4.3.2 - Institution has an IT policy, makes appropriate budgetary provision and updates its IT facilities including Wi-Fi facility

The University has latest IT Infrastructure to support teaching-learning, research, administration and support processes. The proposed budget is prepared every year after collecting the requirements from the respective departments and is submitted to the finance committee for approval. As per the approval the IT infrastructure is procured and updated.

- **IT Policy Implementation:** The ICFAI University Tripura has implemented a robust IT policy to effectively manage and utilize its technological resources. This policy governs the acquisition, management, and utilization of IT facilities, including the Wi-Fi infrastructure, ensuring a cohesive and strategic approach to technology integration. It prioritizes the time-based needs of students, teachers, and administration, ensuring that technological resources are utilized efficiently to meet the demands of all stakeholders. The policy outlines guidelines and procedures to ensure the effective governance of IT resources, promoting a seamless and productive technological environment within the university campus.
- **Budgetary Allocation:** A significant portion of the university's budget is allocated to support IT facilities, including Wi-Fi infrastructure. With a focus on promoting academic and research facilities, the university prioritizes investment in infrastructure development. Major portion of the funds are dedicated to updating and maintaining IT facilities each year. This commitment to investment ensures that the university's technological resources remain up-to-date and well-maintained, supporting a conducive environment for teaching, learning, and research activities.
- **Regular Updates and Maintenance:** The university's IT department ensures optimal performance of IT infrastructure through regular updates and maintenance. Periodic updates are conducted to keep software and equipment up-to-date, enhancing functionality and security across the campus. The dedicated IT team manages campus-wide IT operations, overseeing software updates, hardware maintenance, and system upgrades to ensure smooth functioning of technological resources. By staying proactive in updates and maintenance, the university safeguards against vulnerabilities and ensures the reliability and efficiency of its IT systems for the benefit of students, faculty, and staff.
- **Wi-Fi Facility Enhancement:** Efforts are continuously underway to enhance Wi-Fi facilities on campus, ensuring expanded coverage and increased bandwidth to meet the growing

The ICFAI University TRIPURA

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).

demands of users. The campus benefits from JIO Wi-Fi coverage, supplemented by BSNL's Free Wi-Fi service tailored specifically for students. These combined efforts provide students, faculty, and staff with reliable and high-speed internet access throughout the campus premises. By continuously improving Wi-Fi facilities, the university aims to support seamless connectivity and facilitate academic and research activities effectively.

- **Adherence to IT Standards:** The University adheres to industry best practices for IT management, ensuring compliance with security and privacy regulations. It maintains high standards of quality management, as evidenced by its ISO 9001:2015 certification. This certification signifies the university's commitment to maintaining robust IT systems and processes that meet international standards for quality, security, and efficiency. By following these standards, the university ensures the reliability, security, and effectiveness of its IT infrastructure, providing a secure and efficient environment for students, faculty, and staff to utilize technological resources for academic and administrative purposes.
- **ERP Server:** The ERP server at IUT (ICFAI University Tripura) facilitates office automation systems, providing quick access to information for students, faculty members, and administrative staff. This comprehensive system offers details on lectures, course content, attendance records, assignment submissions, examination schedules, and assessment criteria. By centralizing this information on a single platform, the ERP server streamlines administrative processes and enhances communication among stakeholders. Students benefit from easy access to academic resources and important announcements, while faculty members can efficiently manage course materials and track student progress. Administrative staff can use the ERP system to automate tasks, generate reports, and ensure smooth operation of various university functions. Overall, the ERP server plays a vital role in supporting the academic and administrative activities at IUT.
- **Online Payment Gateway:**The online payment gateway of IUT is dedicated to protecting users' personal information during online transactions. While visitors have the option to browse anonymously, certain data may be collected for statistical analysis to improve site content. Personal information is utilized solely for specific purposes, and users are provided with the choice to opt-out. The gateway enforces stringent measures to ensure the accuracy of information and prevent unauthorized access.

