



DHANAMANJURI UNIVERSITY INFORMATION TECHNOLOGY POLICY (DMUIT POLICY) 2025

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DHANAMANJURI UNIVERSITY, MANIPUR
(A STATE UNIVERSITY)
THANGMEIBAND, IMPHAL - 795001



DHANAMANJURI UNIVERSITY INFORMATION TECHNOLOGY POLICY [DMUIT POLICY]

1. Policy Statement.— (1) The Dhanamanjuri University Information Technology (DMUIT) Policy establishes rules, regulations, and standards for the proper usage and maintenance of technological assets in order to ensure their ethical and appropriate use, as well as the safety and security of data, goods, and facilities. Additionally, it offers guidelines for matters such as procurement, compliance, IT support, and grievance redressal regarding the usage of technology assets and services.

(2) This policy outlines guidelines to accomplish the organisation's aims and objectives, reflecting the roadmap for new Information and Communication Technology (ICT) development, while adhering to established national and international laws and regulations.

2. Users' Applicability.— This policy applies to all the students, faculty members and staff of Dhanamanjuri University as well as to anybody else who uses the University Information Technology (IT) resources (i.e. all the computers, communication nodes, ICT, etc.), within the University's network and access, transmit or store institutional and/ or personal information.

3. Definitions. — In this policy, unless the context otherwise requires,—

- a) "*Information Technology (IT) Resources*" means all the devices and technologies provided by the University that access, process, store or transmit the University's or an individual's personal information.
- b) "*Information*" includes both the University's and an individual's personal information, both in the public and private domains.
- c) "*Individually owned resources*" cover IT resources that are purchased and owned by individuals and are being used within Institutional prerogatives.

4. Background.— The University has constituted the IT Cell Committee (ITCC) to oversee the overall implementation and maintenance of IT resources of the University. The University is to establish the **IT Centre (ITC)** as a shared computational resource centre for academic programs and the upkeep of the university's other computing resources. The university is making progress in digitizing nearly every aspect of its operations, including academic, financial, and examination processes, as part of the Samarth Project, which is a University Information Management System project designed and developed by IIC, University of Delhi, in collaboration with the Ministry of Education, MOE (erstwhile Ministry of Human Resource Development, MHRD). The University is in the process of adopting the e-office portal developed by the Department of Information Technology, Government of Manipur, in collaboration with NIC, to enhance efficiency and transparency in governance.

5. The policy shall include two broad aspects: Hardware/IT Equipment Component, and Software Component.

5.1. IT Cell Committee (ITCC) — The Committee shall oversee all the Hardware/IT Equipment and Software requirements of the University and provide necessary guidance for the proper functioning and utilisation of all the related resources. The ITCC shall be responsible for new requirement analysis and monitoring of the implementation and maintenance of all hardware and software resources and their usage compliance.

The ITCC shall be responsible for the proper implementation of IT security and DMUIT Policy.

The ITCC shall analyse the present requirement of IT human resources and recommend a comprehensive cadre review/restructuring of IT manpower in compliance with the DOPT and/or other Government of Manipur Rules.

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There shall be a University IT Centre (ITC) to be led by the System Manager/OSD of ITCC.

5.2. Hardware/ IT equipment components.— The hardware/IT equipment components of the policy shall have the following aspects:

5.2.1. Central pool of computing resources.— One computing facility with clusters of computing resources is to be set up as part of the IT Centre (ITC) for use by the students of different academic programmes and training for administrative purposes. The ITC is to be led by the System Manager/ OSD of ITCC. The ITC shall maintain this Central pool of computing resources wherever possible, and otherwise shall be maintained through AMC.

5.2.2. Departmental Computing Facilities.— The individual departments shall be allowed to set up computing laboratories only where specialised computing resources are necessary. Permission for setting up such a facility shall be given by the Competent Authority on recommendation by the concerned board, upon receiving proper justification from the Department.

Such specialised Labs may be funded by other funding agencies through research projects or departmental plan grants. Such Labs will be maintained either by the technical staff of the department, third parties or by personnel employed under the concerned projects. The ITC shall not be responsible for the procurement and maintenance of these resources. If at any time a college/department is not in a position to continue maintenance of such resources, it may offer these to the ITC to be included in the common resource pool of computing resources of the University.

5.2.3. Procurement of computing resources.— The computing resources may be procured against the indent order placed by the ITC or by the individual departments for their laboratories. The process of procurement of the computing resources shall be as per the prevailing University and/or Government of Manipur rules & regulations.

The specifications for the computing resources for the specialised laboratories of the individual departments shall be worked out by the respective departments, and procurements will be as per existing government rules and regulations.

