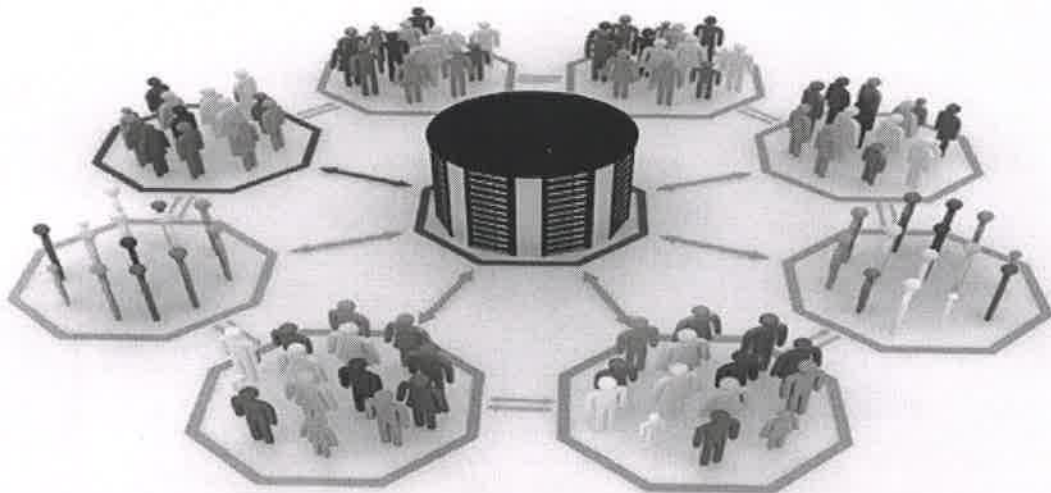




JAIPURIA INSTITUTE OF MANAGEMENT

EMPOWER • ENTHUSE • EXCEL

Indirapuram, Ghaziabad



IT Manual (Handbook)

JAIPURIA INSTITUTE OF MANAGEMENT

Block A, Gate No 2, Shakti Khand IV,
Indirapuram, Ghaziabad
Website : www.jaipuria.edu.in/jim

Signature

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INTRODUCTION

Jaipuria Institute of Management, Indirapuram, Ghaziabad was set up by Set Anandram Jaipuria Education Society in 2001. It has sprawling campus spread over 5 acres within Delhi-NCR. During this short span of 16 years, JIM has been acclaimed as a leading business school in Northern India. Jaipuria Institute of Management, Ghaziabad, was established by fulfilling all the norms regarding academic, financial and social aspects set by concerned statutory bodies.

The Institute started a full time 2 years master degree program in Business Administration (MBA), in the year 2001. This program is duly approved by AICTE, Ministry of HRD (Govt. of India) and affiliated to Dr. APJ Abdul Kalam University, Lucknow (U.P.).

The campus is equipped with all amenities. All spacious lecture halls, conference halls, seminar halls, auditorium, library, computer lab, faculty chambers, tutorials and administrative offices are airconditioned. All lecture halls are fitted with the latest presentation equipment, LCD projectors, desktops / laptops, Internet and a sound system for providing a wholesome classroom experience.

Within a short span of time, the Institute has emerged as one of the leading Institute in Uttar Pradesh. This handbook contains a compact and precise summary of all the necessary information pertaining to IT section of the Institute.

Jaipuria Institute of Management has an IT-intensive environment with state-of-the-art infrastructure and high-speed network for staff and students to access electronic applications and services for their work and study. It has two computer labs consisting of most modern devices. All these labs are networked for the ease of meeting the learning objectives.