- **CCTV Camera**: CCTV cameras have been strategically installed at key locations across the University campus to enhance safety and security measures.
- **Libsys Cloud Software:**The Libsys Cloud Software is an integral part of the campus infrastructure, facilitating efficient library management and operations.
- **E-Content:** A structured framework has been established to develop e-content and standardize lecture practices for engaging students in online teaching-learning sessions.
- **LMS Moodle** :The ICFAI University Tripura utilizes Moodle as its Institutional Learning Management System (LMS), enabling a blended learning approach that merges face-to-face and online learning. This initiative caters to the needs of modern learners by offering a technologically advanced and pedagogically sound model. Through Moodle, the university endeavors to enhance students' learning experiences and attain their educational objectives efficiently. Faculty members can craft interactive courses, develop diverse resources, and engage students in collaborative learning activities aligned with learning goals. Moodle ensures a secure and cohesive system, empowering educators, administrators, and learners to create personalized learning environments.
- **User Support and Training:** The University provides comprehensive user support and training programs to empower faculty, staff, and students to effectively utilize IT resources, including the Wi-Fi network. These initiatives aim to enhance digital literacy and maximize the educational benefits derived from technology integration.

Overall, these initiatives demonstrate the university's commitment to providing a conducive technological environment for academic and administrative activities while ensuring security, efficiency, and continuous improvement.

The ICFAI University, Tripura

Established under section 4(2) of the Institute of Chartered Financial Analysts of India University, Tripura Act. 2004
Campus Address : Kamalghat (Near Agartala), PIN - 799210, Tel : 0381-2865752/62, Fax : 0381-2865754
Website : www.iutripura.edu.in, Email : registrar@iutripura.edu.in

Title: e-governance Policy of the ICFAI University Tripura

Implementation: w.e.f:01/08/2018

Introduction: Instant digital age where there is need to enhance effective scope for constant improvement in the higher education sector. In order to keep up with technology universities are using ICT for good governance. It directs the application of Information Technology in the governing processes for making governance of the university easy, accountable and transparent. This practice also simplifies the work of managing all the tasks of the university right from admission process to disbursing of mark sheets.

Objectives for E-Governance: Information Technology is an effective tool in helping the governance of a university efficiently. The ICFAI University Tripura is investing in various software's and identified vendors to manage the entire system effectively integrating the management and development of the entire process. The University has already implemented ERP for student management, Tally/ Focus for Accounting management and Libsys for library management.

For better functioning of the University, we have implemented E-Governance in Planning and Development of the University.
For overall efficient functioning of the University Administration
Maintaining transparency and accountability
To achieve paperless administration thus saving trees
To make Inter Department and Intra Department Communication easy
Facilitate online services to the students
Help parents to get access of information of their wards online

Modules of e-governance: The University has already implemented e- governance for Admission, Attendance Management, Finance & Accounting, Online-fee payment, online classes, LMS and Study material, Alumni, IQAC, Feedback, Library, Exam, Result, Mentor Mentee HR management etc. Through ERP, Tally/ Focus and Libsys. The University has the practice of using communications through E-mail, Facebook, whatsapp, Google form etc. for many purposes.

Team Managing Modules: The University has its own active e-governance management team and outsourcing agencies for maintaining good e-governance.

The ICFAI University TRIPURA

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West)

Pro-Vice Chancellor,
ICFAI University, Tripura
Kamalghat, West Tripura.

Future Plans: The University has implemented all necessary modules for good and efficient governance.

- The University plans to conduct more number of Value Added Programs online.
- We also plan to encourage our students to enroll into online certificate programs through ERP Software.
- Plan to organize more Preparatory Exams/ Internal assessment tests/ assignments online.
- All the Faculty members to pass on study material through ERP Software/ e-mails/ WhatsApp.

Concluding Remarks: With the usage of e-governance in education there are many benefits to stake holders of the University. Both the teaching Faculty and the students are able to share the resources for effective teaching learning process. This facilitates better access to information, promotes collaborative learning and innovative methods of teaching learning and also helps in organizational growth. Mostly the students will be more beneficial. By implementing e-governance, all employees, students and stake holders get efficient, transparent and fast service without human intervention.

The ICFAI University TRIPURA

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).

Pro-Vice Chancellor,
ICFAI University, Tripura
Kamalghat, West Tripura.

