

# IIT Mandi IT Infrastructure Policy

First Draft(subject to change)

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## About WING

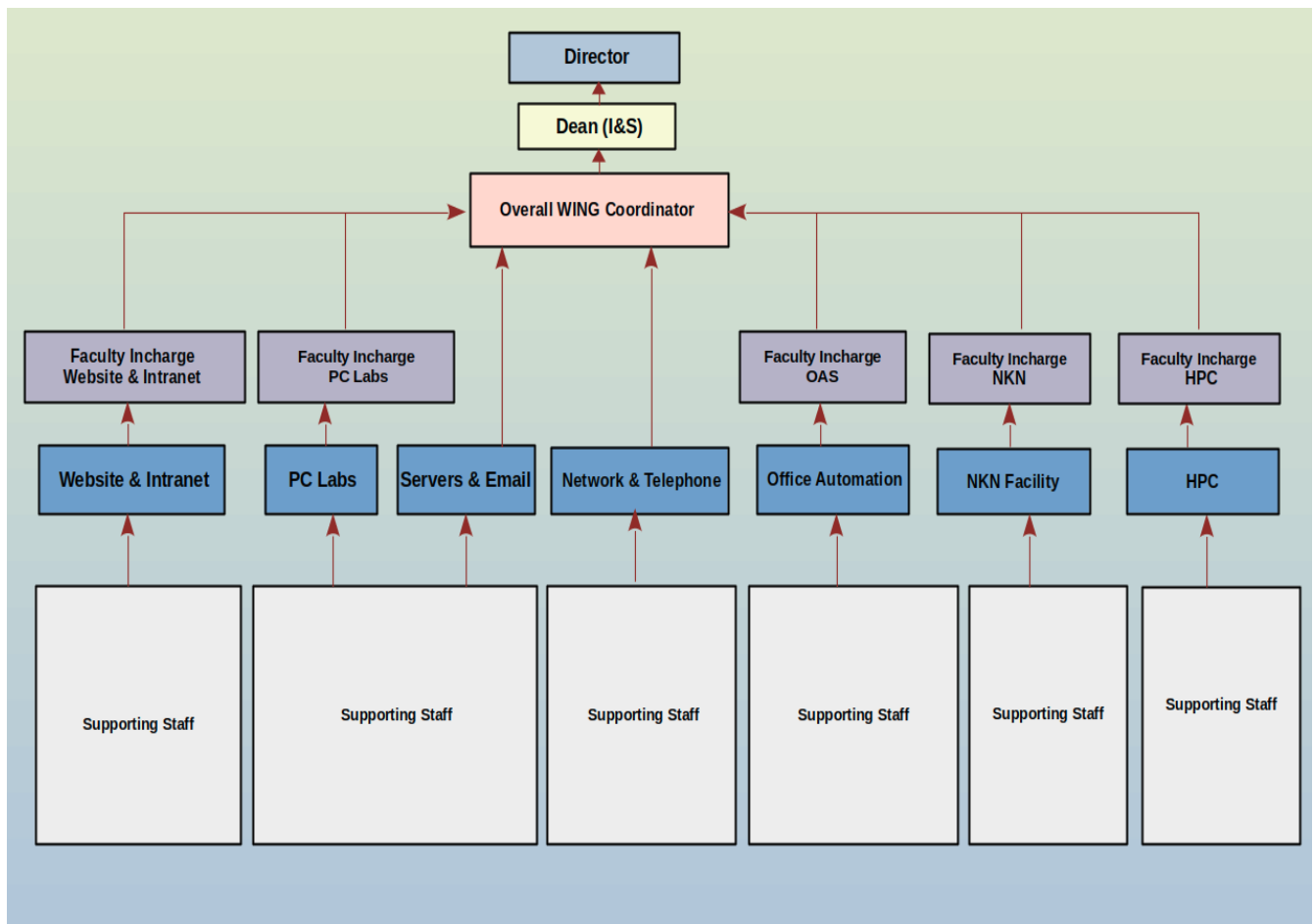
### Purpose of WING

WING, Website Information and Networks Group, IIT Mandi is a faculty, staff & students group which is involved in development, management, budgeting, monitoring and maintenance of the institute's websites, networks, software and voice/data communication, while providing IT services and software consultancy to the Institute. WING is responsible for providing the IT infrastructure, implements the governance for the use of network and information system, and it assists the IIT Mandi community by providing them the functionality they need. It is ensured that the organization's systems, networks, data and applications all connect and function properly. WING has a skilled technical team to deploy and maintain the web applications, services and IT infrastructure like Servers, Networks, Storage etc.