IT Department Composition

SN	Name of Staff	Designation	Experience	Skill Set	How it Helps to Staff & Students
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1	Dr. Ajay Tripathi	Associate Professor	14 Years	MCA, M.Phil., PhD	Application Development & Training on Application Software like MS Office, SPSS, Web Technologies, ERP and System Software like Operating Systems helps Staff & Students in enhancing their IT based knowledge. Sound knowledge on Programming Languages like C, C++, Java, .NET, Web Technologies, Cloud Computing, Data Analysis supports students to hone their skill set.
2	Mr. Yogendra Kashyap	Lab Assistant	17 Years	Advance diploma in Computer Hardware Network, Diploma in Computer Hardware & Networking, MCP 2008	Hardware and Networking knowledge supports Institute in providing seamless IT support. Computer maintenance and installation of all MS-Windows and Trouble shooting and Fault Finding, Printer Repairing & Servicing (Laser Printer, Dot matrix Printer, Desk JET Printer), Networking on all MS-Windows, Wireless Networking (Wi-Fi) & AP Configuration, All MS-Windows, Cabling of RJ-45 & BNC cable, MS-DOS, MS-Windows 98, Windows 2000, Windows Millennium, Windows XP, Windows Server2003/2000/8/10

Y. Kashyap

GENERAL INFORMATION

The institute has state-of-the-art Computer Centre with 100+ nodes and high-end Servers. 24 hours high-speed Internet facility is available through 22 mbps high speed Lease line (RF). The laboratory has the latest operating Systems, front end tools, multimedia software, platforms and servers and online Journals like ProQuest, DELNET and J-Gate. A Wi-Fi campus makes internet readily accessible all the time in campus and hostels through wireless connectivity.

D. Narayana

IT RESOURCES

List of IT Resources/Items: Hardware

SN	Particulars	No. of items	Configurations
1	Servers	3	RAM 1 GB, HDD 160 GB, Processor 1.8Ghz Dual Core
2	Desktop Computers	60	RAM 4 GB, HDD 500 GB, Processor i3
		70	RAM 1.25 GB, HDD 40 GB & 80GB, Processor 2.4 & 2.66 Ghz
		7	RAM 1 GB, HDD 160 GB, Processor 1.8Ghz Dual Core
		4	RAM 1 GB, HDD 160 GB, Processor 2.50Ghz
		45	RAM 256 MB, HDD 40 GB, Processor 2.4 & 2.66 Ghz
3	Printer (B & W)	18	HP Laserjet and
4	Printer (Color)	02	Epson
5	Scanner	3	Canon
6	Wireless Access Point	12	Dlink 2.4 Ghz
7	Network Switch	14	Dlink(8,16,32 Port)
8	Online UPS	2	12.5 KVA Ocam
9	Offline UPS	27	1 KVA & 600 VA
10	Sound Systems	6	Ahuja(30 Watts to 2000 Watts)
11	Internet Bandwidth	32 Mbps	CJ Online Pvt.Ltd
13	LCD Projectors	9	Panasonic PTA-LBA5
14	Laptops	3	RAM 1 GB, HDD 160 GB, Processor 1.8 Ghz
		2	Lenovo Thinkpad
		1	HP

D. N. Singh

List of IT Resources/Items: Software

SN	Software	License Type	Media Qty.	Paper License	Usage of Software
1	Windows 2000 Server	End User License Agreement	03		Networking
2	Visual age Java 2.0	End User License Agreement	02		Teaching
3	Visual age Java 4.0	End User License Agreement	05		Teaching
4	IBM DB2	End User License Agreement	05		Teaching
5	Oracle Server 8.1.6	End User License Agreement	05		Teaching
6	Oracle Server 8.1.6	End User License Agreement	05		Teaching
7	Red Hat Linux ver. 6.2	End User License Agreement	03		Teaching and Networking
8	IBM Visual Java 2.0	End User License Agreement	01	01	Teaching
9	MS-Office Project 2003	Open License Agreement	01	10	Teaching
10	Office Pro-2003	Open License Agreement	01	05	Teaching, Student and Staff Usage
11	Turbo Assembler	End User License Agreement	05		Teaching
12	Windows XP	End User License Agreement	01	50	Teaching, Student and Staff Usage
13	Windows XP-Pre	Open License Agreement		30	
14	Windows XP Home Ed.	End User License Agreement	01	-	Teaching, Student and Staff Usage
15	Visual Studio 2005(.net)	End User License Agreement	10	-	Teaching