The ICFAI University TRIPURA

The ICFAI University, Tripura

(Established under section 4(2) of the Institute of Chartered Financial Analysts of India University, Tripura Act 2004)
Kamalghat (PO), Mohanpur, Tripura West – 799210, Email: registrar@iutripura.edu.in
Tel: 0381 – 2865752/55, Fax : 0381 – 2865754, Website: www.iutripura.edu.in

Ref:IUT/Policy/2018-19

Date: 01/08/2018

Title of the Policy: IT policy of the ICFAI University Tripura

Introduction: The ICFAI University Tripura recognizes the vital role of Information Technology in the University's missions and related administrative activities as well as its importance in an academic domain of preserving information in digital forms. The University provides its faculty, staff and students a network eco system to facilitate the missions of the University, which includes instruction, research, service and administration. University has recently extended its network to all buildings including hostels to provide wired and wireless access to Internet.

The University framed its IT Policy first time in year 2004 describing its values for using its computing facilities including computer hardware, software, e-mail, intranet and Internet access collectively known as "Information Technology (IT) facilities". The IT Policy extends this domain by including how effectively the existing IT infrastructure should be used to provide various services to its users. It also describes future road map for providing services and up gradation of IT infrastructure. In addition to all points from previous policy document, this document covers about various enhanced services planned for its users. These services include implementing University ERP system and establish data resource center for its e-Governance goals, create test bed facilities for experimental research in areas like wireless sensor networks, multimedia networks and security, and pervasive computing. High performance computing facilities for research activities.

Objectives: The University e-Governance services are also made available through University web portal & ERP. These services are online admissions, results, registrations, various forms and fess submission. All these services are user and student centric. The uncontrolled and free web access gives rise to activities that obstruct the network speed and uniform access to all users. IT Centre of the University has taken utmost care in protecting network from attacks and vulnerabilities. Firewall and content filtering software and hardware based UTM system already been deployed in the network along with powerful enterprise level antivirus solution.

Clearly defined IT policies are strongly needed to convince users about the steps that are taken for managing the network. Policies and guidelines form the foundation of the University's IT security program and often required to mention at the time of IT audit or any litigation against University.

The ICFAI University TRIPURA

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).

Pro-Vice Chancellor,
ICFAI University, Tripura
Kamalghat, West Tripura.

In view of above, the ICFAI University Tripura has proposes its IT Policy, that will also work as course of action for using University's computing facilities including computer hardware, software, email, intranet and internet access, Firewall collectively called as "Information Technology (IT) facilities". The University IT policy shall articulate University's values, principles, strategies and positions relative to a broad IT topic.

Further, it will set direction and provide information about acceptable actions and prohibited actions.

To Whom it applicable: University IT Policy applies to all University Teaching Departments, Centers, Libraries, Hostels and computer centers wherever the network facility is provided by the University. Computers owned by the individuals, or those owned by research projects of the faculty, when connected to campus network are subjected to comply all steps mentioned guidelines. Further, all the faculty, students, staff, departments, authorized visitors/visiting faculty and others who will be granted permission to use the University's information technology infrastructure, must comply with the Guidelines. Violations of any guideline by any university member will result in disciplinary action against the offender by the university authorities. If the matter involves illegal action, the case may be referred to appropriate law enforcement agency.

The revised IT policy is classified into following groups:

- IT Services
- IT Hardware and Software Installation & Licensing
- Open Source Resource Usage
- Network and Information Security
- Green Computing
- Wi-Fi access usage
- Firewall

Applicable To : All Users Groups (University authorities, Faculty, students, Administrative, Non-Teaching, Technical and other employees of the University and Network Administrators.

Enhanced E-Governance Services: The University already started few online services for students such as online fees submission, registration and exam form submission. However, University Management Software, ERP software is to be implemented. IT Centre has taken initiative to develop University Management Software for providing enhanced online services to students, MIS services to university administration and online services to other stakeholders.

Use of Smart ID Card Usage : All users will have single smart card based on ID, for all the university services and authentications. This will promote e-governance and forming a digital university. Developing video-conferencing facilities.

Wireless Infrastructure and Applications: Enhance the wireless network access in the campus for all offices, buildings, hostels and open-access areas. Integration of university services on handheld devices to enhance communications among University members. The University shall explore and provide the necessary infrastructure to support new mobile applications to

The ICFAI University TRIPURA

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).

Pro-Vice Chancellor,
ICFAI University, Tripura
Kamalghat, West Tripura.

allow University members to use their devices to access information anytime and anywhere in the University.