### WING Services

- Websites and Intranet Portals.
- Computer Labs.
- Server and Email services.
- Network and Telecommunication services.
- Office Automation/ERP system.
- NKN and Video conferencing services.

### WING Organizational Structure



## Internet Access at IIT Mandi

Faculty, Staff and students with authorized LDAP account may use the Internet facility at IIT Mandi for academic purposes, official Institute business, and for personal purposes so long as it does not violate any law, Institute policy and IT act of the Government of India. Below are the facilities available for the IIT Mandi community.

### Faculty/Staff:

- Each faculty staff is entitled to use the Internet facilities in his/her residence, office and other places in the campus through wired/wireless network.
- The institute will provide the wired network (Ethernet) access as:
  - One Ethernet port will be provided in 1BHK & 2BHK flats and two Ethernet ports will be provided in 3BHK flats. The Ethernet cable will not be provided by the institute for the residence.
  - Two Ethernet ports will be provided to each faculty in his office, two Ethernet ports will be provided to the senior staff and one Ethernet port will be provided to the junior staff for their office. The Ethernet cables will be provided by the institute for the office according to the number of ports available for faculty/staff.
- The institute will provide the wireless network access as:
  - Common Institute WiFi can be used in the Campus wherever it's available. The institute will not provide a separate wireless router/access point/ switch to an individual faculty/staff. If any staff wishes to use his/her own WiFi router/access point/switch at his/her residence/office, he/she has to buy it by him/herself.
  - If any Faculty/Staff buys his/her own WiFi router/access point/switch, he/she must inform the WING and get the device configured from WING. Any unregistered WiFi router/access point/switch found in the network will be deactivated permanently from the Campus Network.
- There will not be any fixed monthly/weekly/daily data restrictions for faculty as of now. The institute may implement monthly/weekly/daily quota at later stage.
- The institute will not provide the Internet facility at the residence of faculty/staff living outside the campus.

### Scholars:

- Each scholar is entitled to use the Internet facilities in his/her hostel/residence, office and other places in the campus through wired/wireless network.
- The institute will provide the wired network (Ethernet) access as:
  - One Ethernet port will be provided to each scholar at his/her sitting place assigned by the school/guide. One network cable of length Max. 3mtr can be provided from the institute.
  - One Ethernet port will be provided to each scholar in his/her apartment in case a separate apartment is allotted. The institute will not provide any individual Ethernet port for the scholars who are staying in Hostel.
  - Few Ethernet ports will be provided in the Reading Room of each hostel.
- The institute will provide the wireless network access as:
  - Common Institute WiFi can be used in the Campus wherever it's available. No wireless device will be provided to an individual scholar.
  - Common Institute WiFi will be provided in the hostel. Scholars are not permitted to use any personal wireless router/access point/ switch on institute

network. If the institute finds any personal wireless router/access point/ switch being used by any scholar, the device will be deactivated permanently and the Internet access of that scholar will be deactivated for one Month.

- There will not be any fixed monthly/weekly/daily data restrictions for scholars as of now. The institute may implement monthly/weekly/daily quota at later stage.
- The institute will not provide the Internet facility at the residence of a scholar living outside the campus.