5.2.4. Maintenance of computing resources.— The post-warranty maintenance of the Servers, PCs, Laptops, Printers and UPSs shall be carried out through AMC. Departments shall provide the list of IT equipment which are intended to be included in the AMC. The list of IT equipment shall be submitted at least 6 months before the expiry of the Warranty for processing. The PCs and Laptops in the IT Cell and those provided to the departments/ sections by the ITC shall be maintained by the Technical Staff of the ITC. The appropriate stock of spares shall be maintained for that purpose. The maintenance of the peripheral devices will be done through AMC, a third party or by the staff, depending upon the cost and critical nature of the device. A small buffer of PCs, UPSs, and Printers shall be maintained for temporary replacement in critical cases.

5.2.5. Annual Physical Stock Verification of IT equipment, Up-gradation and disposal of obsolete or unusable ICT infrastructure and associated resources.— Every user department/college shall have a 3-member **Departmental IT Annual Physical Stock Verification and Obsolete Committee** comprising the HOD and 2 faculty members, duly approved by the Concerned Dean of the School/Principal. The committee shall make an annual physical stock verification, preferably in February. The committee shall recommend the obsolescence of the IT equipment installed in the department.

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There shall be a **University IT Annual Physical Stock Verification and Obsolete Committee** comprising:

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| a) Seniormost Dean | - Chairman |
| b) HoD of Concerned Department | - Member |
| c) Purchase Officer | - Member |
| d) Nominee of Finance Officer | - Member |
| e) System Manager/Co-ordinator/OSD of IT Centre | - Convenor |

The committee will assess the status of the ICT resources submitted by the Departmental IT Annual Physical Stock Verification and Obsolete Committee. The committee shall assess the status of the resources and shall be empowered to declare a computing resource as obsolete and to recommend its disposal. The resources tagged as obsolete will be replaced as per requirement, subject to the availability of funds, without affecting the users.

The obsolete resources may be given to Hardware Labs and exchanged for state-of-the-art systems under buy-back options. The University may also decide to donate such systems to organisations as schools, Polytechnics, and NGOs if the organisation finds them usable.

The obsolete resources, which are declared as e-waste, shall be recommended for disposal by following the guidelines per the Government of Manipur regulations on E-Waste Disposal.

5.1.7. Networking.— The Campus LAN and WiFi facility shall be maintained by the ITC. The LAN shall cover all the academic departments, offices, and hostels. The WiFi facility shall be provided on the entire campus in a phased manner, depending upon the availability of funds. Appropriate technologies shall be used for networking. The procurement, installation, administration, and maintenance of the networking equipment shall be the responsibility of the ITC.

5.2. Software component.— The software components shall have the following aspects for requirement analysis, development, maintenance and upgradation of software:

5.2.1. Software Requirement Analysis Team (SRAT).— There shall be a Software Requirement Analysis Team (SRAT) comprising the System Manager/ OSD ITCC, one Faculty member of the Department of Computer Science, and a member of the User Department as an invitee.

The user departments will submit a Software Requirement Note (SRN) describing the requirements of the software. The SRAT will consider the SRN and check if the requirements are supported in SAMARTH or e-Office. If available, the recommendation shall be provided to the SAMARTH COMMITTEE (SC) or e-office committee; otherwise, to the Software Advisory Committee (SAC)

5.2.2. SAMARTH COMMITTEE (SC).— SAMARTH, developed by the Ministry of Education, Government of India, shall be implemented by the university to set up the ERP modules that adhere to Dhanamanjuri University's rules and regulations. SC will supervise the adoption and implementation of the SAMARTH modules in the University.

5.2.3. E-OFFICE COMMITTEE (EC).— The University shall implement administrative workflows which conform to the Dhanamanjuri University rules and regulations, through the e-office portal developed by the Department of Information Technology, Government of Manipur, in collaboration with NIC, to enhance efficiency and transparency in governance. EC shall oversee the implementation and other related activities of the e-office adopted/implemented in the University

5.2.4. Software Advisory Committee (SAC).— There shall be a Software Advisory Committee (SAC) comprising a Dean as Chairman, HOD of Computer Science and System Manager/ OSD ITCC.

In case the requirements are not suitably supported in SAMARTH or eOffice, the SC and EC shall prepare a feasibility report separately, which will be submitted to the Software Advisory Committee (SAC). SAC will recommend either a third-party service or take up the task of in-house development. For in-house tasks, the SRAT members may directly carry out the task or engage other Dhanamanjuri University members, including students. Optionally, external professionals may also be hired for in-house software tasks.

The periodic review of the website shall be done by the SAC, and a recommendation shall be sent to SRAT for upgradation if needed.

8. Green Computing Practices.— Due to growing concern about environmental responsibility, computing resources should be used efficiently. The following green computing practices shall be adopted.