IP Telephony to Integrate Data, Voice and Video Deliveries: This saves cost on cabling and relocation of phone lines from one location to another. Our campus network infrastructure has the necessary coverage, bandwidth, resiliency and security to support IP telephony.

Data Resource Centre for e-Governance: Acting as a data resource Centre for e-Governance services and collaborate with Government agencies.

Test Bed for Experimental Research: Creation of test bed facilities for experimental research in areas like wireless sensor networks, multimedia networks and pervasive computing.

IT Hardware, Software Installation and Licensing: University network user community will have to observe certain precautions while getting their computers or peripherals installed so that he/she may face minimum inconvenience due to interruption of services due to hardware failures. The important and mandatory steps to be followed at IT hardware installation are:

• If the computer is installed in a room and used by an individual is designated as single/personal user. If a computer is used by a group of multiple users, then the department Head will designate a person from that group responsible for compliance. The University will consider server(s) not directly administered by IT Centre as end user computers.

• The procured hardware must comply applicable quality standards. The hardware installation and configuration must be done by following set norms and procedures.

• Necessary power conditioning, which includes electrical earthlings and stabilized power should be done before any hardware installation.

• The University IT policy does not allow any pirated/unauthorized software installation on the university owned computers and the computers connected to the university campus network.

A. **Warranty & Annual Maintenance Contract:** The Computers or any networking equipment purchased by any Department will be preferably with minimum 3-year on-site comprehensive warranty. These equipments must be covered under annual maintenance contract after the expiry of warranty.

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

The ICFAI University TRIPURA

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).

Pro-Vice Chancellor,
ICFAI University, Tripura
Kamalghat, West Tripura.

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

D. **Noncompliance:** The University faculty, staff, and students not complying with this computer hardware installation policy will 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. Such computers will not be permitted for network connection. Any computer purchases made by the individual departments/projects will be with necessary licensed software (operating system, antivirus software and necessary application software) installed. Respecting the anti- piracy laws of the country, The University IT policy does not allow any pirated/unauthorized software installation on the university owned computers and the computers connected to the university campus network. In case of any such instances, university will hold the department/primary user personally responsible for any pirated software installed on the computers located in their department/individuals' rooms. Preference will be given to install and use open source software products wherever it is applicable.

a) **Operating System and its Updating:** Single/personal users to make sure that respective computer systems install updated operating system with respective service packs/patches, particularly with Windows based OS. Latest service packs/patches help in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft. Free OS updates are available on official website of company. It will be user's responsibility to go for updates regularly, preferably once in a week. University encourages the use of open source software such as Linux, Open office wherever possible.

b) **Antivirus Software and its Updating:** All Computer systems used in the university will have anti- virus software installed, and it should be active at all times. The single/personal user of a computer system will be responsible for keeping the computer system compliant with this virus protection policy.

Individual users should make sure that respective computer systems have current virus protection software installed and maintained and it should be running correctly. The antivirus software that is running on a computer must be either obtained from centrally purchased in IT Center or it should be procured at department level. The software subscription must be regularly renewed.

c) **Backup of Data:** 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. At the time of OS installation, it is advised that the computer's hard disk partitioned into two volumes typically C and D. OS and other software should be on C drive and user's data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss. However, it is

The ICFAI University TRIPURA

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).

Pro-Vice Chancellor,
ICFAI University, Tripura
Kamalghat, West Tripura.

not a foolproof solution. Apart from this, users should keep their valuable data on suitable backup device such as Floppy, CD or pen drives.

d) Noncompliance: The ICFAI University Tripura faculty, staff, and students not complying with this software installation policy will leave themselves and others at risk of virus infections which could result in damaged or lost files inoperable computer resulting in loss of productivity at individual, department or even at University level. Such computer users will be notified time to time and will be advised and given help to follow correct steps.

IT Centre Interface: IT Centre upon finding a non-compliant computer affecting the network, will notify the individual responsible through respective head of department for the system and ask that it be brought into compliance. Such notification will be done via email/telephone. The individual users will follow-up the notification to be certain that his/her computer gains necessary compliance. The IT Centre will provide guidance as needed for the individual to gain compliance.