#### **Students:**

- Each student is entitled to use the Internet facilities in his/her hostel and other places in the campus through wired/wireless networks.
- The institute will provide the wired network (Ethernet) access as:
  - The institute will provide wired Internet access in all Computer Labs. Students are allowed to visit the computer labs to use the wired Internet.
  - Few Ethernet ports will be provided in the Reading Room of each hostel.
- The institute will provide the wireless network access as:
  - Common Institute WiFi can be used in the Campus wherever it's available. No wireless access point will be provided to an individual student.
  - Common Institute WiFi will be provided in the hostel. Students are not permitted to use any personal wireless router/access point/ switch on the institute network. If the institute finds any personal wireless router/access point/ switch being used by any student, the device will be deactivated permanently and the Internet access of that student will be deactivated for one Month.
- There will not be any fixed monthly/weekly/daily data restrictions for students as of now. The institute may implement monthly/weekly/daily quota at later stage.
- The institute will not provide the Internet facility at the residence of students living outside the campus.

#### **Guests/Interns:**

- The institute will provide Internet access to the Guest/Interns during their stay at IIT Mandi.
- The institute will provide the wired network (Ethernet) access as:
  - The institute will provide wired Internet access in all Computer Labs. Guests/Interns, with permission, are allowed to visit the computer labs to use the wired Internet. Guest/intern can approach to the Lab incharge for the guest credentials if not received from the respective school/guide.
- The institute will provide the wireless network access as:
  - Common Guest WiFi can be used in the Campus wherever it's available.
  - WiFi is enabled in all the guest houses and hostels. Guests/interns can approach the respective guest house manager/hostel warden to get the WiFi access.
- The access to the Intranet and few other internal services will not be available to the guests.

**Academic Buildings:**

- The Wired Internet access will be provided in academic buildings as below:
  - Two Ethernet ports will be provided to each faculty in his office.
  - All computers in the labs will be provided Ethernet connectivity.
  - Two Ethernet ports will be provided in Common Room.
  - One Ethernet port will be provided at the entry point of the building for the biometric attendance machine.
- The WiFi access will be provided in the academic buildings as below.
  - A common WiFi will be provided for the faculty offices in the building.
  - A separate WiFi will be provided for each Lab.
  - A separate WiFi will be provided in each Lecture Hall.

**Hostels:**

- The Wired Internet access will not be provided in hostel rooms.
- The Wired Internet access will be provided in the reading room.
- A common WiFi will be provided in the hostel buildings.

**Auditoriums/Conference/Seminar Halls:**

- One Ethernet port with NKN connectivity will be provided wherever needed.
- The Wired Internet access will not be provided in these rooms.
- A separate WiFi will be provided for each Auditoriums/Conference/Seminar Halls.

**Laboratories:**

- The Wired Internet access will be provided for each Computer System in the Lab.
- The wired Internet access will be provided to the staff/faculty office in the Lab.
- A separate WiFi will be provided to the Labs on Demand basis.

**Guest Houses:**

- The Wired Internet access will not be provided in the guest houses for the guests.
- The wired Internet access will be provided to the staff seats.
- A separate WiFi will be provided to the Guest Houses.
- Intranet and few other internal web services will not be accessible to the Guests.

**Centers/others:**

- The Wired Internet access will not be provided.
- A separate WiFi will be provided on demand basis.

## Webmail/Email Services

All users including faculty, staff and students are provided an official email id. All users are expected to use this email id in all official correspondence.

### Faculty/Staff:

- The email ID will be created for faculty/staff on his/her joining after receiving the official correspondence from the administration.
- The format of email ID is generally [firstname@iitmandi.ac.in](mailto:firstname@iitmandi.ac.in) or [firstname\\_lastname@iitmandi.ac.in](mailto:firstname_lastname@iitmandi.ac.in).
- Faculty/staff will be allowed to post messages to all institute mailing lists.
- Faculty staff will be subscribed to the corresponding mailing lists on his/her joining.
- Presently, there is no storage limit to faculty/staff. The institute may put storage limitations at later stage
- The Email ID will be deleted one month after the relieving of faculty/staff.
- The administrator will have access to the email logs. The logs may be examined by authorized WING personnel to investigate the complaints.

