MAHATMA GANDHI UNIVERSITY
of
MEDICAL SCIENCES & TECHNOLOGY
JAIPUR

MGUMST INTERNET/INFORMATION SECURITY POLICY

REGISTRAR
Mahatma Gandhi University of
Medical Sciences & Technology
Sitapura, JAIPUR-302 022

Approved by the Academic Council in its meeting held on December 24, 2020

Mahatma Gandhi University of Medical Sciences and Technology (MGUMST), Jaipur reserves the right to modify the above policy as deemed fit from time to time

Vision of the University

- To develop MGUMST as an Institution of Excellence, at par with Global standards, in the field of healthcare and allied sciences.
- To amalgamate our colleges, departments, students and alumni to impart world class research and education, aimed at making a positive difference in the healthcare at the national and global level.
- To achieve overall development of learners, including character and moral values, by imbibing a culture of inquisitiveness, inclusion, collaboration and innovation.
- To ensure equality amongst diversity in all respects, reflecting the true Gandhian principles, so that everyone gets a fair opportunity and the best of minds and talent may be recognised and allowed to flourish in the ever-changing competitive environment.

Mission of the University

- To develop dynamic, self-dependent and world class Healthcare Institution dedicated in providing the best medical education and clinical treatment.
- To develop the best healthcare practices in the community, with a spectrum ranging from preventive health measures to excellence in tertiary care, with an aim to establish a healthy, disease-free society.
- To enrol students, staff and faculty in various clinical and non-clinical programs based on the principle of merit and impartiality, and without any discrimination of race, sex, non-disqualifying disability, caste, religion, and national or ethnic origin.
- To utilise the latest technology, as well as, to identify the best possible use of upcoming technology such as Artificial Intelligence to predict, prevent and treat various ailments and illnesses before they affect an individual or the community.

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I. Introduction

MGUMST at its discretion, provides IT devices like Laptops, Desktops, Printers and desk phones etc. for carrying out official work and for day to day functioning of the University. It also deals with information security of the university.

II. Purpose

This policy defines the elements and mechanisms of the information security structure at MGUMST and allocation of it devices. It ensures that the University:

- Establishes a comprehensive approach to information security.
- Allocate all the devices in the university as per requirement of the staff.
- Ensure the allocation and return of IT devices.
- Establishes effective practices for the protection and security of information assets.
- Develops procedures for responding to breaches of information security.

III.Scope

This policy is intended to support the protection, control and management of MGUMST information assets. It covers:

- Stored on databases.
- Stored on computers.
- Transmitted across internal and public networks.
- Printed or hand written on paper, white boards etc.
- Stored on removable media such as CD-ROMs, hard disks, tapes and other similar media.
- Stored on fixed media such as hard disks and disk sub-systems.
- Presented on slides, overhead projectors, using visual and audio media.

IV. Allocation of IT devices

This policy is applicable to all employees of MGUMST. Devices allocated to employee shall contain all the necessary licenses software and tools that are required in day to day functioning of University.

- Desktop
  - Each department of every constituent college is allotted a minimum of one computer for the use of department and secretarial staff.
  - One desktop with all necessary softwares is also provided to each Head of the Department.
- Printers and scanners
  - These services shall be offered as common facility at strategic locations to ensure optimal utilization of resources.
  - Each office of Head’s of institution will have a multi-functional printer and scanner.
  - Heads of Departments shall be eligible for normal printer.
  - Every office of the university will be eligible for specific printer and scanner based on the designated work.
- Desk Phone
  - There will be a provision of Desk Phone in each and every unit of MGUMST with placement at specific locations based on the departmental requirements.

Information security

- The University specifically prohibits unauthorized access to, tampering with, deliberately introducing inaccuracies to, or causing loss of MGUMST information assets.
- It also prohibits using information assets to violate any law, commit an intentional breach of confidentiality or privacy, compromise the performance of systems, damage software, physical devices or networks, or otherwise sabotage University information assets.
- The University protects its information assets from threats and exploits, whether internal or external, deliberate or accidental.

- The University recognizes that no single office, policy, or procedure provides absolute security; therefore, all employees and authorized users of MGUMST information systems are responsible for minimizing risks and securing information assets within their control.
- The University will take appropriate action in response to misuse of university information assets. Any violation of this policy may result in legal action and/or disciplinary action under applicable university and administrative policies.
- Access to MGUMST systems and services will be limited to active users and accounts only.
- Users should refer to the MGUMST Password Policy for authentication guidance. Users who attempt to access the University information systems with expired passwords will be blocked after multiple unsuccessful attempts.
- Faculty or staff who have voluntarily terminated their employment will have their account deletion as per the resignation date.
- Designated secure areas must be locked at all times. Designated secure areas will be labelled as such by appropriate signage.
- Emergency access to secure areas can be provided by Campus Safety and Security. The director of information technology, or his/her designee, will be notified of such access via telephone or email in a timely fashion.
- Vendors/guests must be accompanied by appropriate information technology or public safety staff while in any protected location.

VI. Storage of Information

- Areas used to store records should be physically secured. File cabinets and other means of storage must be locked and secured.
- Access to areas containing materials will be provided only to authorized personnel and the department who owns the material in question will log access to these areas.
- Storage of data on desktops, laptops, and portable devices is strongly discouraged. This includes but is not limited to USB sticks, portable hard drives, CD ROM, DVD or by other means of electronic data storage.

VII. Special Approvals

- Laptops shall be issued to an employee based on special recommendations and thereafter approval by President / Registrar.
- Additional accessories like monitor, keyboard, external speakers, webcam etc, will be provided to an employee, as per functional requirements, as recommended by IT department.

VIII. Responsibility of IT Assets

- It will be the sole responsibility of the concerned employee to take precautions to prevent any kind of damage to the IT device(s) issued to them. He / she shall bear the cost of repair/ replacement, whatever applicable in case of physical damages to the device(s). If a device is damaged unintentionally / accidentally or due to any natural calamity the penalty may be waived off by the committee, in case there are sufficient evidence
- An employee is responsible for the security of sensitive data stored on the device and must take reasonable measures to protect the data.
- An employee shall return the IT device(s) issued to them, to the IT department of the University at the time of leaving the organization.

IX. Loss / Theft of IT Asset

- If any IT asset (permanent or temporary asset) is lost or stolen under any circumstances, it is the sole responsibility of the employee to notify the office immediately.

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