NETWORK CENTER, CSED, VNIT NAGPUR

Date: 15/03/2021

Sub: Regarding software usage policy

Every employee of VNIT should follow software usage policy as given below so that VNIT should have ownership of and access to legal softwares only. All heads of departments and sections are requested to ensure the following points, as mentioned below, are being followed in your department/sections:

1. Only Legal/Licensed software should be used on all the computers. Use of illegal/non-licensed software is totally discouraged.
2. Department staff and faculty should make sure that there is no any illegal/ non-licensed software installed on any computer in the department.
3. If there is any illegal/non-licensed software installed in the computer then it shall be the responsibility of the person using the computer / In-charge of LAB, etc..
4. All new computers should be purchased with legal licensed OS and software (ex-MSOffice, Adobe, Matlab, etc.). Kindly instruct the vendors/AMC personnel accordingly to install only licensed/free softwares as required at the time of purchase as well as during maintenance period.
5. If required, purchasing of additional licenses for software/OS etc. can be done from various funds (e.g. DoE / CPDA / Plan Grant) as applicable & permitted.
6. In case department requires bulk licenses for any software, the same can be informed to network center with proper financial approval sought with Director's permission for procurement.
7. All desktops machines of the Institute must have **Antivirus installed**. Network Center has procured Institute Level Antivirus Software, which must be installed on each desktop machines of the Institute including LAB machines also, with the help of Network center staff or AMC Personnel.
8. It is recommended that checks/audit of all computer(s) be done at least twice a year to confirm that only licensed software is installed on all machines in the department.
9. It is requested to kindly nominate one faculty coordinator and one technical assistant staff for the above task and inform the same to Network Center.
10. Also, you are requested to kindly send us the information as per the attached Annexure. Such annexure can be prepared / maintained at department in coordination with Network Center.
11. Kindly make sure that data backup is taken regularly so that important data is not lost in the event of unforeseen circumstances. Please contact Network Centre for any additional help required in deciding data backup policy.

M. B. Bheevgade,
Sr. Technical Officer

Dr.R.B.Keskar
Associate Dean (IT)

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To,
All HODs /Sections Heads/Deans/Directors/Health Center