D. Naveed

16	Corel Draw -12	End User License Agreement	01		Teaching, Student and Staff Usage
17	Macromedia & Studio	End User License Agreement	01	-	Teaching, Student and Staff Usage
18	Microsoft FrontPage	End User License Agreement	01	-	Teaching
19	Borland C++ Suite	End User License Agreement	05	-	Teaching
20	Oracle 10g	Perpetual	01	05	Teaching
21	VA Java Pro-3.5	End User License Agreement	-	11	Teaching
22	Macromedia Flash 2004	Asia Pac. Education Base Volume License Option Level A	01	02	Teaching, Student and Staff Usage
23	Windows 8.1	End User License Agreement	60	Pre Loaded	Teaching and Student Practice
24	Anti virus Quick Heal	End User License Agreement	1	10 Users	Securing Network
25	Libsys	End User License Agreement	01		Library
26	Online Journal (J-Gate, ProQuest, DELNET)		03		Accessible to All
27	Tally ERP 9	End User License Agreement	01		Staff Usage
28	Words Worth	End User License Agreement	01	60 Users	Training for Students Communication Skill
29	Office Standard 2016	SNGL OLP NL Academic		60 Users	Teaching

Servers

To better support and manage the campus wide spectrum of teaching, research and administrative activities, a diverse range of major network servers are set up for different systems and applications.

2/11/2007

IT BUDGET/FINANCES

Financial Planning/Budgeting:

- Inform the Director about the status of basic IT requirements as and when required.
- Prepare proposals/ requests for the new IT resource acquisition.

R. N. Singh

IT/COMPUTER LAB PROTOCOL

- ◆ All computers are labeled for identification purpose.
- ◆ Student signature is required in the entry register before the use of lab resources.
- ◆ At the beginning of each session please check for functionality:
 - Make sure computer boots
 - Check the keyboard, mouse etc.
- ◆ If any problem occurs student should notify a staff member.
- ◆ If any new students enter into the lab go over rules and discipline policy.
- ◆ At the end of each day, the IT staff/s should shut down all computers.
- ◆ Re-check/Crosscheck each system for proper functionality.
- ◆ Make sure the lab is clean and in order before leaving for the day.

Always

IT-DISCIPLINE POLICY

Inappropriate Internet Usage: May affect an immediate dismissal from the computer lab until further notice.

For any sabotage or breakage, the concerned student & the entire class strength present in lab will be penalized with twice the amount of the damages.

R. Nunez

IT SERVICES

Computer Lab Timings

On all working days 9.00 A.M. to 6.00 P.M.

Note: The timing can be changed as per the requirement of the Institute.

IT: Routine Chekup

For the smooth functioning of the IT setup at Campus/Hostels, the routine checkup of IT equipment setup is required. The activities are performed in following manner:

- IT Setup in Class Rooms: After the end of the classes & before 9:00AM: all working days.
- Wi-Fi Setup & Wireless devices: Between 4:00 PM to 5:00PM: all working days.
- Internet setup: After 5:00 PM and Before 9:00 AM: all working days.
- PCs/Laptops of Lab/IT Stock: On Saturday (considering the quizzes & other academic activities in mind).
- Laptops/PCs of Faculty/Staffs/students: On Saturday.
- Application software: Between 4:00 PM to 5:00PM: all working days as and when required.
- All other repairing/maintenance: On Saturday (considering the academic activities in mind)

The above-mentioned activities are under the routine checkup. IT support shall be there on all working days.

Note: Availability of at least one staff is required during lab usage.

D. Nayak

IT: Basic Services

1. Complete Wi-Fi connectivity for the campus & hostel.
2. Unlimited access to the PCs within working hours.
3. Unlimited access to Internet (24/7) in the campus & hostels.
4. Self-learning opportunities.
5. Technical support by the IT Staffs.
6. Downloads of freeware or trial ware utilities that might be useful for research or for any useful purpose can be allowed with prior permission of IT Staffs.
7. Organized access to some material resources such as printers and data storage locations is provided.
8. Any new software installations or upgrades can be achieved through the permission of System Administrator.

