Computer Lab: An Overview

SIES School of Business Studies (SIESSBS)
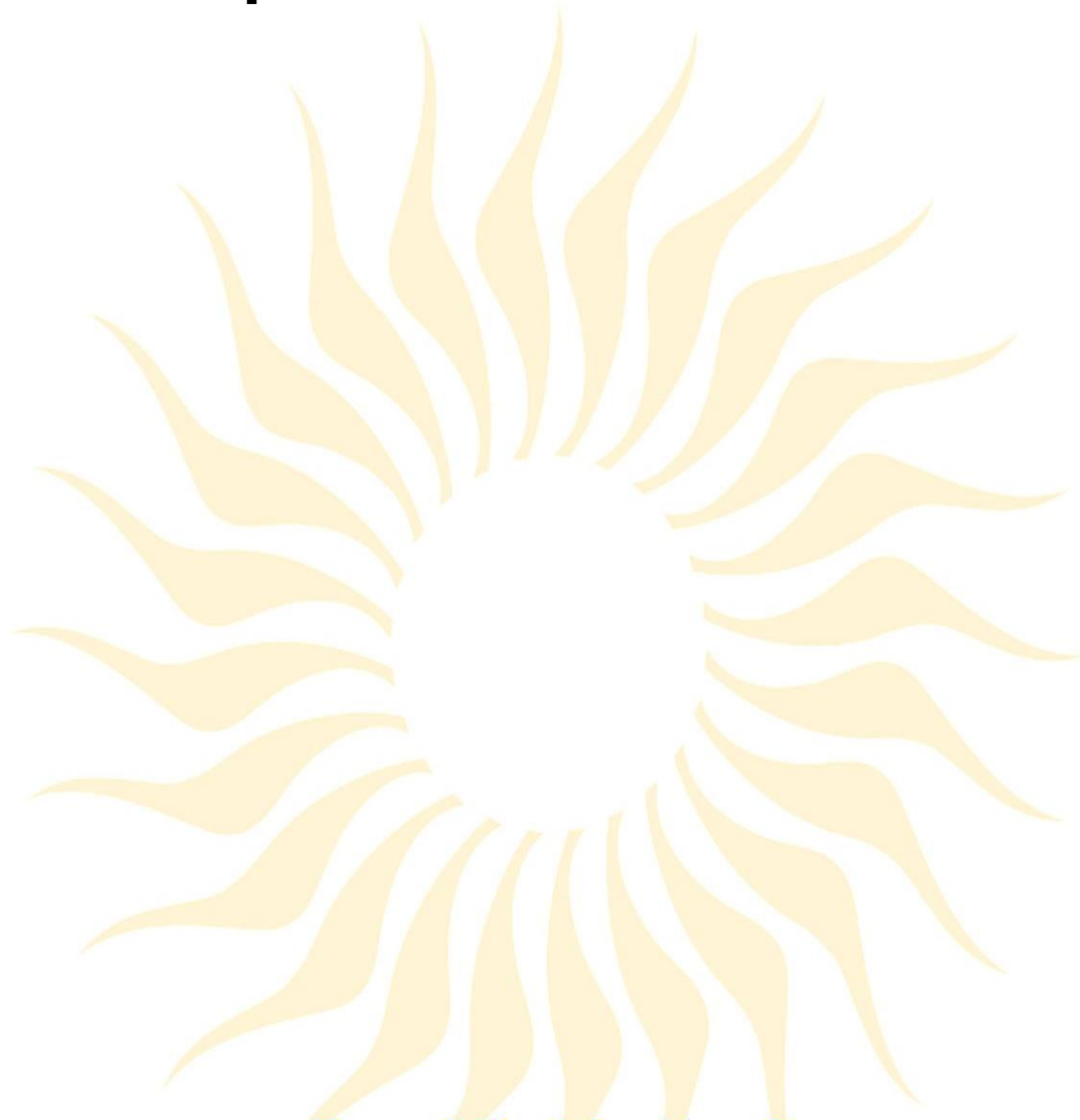
SIES School of Business Studies

Purpose and Scope:

Access to modern information technology is essential to the pursuit and achievement of excellence across SIESSBS mission of instruction and academic advancement. The privilege of using computing systems and software, as well as internal and external data networks, is important to all members of SIESSBS community. This policy provides general guidelines for the use of SIESSBS computing resources, equipment, services, software, and computer accounts of students, faculty, staff and administrator.

Policy and Procedures:

Appropriate Use of Computing Resources. The computing resources provided by SIESSBS are primarily intended for teaching, educational, and administrative purposes.

