staff members



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ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



should act accordingly to avoid damaging the reputation of the organization.

- Users will also responsible or any activity originating from their account.
- Files that are downloaded from the internet must be scanned with virus detection software before installing or execution. All appropriate precautions should be taken to detect for a virus and, if necessary, to prevent its spread.

4.2 Prohibited Use

The Staff member is responsible for his/her actions and activities involving computers, networks and internet services and for his/her computer files, passwords and accounts.

General examples of unacceptable uses which are expressly prohibited include but are not limited to, the following:

- Any use that is illegal or in violation of other policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc.
- Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive.
- Any inappropriate communications with students or minors;
- Any use for private financial gain, or commercial, advertising or solicitation purposes.
- No staff member shall knowingly provide institute e-mail addresses to outside parties whose intent is to communication with institute employees, students and/or families for non-academic purposes. Employees who are uncertain as to whether particular activities are acceptable should seek further guidance from the respective principal or other appropriate administrator.



ZEAL EDUCATION SOCIETY'S
ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- Downloading or loading software or applications without permission from the system administrator. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties.
- Any malicious use or disruption of the computers, networks and internet services or breach of security features.
- Any misuse or damage to the computer equipment.
- Any attempt to access unauthorized sites.
- Failing to report a known breach of computer security to the system administrator.

5 Disclaimer

- Zeal Institute reserves the right, without notice, to limit or restrict individual's use and to inspect, copy, remove or otherwise alter any data.
- Zeal Institute also reserves the right periodically to examine any system and other usage and account activity history as necessary to protect its computing facilities.
- Zeal Institute reserves the right to amend these policies at any time without prior notice and to take necessary action to comply with applicable laws.

6 Wi-Fi Policy

- Zeal Institute Wi-Fi ('ZEAL-WIFI') is available in the whole campus and hostel.
- Wi-Fi will not be available at hostels during class hours.
- The access to college Wi-Fi restricted and Controlled by Firewall.
- User can access the Internet with their ZPRN

7 Data Backup & Storage Policy



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ZEAL POLYTECHNIC, PUNE
NARHE | PUNE -41 | INDIA



- Zeal Institute has 72 TB NAS Storage Device (Out of 72 TB, 14 TB for RAID and Remaining 56 TB Space Usable).
- The Hard disk of NAS should be in the RAID mode.
- NAS Data Storage Installed at Server room (G-BLDG).
- NAS Data Storage Secured with user based Policy.
- It is advised that employees to save your data D,E or F Drive and keep important official data in external storage device, which is already provided by organization on daily basis.

8 Antivirus Software

- i. Approved licensed Seqrite Antivirus software is installed on all PCs owned by the organization.
- ii. Employees are expected to make sure their antivirus is updated regularly. The IT staff should be informed if the Antivirus expires.
- iii. Any external storage device like pen drive or hard disk connected to the PC needs to be completely scanned by the antivirus software before opening it and copying files to/from the device.