Open Source Resource Usage: The University has always followed the policy of providing IT services to its users strictly using open source operating system platforms. Hence all its servers are using different flavors of Linux operating system and open source tools available on this platform. IT centre since its inception has promoted the usage of Linux OS in server room. IT Center will always provide
technical support to other departments who are willing to use open source software.

Network and Information Security: The campus wide Network connectivity provided through the University, referred to hereafter as "the Network", either through
an authenticated network access connection or a Virtual Private Network (VPN) connection will be governed under the University IT Policy. The IT Centre will be coordinating for the ongoing maintenance and support of the Network, exclusive of local
applications. Problems within the University's network will be reported to IT Centre by departments. IT Centre will rectify reported problems and ensure seamless network connectivity.
a) IP Addressing Scheme: IT Centre has already formulated an IP addressing scheme. In this addressing scheme each UTD is allocated a pool of private IP addresses. IT Centre will maintain central DHCP server for dynamic IP address allocation for individual computers. Any computer in a UTD connected to the university network will have IP address only from an address pool assigned to that UTD.

b) DHCP and Proxy Configuration by Individual Departments /Users: Use of any computer at end user location as a DHCP server to connect to more computers through an individual switch/hub and distributing IP addresses (public or private) should strictly be avoided, as it is considered absolute violation of IP address allocation policy Connecting wireless access point(s) at end user location and using multiple computers should not be permitted. Similarly, configuration of proxy servers should also be avoided, as it may interfere with the service run by IT center. Non-compliance to the IP address allocation policy will result in disconnecting the port from which such computer is connected to the network. Connection will be restored after receiving written assurance of compliance from the concerned department/user.

ICFAI University Tripura

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).

Pro-Vice Chancellor,
ICFAI University, Tripura
Kamalghat, West Tripura.

c) Running Network Services on the Servers: Individual departments/individuals connecting to the university 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 IT Center in writing and after meeting the requirements of the university IT policy for running such services. Non-compliance with this policy will be treated direct violation of the university IT policy. This will result in termination of their connection to the Network.

IT Center takes no responsibility for the content of machines connected to the Network, regardless of those machines being University or personal property. IT Center 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. Access to remote networks using a University's network connection must be in compliance with all policies and rules of those networks. This applies to any and all networks to which the University Network connects. University network and computer resources are not to be used for personal commercial purposes. Network traffic will be monitored for security and for performance reasons at IT Center. Impersonation of an authorized user while connecting to the Network is in direct violation and will result in the termination of the connection.

d) Dial-up/Broadband Connections: End user computer systems that are part of the University's campus-wide network, whether university's property or personal property, should not be used for dial-up/broadband connections, as it violates the university's security by way of bypassing the firewalls and other network monitoring servers. Non- compliance with this policy may result in withdrawing the IP address allotted to that computer system. Departments already having broadband connections should inform IT center about public/private IP addresses they are using and they must take utmost care to prevent any unauthorized access in the network.

e) Wireless Local Area Networking: University is having policy of controller based campus wide Wi-Fi network and further, it is to be extended within academic buildings. The campus Wi-Fi network is centrally managed by IT Center. Each wireless access point as well as end user mobile device connected in Wi-Fi network must be registered
with IT Center including point of contact information. This policy applies to users of all UTDs and other sections of university. School, departments, or divisions 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.

f) Internet Bandwidth obtained by Other Departments: Internet bandwidth obtained by any department of the university under any research program/project should ideally be pooled with the university's Internet bandwidth, and be treated as university's common resource. Under particular circumstances, which prevent any such pooling with the university Internet bandwidth, such network should be totally separated from the university's campus network. These networks should use separate IP addressing scheme and should take necessary network security measures in accordance to university IT policy. The network details which include network design and the IP address schemes may be submitted to IT Center. Non-compliance to this policy will be direct violation of the university's IT security policy.

g) Email Account Use Policy: University IT Center has installed e-mail service for its faculty, staff and university administrators with url: http://mail.iutripura.edu.in. It is recommended to

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West)

Pro-Vice Chancellor,
ICFAI University, Tripura
Kamalghat, West Tripura.