Prohibited Use of Computing Resources. SIESSBS characterizes misuse of computing and information resources and privileges as unethical and unacceptable. Such misuse constitutes a cause for taking disciplinary action. Misuse of computing resources includes, but is not limited to, the following:

   a. Attempting to modify, remove, or add computer equipment, software, or peripherals without proper authorization;

   b. Circumventing or attempting to circumvent normal resource limits, logon procedures and security regulations;

   c. Sending fraudulent computer mail, breaking into another user's electronic mailbox, or reading another user's electronic mail without his or her permission.

   d. Students shall use computer software only in accordance with the software company's license agreement. Students shall not make, acquire, or use unauthorized copies of computer software.

   e. Students shall not alter the appearance or any settings of the desktop or windows of the computer. This includes setting or changing screen savers, backgrounds, wallpapers, colour schemes, program

preferences or altering window sizes and locations as they appear on the screen.

f. Students shall not use computers other than for their official assignments.

g. Students are not allowed to use floppy disks, CDs, DVDs, USBs or other removable media in the computer lab. However students of SIESSBS are allowed to take backup of their respective files on the CDs, DVDs or USBs with the help of system administrator.

h. Students should not play any computer games and engage in group discussions inside the computer lab.

i. Students are not allowed to use mobiles inside the lab.

j. Students shall not disconnect, tamper with or move any computers, computer parts (not even a mouse or mouse pad), or connecting cables without prior instructor permission.

k. If a student is held responsible for (or the cause of) damage to a computer, then it is his / her responsibility to bear the cost of repair or replacement of the computer or damaged computer part.

Password Protection:- Each user is responsible for maintaining absolute security of any password or password right granted to the user. Passwords shall not be "shared" with another user.

Definitions:

Computing resources - Includes computers, computer equipment, computer assistance services, software, and computer accounts provided by SIESSBS information resources, electronic communication facilities (including electronic mail, internet access, and network access).

Computer account - The combination of a user number, username, or user-id and a password that allows an individual access to a computer or some other shared computer or network.

Data Backup – Backups of staff and student data are taken on daily basis on the server itself and a copy is made on the Secondary Server. Backups are taken in CDROMs on quarterly basis.

Information resources - Data or information and the software and hardware that render data or information available to users.

Network - A group of computers and peripherals that share information electronically, typically connected to each other by either cable or satellite link.

Peripherals - Special-purpose devices attached to a computer or computer network, such as printers, scanners & CD writer.

Server - A computer that contains information shared by other computers on a network.

Software - Programs, data, or information stored on magnetic media (tapes, disks, diskettes, cassettes, etc.).

User - Any individual who uses, logs in, attempts to use, or attempts to log in to a system. Each user is responsible for his or her use of the computer resources and for learning proper data management strategies.

Duties of Administrators:

- Perform various functions including, but not limited to, installing hardware and software, managing the main server, computers and network, and keeping the computers operational / functional.

- Review of the adequacy of computer lab in terms of quantity and quality of hardware and software and report to the Director on inadequacies, if any, at least one month prior to the commencement of the semester.

- Maintain the computer system and resources in a manner desired to be professional and high standard.

Timing:

The computer is lab is open from 9.00 am to 5.00 pm from Monday toSaturday and from 9.30 am to 5.00 pm on Sundays.

Wi-Fi Environment:

The entire campus is enabled with Wi-Fi facility with 70 mbps speed allowing the students and other users to access the knowledge databases from anywhere in the campus. The duty of the administrators also includes sound maintenance of this environment.

Licensing:

The institute only uses licensed software for its application and total integrityis maintained in this regard.

Backup Policy and Procedures:

Purpose

To minimize Business Continuity Risks associated with data loss by defining a backup system.

Scope

The intended recipients of this policy are records pertaining to administrative department, teaching learning outcome records, placement and library.

Policy

Information Technology recognizes that the backups are critical to the viability and operations of the respective departments. It is essential that certain basic standard practices are followed to ensure that data files are backed up on a regular basis.

Procedure

The backup of the said departments are taken on daily basis to the Backup Server through a scheduled automated backup script.

The data from the backup server is archived on to DVDs and are kept offsite in a bank locker on a monthly basis.

Backup Content

The data that are backed up are: Data files designated by the respective owners mentioned above. Data to be backed up will be listed by location and specified data sources.

Backup Types

Backup occurs daily during the lunch break i.e., 1:00 P.M.

Full back-up: Includes all the source files. This method ignores the file's archive bit until after the file is backed up. At the end of the job, all files that have been backed up have their archive bits turned off. Only one full backup will be done once a month followed by incremental.

Incremental backups: Includes only files that have changed since the last full (Clear Archive Bit) or incremental backup. The next time an incrementalbackup is done, this file is skipped (unless it is modified again).

The aim of the computer lab, its resources and manpower is to provide the right technological ambience to all users and to ensure that the users avail of best possible computer environment for enhancement of knowledge.

Any modifications / alterations to the above guidelines based on any feedback or exigency shall be taken by the system administrator in consultation with the Director of the institute.