Anti-Virus Support

With the recent spate of computer viruses' attacks, computer centre recognizes that it is important to secure users and resources on some of the most popular means of virus propagation and preventive measures to prevent its onslaught. To mitigate this institute has latest anti-virus support like Quick Heal.

Application and Print Services

Application server provides a central repository for application software in the areas of:

- Word processing
- Web browsers
- Client/Server applications
- Spreadsheets
- Graphics packages
- Statistics packages
- Desktop publishing
- Presentation software
- Computer-based learning
- Anti-virus software

Stand-alone printing and Network printing facilitates sharing of high quality laser printers.

Users are allowed to share networked printers to print their documents.

Best Practice Standards

The following guidelines set the best practice standards for appropriate behavior for all the members of the Jaipuria Institute of Management, Indirapuram, Ghaziabad when accessing computer networks through LAN and Wi-Fi.

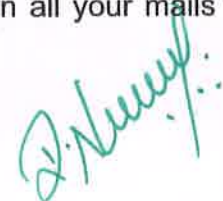
General

- Users are individually responsible for understanding and respecting the security policies of the resources (computers and networks) they are using. Users are individually accountable for all activities that are conducted via their accounts including, but not limited to electronic mails, newsgroup postings and uploading/downloading of information to/from Internet respectively.
- Users have the responsibility to employ available security mechanisms and procedures for protecting their own data among which is to employ a good password and safeguard their data from being stolen or tampered with.
- System administrators are responsible for maintaining the security of the systems they administer. One must comply with rules appropriate to the network's netiquette while using another organization's network or computing resources.

Guidelines for using services

Electronic Mail

- E-mail on Internet is not secure unless encryption is used. Never include anything in an e-mail message which you want to keep private and confidential.
- Always use real username and node when sending e-mail. Do not masquerade or send mail anonymously.
- Mass-mailing is prohibited for the students unless they are authorized to send such mails.
- Use the "Reply to All" option with care when replying to any mail received, to prevent inadvertently sending out mass mails.
- Never participate in any mail requesting for donations or "get-rich" schemes.
- Always use appropriate and meaningful subject header in all your mails to reflect accurately the content of your mail.



Internet Mailing Lists and Usenet News Groups

- Obey copyright laws.
- Do not post any messages anonymously.

World-Wide-Web

- Do not download or publish any objectionable information/contents.
- Do not submit or publish any confidential information about the Institute without prior approval.

Desktop

- DO NOT leave your sessions in computer lab unattended for more than 10 minutes.
- Always scan external hard drive before using them.
- Make frequent backups of the data stored in the hard disk.
- In case of running sensitive applications, ensure that the computer is in a physically secure location.
- Try not to store any confidential/important documents without protecting them.
- If necessary, encrypt the data in storage.

Passwords

- DO use a password with mixed-case letters. Do not just capitalize the first letter, but add uppercase letters in the middle.
- DO use a password that contains alphanumeric characters and include punctuation.
- DO use a password that can be typed quickly, without having to look at the keyboard. This makes it harder for someone to steal your password by looking at your keyboard.
- DO change your password every six months.
- DO NOT use your User Id in any form (as-is, reversed, capitalized, doubled, etc) as the password.
- DO NOT use your first, middle or last name in any form. Do not use your initials or any nicknames you may have.
- DO NOT use your spouse's or child's name.
- DO NOT use a word contained in English or foreign dictionaries, spelling lists, or other word lists.
- DO NOT use other information easily obtained about you. This includes license

plate numbers, telephone numbers, identification numbers, the brand of your automobile, the name of the street you live on, etc.

- DO NOT use a password of all numbers, or a password composed of the same alphabet.
- DO NOT write your password on desk blotters, calendars, or store it on-line.
- DO NOT reveal your password to anyone.