utilize this e- mail service for academic and official communication. Formal official notices to faculty and staff may also be circulated through this service. E-mail service will facilitate fast delivery of messages and documents to campus and external user groups or individual users. The user may contact IT center for e-mail account and default password. The e-mail address should be kept active by using it regularly. Users using e-mail facility will be agreeing to abide following:

i) Facility will be used for academic and official purposes only. Use of this facility for commercial or illegal purposes is direct violation of university's IT policy and may subject to withdrawal of the facility. Illegal use includes but not limited to, sending the unlicensed and illegal software as attachment, unsolicited bulk e-mail messages and generation of threatening, harassing, abusive, obscene or fraudulent messages/images.

ii) User should keep the mail box used space within about 80% usage threshold, as 'mail box full' or 'mailbox all most full' situation will result in bouncing of the mails, especially when the incoming mail contains large attachments.

iii) User should not open any mail or attachment that is from unknown and suspicious source, such messages may contain viruses that have potential to damage the valuable information on your computer.

iv) It is user's responsibility to keep a backup of the incoming and outgoing mails of their account. User should not share his/her email account and password with others, as the individual account holder is personally held accountable, in case of any misuse of that email account.

v) User should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.

vi) Impersonating email account of others will be taken as a serious offence under the university IT security policy.

vii) Any Spam mail received by the user into INBOX should be forwarded to spam@mail.iutripura.edu.in. Any mail wrongly stamped as SPAM mail should be forwarded to wrongspam@mail.iutripura.edu.in.

Software Asset Management: The University promotes the policy of using licensed software on its network. All purchased computers use licensed operating system and tools. The software purchase is done in centralized or departmental level. Any software will be purchased either with perpetual licenses or on annual subscription basis. The old software must be upgraded with higher version for enhanced features or better performance. The subscription renewal or version up gradation of software will be done at department level or through IT Center whichever is applicable. IT Centre will normally use enterprise level operating system and UTM and antivirus software. The subscription for software needs to be renewed on annual basis. IT Centre will centrally manage the renewal of such subscriptions.

ICFAI University TRIPURA

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).

Pro-Vice Chancellor,
ICFAI University, Tripura
Kamalghat, West Tripura.

Green Computing: University has commitment in maintaining and improving on the "Green Ethos" in the campus. It is a continuing process of review and exploration of improving technologies and practices.

Our core green computing policy objectives are to:

I) Benefit the environment by conserving resources
II) Reduce e-waste
III) Reduce costs through efficiencies and staff awareness
IV) Promote purchase of ICT infrastructure from the green certified suppliers
V) Improve stakeholder awareness of "Green IT Issues"

These objectives will be achieved through the following guide lines and actions:

- Look at power consumption and reduction in power consumption when upgrading ICT hardware.
- Investigate carbon offset programs to offset ICT carbon emissions.
- Promote the policy of using server virtualization concept.
- A compulsory manufacturer takes back policy, taking into consideration the use of Hazardous Substances in Electrical and Electronic Equipments. This requires ICT manufacturers to take back old ICT hardware when new hardware is purchased or upgraded.
- Promote Star Energy/EPEAT/TCO energy efficient rating system in purchase of ICT and electronic goods. This will allow ICT professionals to compare the energy consumption of ICT products and make the best choice in terms of reducing energy use and costs.

Concluding Remarks: The purpose of this IT policy is to tell its users about various IT service commitments from University. It will also guide users and IT resource administrators on issues related to the proper and ethical use of technology and information in their organization. This document also gives future plan If something which is unlawful and is not specified explicitly in the policy as illegal or unauthorized, it may still be considered as breach of the university rules and provisions made in IT act. One should use own wisdom and critical thinking in handling such situations.

ICFAI University TRIPURA

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).

Pro-Vice Chancellor,
ICFAI University, Tripura
Kamalghat, West Tripura.

*****

Commercial Form

Service Details

Commercial Details

Billing Details

Customer Declaration

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West)

For Office Use Only

Acknowledgement

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).

The ICFAI University, Tripura

Established under section 4(2) of the Institute of Chartered Financial Analysts of India University, Tripura Act 2004
Campus Address : Kamalghat (Near Agartala), PIN - 799210, Tel. : 0381-2865752/62, Fax : 0381 - 2865754,
Website : www.iutripura.edu.in, Email : registrar@iutripura.edu.in

Ref No: IUT/Kmgt/BSNL/2017-2018/D- 584 Date: June 13, 2017

To
The S.D.E (Commercial)
Bharat Sanchar Nigam Limited
Door Sanchar Bhawan, Kaman Chowmuhani
Agartala, West Tripura

Subject: Request to provide a new Demand note in favour of ICFAI University Tripura.