### Scholars/Students:

- The email ID will be created for scholars/students on his/her joining after receiving the official correspondence from the Dean Students Office.
- The format of email ID will be <RollNo.>@students.iitmandi.ac.in.
- Scholars/students will not be allowed to post messages to any institute mailing lists.
- Scholars/students will be subscribed to the corresponding students mailing lists on his/her joining.
- Presently, there is no storage limit to Scholars/students. The institute may put storage limitations at later stage.
- The Email ID will be deleted one month after the convocation. The Email ID will be deleted 15 days after the the termination if relieved before graduating.

### Alumni:

- The institute will provide an email ID to the Alumni after the convocation.
- The format of email ID will be <RollNo.>@alumni.iitmandi.ac.in.
- Alumni will not be allowed to post messages to any institute mailing lists.
- Alumni will be subscribed to the corresponding students mailing lists on his/her joining.

### Guests:

- The institute will not provide the email ID to the Guest who will stay for a short time. However, if any guest wants to stay for a longer time he/she may be provided an email account on request from the head of the concerned school/deptt. In this case, the email ID will be deleted immediately after leaving the institute.
- The institute will provide an email ID to the personals who are joining the institute on deputation.
- The guests may be added to the campus residents mailing group on request from the head of concerned school/deptt.

**Others/Special Email IDs:**

- The institute will provide special email IDs for any event like seminars, admissions, conferences, workshops etc.
- These email IDs will be provided on request from the event organizer.
- These email IDs will be deleted immediately after completion of the event on confirmation from the event organizer.
- These email IDs will be allowed to post messages to all institute mailing lists.
- The institute will also provide special email IDs to the offices, HoDs, chairs and the high dignitaries. These IDs will not be deleted and will be passed to another person joining the same position.

**Mailing Lists/Group Emails:**

- A Mailing List is a collection of names and addresses used by an individual for sending emails to multiple recipients. IIT Mandi has created a few predefined mailing lists for the faculty, staff, students and other important groups.
- Only faculty/staff, using their IIT mandi email account, can send emails to these mailing lists. Students Gymkhana office bearers are also allowed to send emails to students mailing lists.
- New mailing lists can be created as and when required. Only administrators can create the mailing lists. The request to create a mailing list can be sent to WING through email.
- The member will be subscribed to the mailing list on joining and will be removed from the mailing list immediately on relieving.
- Subscribed members are not allowed to un-subscribe themselves from the mailing list.

**\*\*Email ID will be deleted immediately in case any disciplinary action is taken against anyone.**

## IIT Mandi Cloud Storage

IIT Mandi Cloud is based on the open-source Seafile platform. It allows you to keep your files on IIT Mandi server instead of handing it over to a third-party software such as Dropbox or Google-drive thus ensuring more security.

- Faculty/staff/students can use LDAP ID to access the IIT Mandi Cloud Storage.
- Each faculty has been provided with 100 GB of storage space on cloud.
- Each faculty has been provided with 50 GB of storage space on cloud.
- Each scholar/student has been provided with 10 GB of storage space on cloud.
- Cloud access will be enabled on joining the IIT Mandi.
- Cloud access will be disabled after one month of relieving date/convocation.

## VPN Access

VPN Services are available for connecting to IIT Mandi internal network from outside IIT Mandi. VPN access is granted only to faculty, staff and scholars. In special case, students involved in research/projects can also request for the vpn access through their Guide. VPN access will not be provided to guests.

VPN services may used by the faculty/staff/Scholar for the following reasons:

- For accessing IIT Mandi internal web portals like insite.iitmandi.ac.in, moodle etc.
- For accessing software license servers [SolidWorks, Ansys, HSMworks, StarCCM+, MATLAB etc.].
- For accessing online journals and conference proceedings through the IIT Mandi Library Web Portal.
- For accessing internal servers (DNS, Proxy, Email etc.) in case there is a need.



## Web Hosting

The institute provides Virtual Web Hosting facility for securely hosting all Internal/External web sites.