D. Newby

IT GUIDELNES

General Guidelines

- The computer lab is not responsible for problems caused by computer viruses, improper use of the equipment, loss of data due to equipment malfunctions or any other reason.
- Equipment in the computer lab may not be removed, modified, relocated, or disassembled without permission of the lab coordinator.
- The computer lab resources are prohibited from usages for any illegal or disruptive purposes.
- Reproduction of any copyrighted material (e.g., Software, music, video, books, photographs etc.) is prohibited.
- Displaying of offensive graphic images by way of Internet Explorer or other software is not permitted, Chatting, playing games is not allowed.
- Be respectful to other lab users, lab equipments and software problems should be reported to the lab personnel immediately.
- Users are expected to keep the computer lab neat and clean
- Shut Down the computer before leaving the computer lab.

Guidelines for Students

Students are required to follow the rules given below:

- ❖ Lab users must sign in and out of the Lab Entry Register before sitting on a terminal.
- ❖ NO FOOD, DRINK, OR USE OF TOBACCO IN ANY FORM is allowed in the lab and any part of the campus.
- ❖ TURN OFF CELL PHONES!
- ❖ Access to pornographic sites and other restricted sites will not be allowed.
- ❖ No game is allowed.
- ❖ Lab users should maintain professional and courteous communication.
- ❖ Electronic devices should be used on a professional level. No obnoxious or belligerent behavior will be tolerated.

- ❖ Students are expected to act in a professional manner in the computer lab.
- ❖ Students are expected to operate the equipment with respect and care.
- ❖ Activities in the lab that are considered by the lab assistant to be abusive to the software, hardware, and / or personnel may result in expulsion from the lab and denial of future use of the lab.
- ❖ For any sabotage or breakage, the concerned student & the entire class strength present in lab will be penalized with twice the amount of the damages.
- ❖ Software will be installed by Computer Lab staff only. Students are not allowed to install any software on their own. Moreover, students are not allowed to save files on desktop. Computer Lab staff routinely remove files.
- ❖ Students are not allowed to modify any software or files. Students are not allowed to overwrite the operating system, modify or configure any other system parameters.
- ❖ Students have to ensure that they have properly SHUTDOWN the system and switched off the connection and placed the chair in its proper position before leaving the lab.
- ❖ Students should report any shortage/malfunctioning of any equipment as soon as they sit on the terminal to the concerned faculty or lab assistant immediately. Students are not supposed to attempt to fix the problem themselves. Not reporting such events will shift the responsibility on the concerned student.
- ❖ Any failure to follow the lab rules may result in the loss of student's lab privileges.

Discipline

IT COMMITTEE (ITC)

The composition of this Committee is as follows:

- ◆ Chairperson – Director, Prof.(Dr) Daviender Narang
- ◆ Head – Associate Professor, Dr Ajay Tripathi
- ◆ Coordinator – Director Admin, Dr Anil Gupta
- ◆ Coordinator – Dean Students Welfare & Associate Professor, Dr Ashwani Varshney
- ◆ IT Staff Member – Mr. Yogendra Kashyap

ITC: Functions

- a) To provide general direction to the IT Section
- b) To review the functioning of the IT Section with regard to its support to the academic programmes of the institute.
- c) To advise the management on matters of policy relating to development of IT section.
- d) To outline the IT development policy as and when required, for its implementation.
- e) To monitor and evaluate, from time to time, trends and developments in IT tools and technologies.
- f) To formulate the purchasing of IT equipment and accessories.
- g) To formulate the selling of scrap if any.
- h) To formulate action plan for the development of IT infrastructure, facilities, products and services.
- i) Evaluate the suggestions made by the IT resource users.
- j) To formulate the policy for IT resources usage and procedure to be framed.
- k) To assist IT Section in providing need based services.
- l) Evaluating the IT resource procurement.
- m) Any other function as assigned by the Director.

D. Narang

IT Stock Verification

Physical verification of the IT stocks has to be carried out to identify the losses (routine: yearly, or as required), identifying misplaced IT resources/items, identifying items that need to be repaired etc.

D. K. Singh

CONTACTS

Jaipuria Institute of Management,
Block A, Gate No 2, Shakti Khand IV
Indirapuram, Ghaziabad

Head IT:

Dr. Ajay Tripathi

E-Mail : ajay@jaipuria.edu.in

Mobile: +91-9958222099

IT Staff:

Mr. Yogendra Kashyap

Y. Kashyap