



DTE Code: EN4139

Samridhi Sarwajanik Charitable Trust's

JHULELAL INSTITUTE OF TECHNOLOGY

An Autonomous Institute affiliated to RTM Nagpur University

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Vision: To become an eminent institution through knowledge and research.



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IT Infrastructure Policy

1. Introduction

Jhulelal Institute of Technology (JIT) is committed to providing robust, secure, and efficient IT infrastructure to support educational, instructional, research, and administrative activities. This policy outlines the framework for managing and maintaining IT resources including internet connectivity, network services, digital library, CCTV systems, email services, ICT-enabled classrooms, and security systems.

The objective of this policy is to ensure seamless access to technology, promote innovation in teaching and learning, and maintain data integrity and network security across all departments.

2. Scope

This policy applies to all departments, faculty, staff, students, and administrative units of Jhulelal Institute of Technology. It governs the use, management, and maintenance of:

- Internet and Wi-Fi connectivity
- ICT-enabled classrooms
- Digital Library access
- Institutional email services
- CCTV surveillance system
- Network security (Firewall, Antivirus, Access control)
- Hardware and software maintenance
- Data storage and backup systems of CCTV

3. Objectives

- To ensure high-speed and uninterrupted internet connectivity across all departments.
- To provide secure Wi-Fi access to faculty, students, and staff.
- To maintain an efficient Digital Library for academic and research resources.
- To establish ICT-enabled classrooms for effective teaching-learning.
- To ensure safety and monitoring through CCTV systems.
- To provide official institutional email IDs to all students and staff with adequate storage.
- To maintain network security through firewalls and regular audits.
- To implement a preventive and corrective maintenance policy for IT equipment.

4. Network and Internet Connectivity Policy

- High-speed leased line internet connection will be provided to ensure smooth online learning, research, and administration.
- All departments shall be connected through a centralized Local Area Network (LAN) managed by the IT Department.
- Wi-Fi facility will be provided campus-wide, including academic blocks, library, laboratories, and administrative areas.
- Bandwidth will be monitored and allocated as per departmental needs to ensure fair usage.



- Network Access Control (NAC) shall be implemented to restrict unauthorized access.

5. Wi-Fi Campus Policy

- JIT is a fully Wi-Fi-enabled campus.
- Access shall be granted through secure authentication (username/password or institutional email).
- Separate SSIDs for Students, Faculty, and Administrative Staff.
- Prohibited use: downloading pirated content, gaming, or misuse of institutional resources.

6. ICT Classroom Policy

- Classroom is equipped with smart boards, projectors, internet connectivity, and audio-visual tools.
- ICT-enabled teaching tools (Google Classroom, LMS, etc.) shall be used for instructional activities.
- Periodic maintenance and updates will be ensured by the IT Support Team.
- Faculty training sessions will be conducted for effective use of ICT tools.

7. Digital Library Policy

- The Digital Library provides access to e-books, e-journals, databases, and open educational resources (OERs).
- Remote access is available through institutional credentials.
- Library staff will ensure content curation, updates, and license renewals.
- Proper access control mechanisms will be in place to ensure copyright compliance.

8. CCTV Surveillance Policy

- CCTV cameras are installed across the campus including academic buildings, labs, corridors, library, and administrative areas.
- Recordings are monitored by authorized personnel only.
- Data shall be stored securely for a minimum of 30 days for security and disciplinary review.
- Unauthorized access, tampering, or sharing of footage is strictly prohibited.

9. Institutional Email Policy

- Every student and staff member will be provided with an official institutional email ID (e.g., **name@jitnagpur.edu.in**).
- Each mailbox will have **100 GB** of cloud storage space.
- Email IDs must be used for all official communication and academic collaboration.
- Sharing of credentials or misuse of the institutional email is prohibited.
- Accounts will be deactivated upon completion of course/service.

10. Firewall and Network Security Policy

- A next-generation firewall shall be installed to protect against unauthorized access, malware, phishing, and intrusion attempts.
- Regular updates and security patches will be maintained.
- Web content filtering, intrusion prevention, and VPN access will be configured.
- Network security audits will be conducted bi-annually.

11. IT Maintenance Policy

- **Preventive Maintenance:** Scheduled inspections of systems, hardware cleaning, software updates, and performance checks.
- **Corrective Maintenance:** Prompt resolution of reported issues, component replacements, and reinstallation as required.
- Each lab and department will maintain a **Breakdown Register** for reporting issues.
- Obsolete hardware will be phased out responsibly following e-waste guidelines.

12. User Responsibilities

- Users must ensure ethical and lawful use of IT resources.
- Credentials must be kept confidential and not shared.
- Personal devices connected to the network must comply with institutional security protocols.
- Users should report any technical issues or security breaches immediately to IT support.

13. IT Governance and Review

- The **IT Committee** chaired by the Principal will oversee implementation, review, and updates to this policy.
- Quarterly review meetings will be conducted to assess IT performance, user feedback, and infrastructure needs.



IT Infrastructure Incharge



Principal, JIT

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