- i. Use of email and website for the circulation of office documents and memos. Email shall be the official email of the university with the domains [@dmu.ac.in](mailto:dmu.ac.in) or [@dmu.edu.in](mailto:dmu.edu.in).
- ii. Obsolete equipment disposal by following the "Upgradation and disposal of obsolete or unusable IT infrastructure" policy
- iii. Use of certified energy-efficient and environment-friendly equipment
- iv. Sharing printers, computing resources and storage over the network
- v. Keeping monitors in sleep mode or turn off mode when not in use
- vi. Activating the power management feature on computers and peripherals
- vii. Reduce paper waste by printing as little as possible
- viii. Use of double-sided printing
- ix. Refilling toner cartridges wherever possible and buyback batteries from authorised vendors
- x. Shifting to cloud-based services whenever possible

9. Access Control and Usage of ICT Infrastructure.— In respect of access control and usage of ICT infrastructure, the University policy shall be as follows:

- i. The University shall have the right to control access to the various computing resources and databases in the University.
- ii. Accessing undesirable/illegal/harmful/copyright infringing materials using the University computing resources is prohibited. Access to materials/websites shall be blocked to the extent possible. Log of accesses to websites of doubtful nature shall be maintained and scanned from time to time.
- iii. The users shall maintain discipline and shall not cause any damage to any resource of the IT Cell.
- iv. Every user shall sign a document assuring to abide by the above rules at the time of applying for a login account. Disciplinary action shall be initiated against a user violating any of these rules and shall block his/her access to the resources in the IT Cell.

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10. Risk Management of ICT infrastructure.— With the growing dependency on ICT infrastructure, threats and vulnerabilities to ICT infrastructure are of great concern today. ICT infrastructure faces several risks, and the risk exposure may vary from time to time. It is necessary to perform an ICT infrastructure risk assessment on a regular basis, and it shall be reported to the University Campus Network Committee. The User Department shall follow the risk management policies for critical ICT infrastructures as given below:

- i. Periodic and scheduled backup of data in a geographically separated location
- ii. Keeping IT infrastructure under surveillance
- iii. Use of fire alarm, smoke alarm and fire extinguisher
- iv. Earthquake-resistant buildings
- v. Physical security for theft control
- vi. Use of Anti-virus tools for protecting servers, desktops and network devices from malware
- vii. Regular updating of software with security patches
- viii. Regular updating of the firewall and antivirus software
- ix. Periodic assessment of risks due to the obsolescence of critical ICT infrastructure.

The University Campus Network Committee shall ensure that the information System Audit is done regularly for all IT-based applications and hardware running in the University.

The University shall follow the Guidelines of CERT-In or the prevailing Government of India rules.

11. IT Infrastructure Review Committee.— There shall be an ICT Infrastructure Review Committee consisting of one representative from each of the user departments, with the Vice-Chancellor as the chairman and the System Manager/ OSD ITCC as its convener. The committee shall meet at least once a semester to review the functioning of the ICT infrastructure and to take major operational and policy decisions.

12. Services to be provided by the IT Cell.— The IT Cell shall provide the following services:

- i. Maintain the common computing facility for use by the students of the University
- ii. Provide computing resources to the Faculty Members, Departmental Offices, Library and the Administration
- iii. Develop, procure and maintain the software required for administrative and other purposes of the university, in case they are not covered or not suitable in SAMARTH
- iv. Set up and maintain the Campus LAN and WiFi
- v. Provide Internet, email, database services, etc., to the users
- vi. Assist the Administration in the process of Selection and Procurement of Computing Resources
- vii. Organise training programmes for the faculty and staff from time to time.



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viii. Maintain the University website, the LMS and the e-resource storage and delivery system, the CCTV surveillance system, conduct Skill Tests for recruitments, and provide resources for conducting online examinations.

13. Budgetary Provision.— The university shall make annual budgetary provisions for ICT equipment for the purchase of new ICT devices and Software, recurring charges of Wi-fi, etc., and annual maintenance of IT equipment like LAN, firewall, Servers, Switches, Routers, PCs, etc and other contingency charges.

14. Implementation of the provisions in the IT Act.— The university shall strictly implement all the relevant provisions in the Information Technology Act, 2000 of the country.

Non-compliance with the DMUIT Policy and consequent abuse of IT resources may be subject to appropriate disciplinary action, which may include discharge, dismissal, expulsion, and/or legal action. A violation of this policy might also indicate that a user has breached their legal rights as allowed by prevailing cyber laws and regulations. If proven, such an activity might potentially result in serious civil or criminal proceedings in accordance with the relevant laws and regulations.

15. Interpretation.— Any issue regarding the interpretation of this Policy shall be referred to the Vice-Chancellor, whose decision thereon shall be final and binding on all parties. The Vice-Chancellor may constitute necessary committees to resolve any specific issue arising out of this policy/regulations.