### Faculty/Staff:

- The institute will provide a Web space of 30 GB to each faculty/staff to host their personal web page.
- Faculty/Staff can manage their own personal webpages by themselves, and will be responsible for the correctness and accuracy of everything that appears on their webpage.
- The home page url will be 'http://faculty.iitmandi.ac.in/~<user>' for faculty and 'http://staff.iitmandi.ac.in/~<user>' for staff.
- The webpage will be disabled after one month of the relieving of faculty/staff.

### Scholars/Students:

- Scholars/Students are provided with the access to Google sites on there accounts where they can built up there pages.
- Scholars/Students can manage their own personal webpages by themselves, and will be responsible for the correctness and accuracy of everything that appears on their webpage.
- This provision is subject to revoke or migrate to another platform at any time.

### Projects/Laboratories:

- The institute will provide Virtual Web Hosting facility for securely hosting all Internal/External web sites for various projects, laboratories, workshops, conferences etc.
- The website domain will be as http://<name>.iitmandi.ac.in, where <name> will be chosen by the requester.
- Login credentials will be provided to the maintainer of such websites so that they can login and modify their websites as needed.
- The owner of the website will be responsible for the correctness and accuracy of everything that appears on their website.
- The website will be terminated after receiving the confirmation from the owner.

**\*\*Credentials provided for updating the website are for internal use only and can not be shared with any outside web developing agency.**

## Software Usage

Faculty, staff, and students with authorized accounts may use the licensed softwares for the academic and research purpose. The list of licensed softwares and their installation procedure is listed on Intranet(Insite) portal. The usage is strictly restricted for academic and research purposes and should not result in commercial gain or private profit other than that allowed by the Institute.

Downloading and Installation of unlicensed software on IIT facilities, or on individual machines connected to the IIT network is strictly prohibited. Violation of software usage policy by users will be considered as misconduct and the concerned users will be solely responsible for it. Further action may also be taken against the user(s) in case of serious IT offence as determined by Competent Authority.

## Online Portals

WING hosts various online web portals for managing the various institute services like a platform for discussions, online teaching-learning system, ERP system, contact information, booking facility etc. Few of these portals are accessible globally whereas some of them are restricted to the campus only.

### **Faculty Discussion Board:**

This is a password protected forum where all registered users are faculty. This is a discussion board for the faculty, a place for open discussion to enhance teaching, research and management. Also, the forum is open for discussion on other general topics of common interest to the faculty. Staff and students are not allowed to use this forum for discussions.

### **Moodle, Course Management System:**

Moodle is a course management system at IIT Mandi. There are groups of features within Moodle, usually completed by a student to interact with other students, or with the teacher. The major activities involve, Assignment submission, Uploading/Downloading course materials, Forum for discussion, Chat for instant messages, Glossary, list of definitions, Survey for gathering data from students, Online quiz etc.

- Faculty/Students can use their LDAP password for login to Moodle.
- All the courses offered in a particular session will be added by the WING in that particular session category.
- Faculty will be manually enrolled to each of their courses by the WING.
- Self enrollment is enabled for the students, which means students have to enroll themselves to their courses to get the updates.
- Faculty have the rights to assign a TA(Teaching Assistant) role to any of the students/scholars.
- Courses are not deleted for the previous session, they are archived under the separate category.
- File upload limit in Moodle is 100 MB.

### **Office Automation System:**

**Intranet:** Intranet portal (INSITE) is the portal that unifies access to information and applications on an Intranet. Unlike the Internet, the INSITE operates within the campus network and is not connected to the World Wide Web. Remote access using VPN is enabled for users to access content away from the office. This portal consist of the tools and resources, circulars/notifications and associated services. Intranet portal is openly accessible on campus for students/faculty/staff. Intranet access is restricted for guests in Guest House.

**Facility Booking Portals:**

Various facilities like Meeting Rooms, VC Rooms, Computer Labs etc. can be booked online. Booking rights are only with faculty/staff. Faculty/staff are allowed to book the facility with their LDAP credentials. Students are restricted to use online bookings however they can approach the concerned staff for booking the facility. Facility administrators can delete the booking with justifiable reasons.