Dear Sir,

This is to bring to your kind notice that one Demand note has been issued in favour of ICFAI University Tripura on 25th March, 2016 bearing Id No: 2000354569 with a pay bill date 24/04/2017

Due to some unavoidable circumstances we were unable to comply with the pay bill date.

Therefore I request you kindly to arrange a new Demand note in favour of the University and requesting you to kindly waive off the one time installation charges regarding provisioning of the Internet Leased line (20mbps) at our premises as Icfai University Tripura is an educational institute for serving the nation.

Hope you will kind enough to consider the same and arrange to do the needful at the earliest.

Your cooperation is highly solicited.

Thanking you

Yours faithfully,

13/6/17

Registrar

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West)

BHARAT SANCHAR NIGAM LTD

DEMAND NOTE

Account ID : [illegible]
TAX Number :
Service Tax Registration No :

Bill Issue Date : [illegible]
Payment Due Date : 13.01.2011
PAN Number : AABCB5276G

Customer Name : REGISTRAR ICFAI UNIVERSITY Customer Account : 7000432693 Billing Account : 7000448296

Customer Address :
ICFAI UNIVERSITY
KAMALGHAT
KAMALGHAT WEST TRIPURA
North East : 799210

Installation Address PSF A :
ICFAI UNIVERSITY
KAMALGHAT
KAMALGHAT WEST TRIPURA
North East : 799210

Circuit Details :
Service Type : Leased Line Bandwidth : 20 Kbps Dlm Bandwidth :
Service Subtype : INTERNET SP Bill Freq : 3M PMLIN : NO
ACA : CRP Lead A Dist : 5.55 KM (RF) Lead B Dist : (RF)
Channel Dist : 5.55 KM (RF)

Type Of Order : CHANGE
Type Of Discount :

Lead A Rent	: 0	Discount	:	Amount	: 0
Lead B Rent	: 0	Discount	:	Amount	: 0
Circuit Rent	: 15660	Discount	:	Amount	: [illegible]
TPA Charges	: 0	Discount	:	Amount	: 0
Modem A Rent	: 0	Discount	:	Amount	: 0
Modem B Rent	: 0	Discount	:	Amount	: 0
Test Charges	: 0	Discount	:	Amount	: 0
Modem Deposit	: 0	Discount	:	Amount	: 0
Security Deposit	: 0			Amount	: 0

Special Construction Charges :
Installment 1 : Installment 2 : Installment 3 :
Other Charges(One-time charge) :
Other Discounts(One-time flat Based amount) :
Additional Charges(Recurring) : Remaining Amount :
Additional Discount(Recurring) :
Service Tax : 2331.0
Total : [illegible]
Arrear : 0.0
Advance Amount :

Please pay Rs. 17847.00 (ONE LAKH SEVENTY EIGHT THOUSAND EIGHT HUNDRED SEVENTY NINE RUPEES) within payment Due Date

Please Make Crossed Cheque/DD/Pay order for Amount Payable (Rounded Off) in favour of AO (Cash), BSNL, CRP

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).

ICFAI University TRIPURA

AXIS BANK
AGARTALA (TRI), AGARTALA 799001
IFS CODE : UTI0000276

A/c Payee
VALID FOR THREE MONTHS FROM THE DATE OF ISSUE

DATE 30 06 2017
D D M M Y Y Y Y

PAY AO (Cash), BSNL,TRP OR BEARER / या धारक को

RUPEES One Lakh Seventy Eight Thousand Eight Hundred Seventy Nine
रुपये
Only अदा करें ₹ **1,78,879.00

A/C NO. 910010047489436
SB1RS 276100

For ICFAI UNIVERSITY,TRIPURA

Authorised Signatory
For ICFAI University, Tripura.
Payable at par at all branches of Axis Bank Ltd in India

Authorised Signatory(ies)

⑈215375⑈ 799211002⑆ 276160⑈ 31

Registrar,
ICFAI University Tripura
Kamalghat, Tripura (West).