



UNIVERSITY OF KASHMIR
HAZRATBAL, SRINAGAR

IT POLICY

POLICY STATEMENT

University of Kashmir expects all individuals using ICT resources of the university to take the appropriate measures for the efficient, economical and ethical use of all the IT resource provided to create, preserve, transmit and apply knowledge through teaching, research and creative works.

REASON FOR POLICY

The Purpose of this policy is present the various IT resources and services with respect to their usage, maintenance and security in order to establish the consistency in campus practice and process.

The term “resources” and “services” includes but not limited to computational resources (computers), networks (wired and wireless), servers, software systems, network access from off-campus, the gateway used for world wide web, e-mail, university portal, file tacking system , e-tutorial system, web page hosting and others.

Principles

1. The University’s IT resources are maintained to support the work of the institution. The University reserves the right to monitor the use of these resources and to deal appropriately with users who use these resources contrary to the conditions of use set out in this policy.
2. The University accepts no responsibility for loss or damage, consequential loss or damage, or loss of data arising from the use of its ICT Resources or the maintenance of its ICT Resources.

ENTITIES AFFECTED BY THIS POLICY

– All units of the university

WHO SHOULD READ THIS POLICY

– All members of the university community

WEB ADDRESS FOR THIS POLICY

<http://www.kashmiruniversity.net/itpolicy>

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I. Introduction

The purpose of this document is to inform members of the University of what can be expected in terms of Information Technology (IT). This covers the use of all computers and other related hardware such and the use of the network and software infrastructure. This policy document necessarily includes the Regulations and Policies applying to use of University ICT Facilities laid down by the University. In the following, the use of computers connected to the university network (main & off-campus) both for academic and administrative purposes is covered together with the security policy and procedures.

II. Internet Policy

University of Kashmir provides all faculty, students, research fellows and staff with a modern, fully networked computing and IT environment for academic use.

Users of Kashmir University computing, networking and IT facilities are expected to abide by the following rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and work of students and faculty, and preserve our right to access the international networks to which the system is connected. In case of complaints, appropriate action to be taken will be decided and taken by the Kashmir University Authorities.

Computers provide unequalled opportunities to explore and use a varied and exciting set of resources. In order to make these resources available to everyone, those who use the University's available technology must do so in a way that is consistent with their educational mission.

These rules are intended to provide general guidelines and examples of prohibited computer and Internet uses, but do not attempt to state all required or prohibited activities by users. Failure to comply with the Kashmir University Network and Internet Use Policy and these rules will result in loss of computer and Internet privileges, and/or legal and disciplinary action.

Guidelines for network users

1. Accounts & Passwords :

The User of a Net Access ID guarantees that the Net Access ID will not be shared with anyone else and it will only be used for educational/official purposes. The User guarantees that the Net Access ID will always have a password. Network ID's will only be established for Students and staff who leave the University will have their Net Access ID and associated files deleted.

Internet Policy , Continued

Employee Category	Number of Hours per day
Teachers (Permanent)	Unlimited
Teachers (Contractual)	8 Hours
Officers(Up to the level of SO)	Unlimited
Other Employees(Permanent staff below SO)	Unlimited with 2 Mbps
Temporary Employees (Contractual/Others)	8 Hours
Jr. Research Fellow	8 Hours
Sr. Research Fellow	8 Hours
Post Doctorate	8 Hours
Research Scholars	8 Hours
Students	4 Hours

No User will be allowed more than one Net Access ID at a time and one login is permitted at a time, with the exception that faculty or officers, who hold more than one portfolio, are entitled to have temporary Net Access ID related to the functions of that portfolio.

For Staff the validity for Net Access ID will be for one year and renewed on annual basis after re-verification. For students the validity for Net Access ID will be semester wise.

2. Limitation on use of internet resources :

On behalf of the University, Directorate of IT&SS reserves the right to close the Net Access ID of any user who is deemed to be using inordinately large amounts of storage space or whose actions otherwise limit the use of computing resources for other users.

3. Computer Ethics & Etiquettes :

The User will not attempt to override or break the security of the University computers, networks, or machines/networks accessible therefrom. Services associated with the Net Access ID will not be used for illegal or improper purposes. This includes, but is not limited to, the unlicensed and illegal copying or distribution of software, and the generation of threatening, harassing, abusive, obscene or fraudulent messages. Even sending unsolicited bulk email messages comes under IT Policy violation.

User's Net Access ID gives him/her access to email, and campus computing resources. The use of these resources must comply with University policy.

The User:

- a) Should not contain copyrighted material or software unless the permission of the copyright owner has been obtained.
- b) Should not violate University policy prohibiting sexual harassment.

Internet Policy, Continued

- c) Should not be used for commercial purposes.
- d) Should not appear to represent the University without appropriate permission, or to represent others.
- e) Should not appear to represent other organizations or companies.
- f) Should not contain material which violates pornography laws, or algorithms or software which if transferred violate laws.
- g) Should not contain scripts or code that could cause a security breach or permit use of resources in opposition to University policy.
- h) Should not access TORRENT sites.

Unauthorized access to the KU wireless/Wi-Fi network using Network/RF devices by residents or employees residing nearby can lead to disciplinary action under rules against them and can lead to Fine of Rs. 50,000/- and lodge of F.I.R.

Wireless/ Wi-Fi access users need to immediately report to the Directorate of IT&SS if any incident or suspected incidents of unauthorized access point installation are noticed.

The University of Kashmir is not liable to provide internet access to the residential quarters or outside residential areas to any employees/staff or non-employee. However, if requested the service can only be made available on monthly payment basis for employees residing at University residential quarters and in no case free of charge. No employee residing in university residential quarters is entitled for free Internet access at their residences except the following:

- i. Vice-Chancellor.
- ii. Registrar.
- iii. Controller Examination.
- iv. Dean Academic Affairs.

The monthly tariff/charges applicable for Internet access to residential quarters shall be as under:

Plan	Bandwidth	Max. Data Limit	Charges/month
KU-20148	2048KB/s	25GB	Rs. 500/=
KU-4096	4096KB/s	35GB	Rs. 800/=
KU-5120	5120KB/s	45GB	Rs. 1200/=
KU-6144	6144KB/s	60GB	Rs. 1500/=

Internet Policy, Continued

Upon subscription by the respective employee, the above monthly tariff/charges shall be deducted (as per the plan opted by the user) every month from the salary. In case of any Wi-Fi equipment required for indoor use shall have to be provided by the user as per the specifications given by the Directorate of IT&SS.

4. Internet Connectivity to Hostels:

University shall provide the Internet connectivity to hostels for use of students/scholars. No extra Internet fee/charges shall be levied upon the hostel boarders for the same. However any theft of IT equipment installed in the hostels shall be deducted from the hostel boarders collectively.

5. Data Backup, Security, and Disclaimer:

Directorate of IT&SS will not be liable for the loss or corruption of data on the individual user's computer as a result of the use and/or misuse of his/her computing resources (hardware or software) by the user or from any damage that may result from the advice or actions of an IT&SS staff member in the process of helping the user in resolving their network/computer related problems. In addition, Directorate of IT&SS makes no guarantee concerning the security or privacy of a User's electronic messages.

The User agrees to be held liable for the improper use of equipment or software, including copyright violations and agrees to defend, indemnify and hold IT&SS, as part of Kashmir University, harmless for any such liability or expenses. The Directorate of IT&SS retains the right to change and update these policies as required without notification to the User.

6. Social Networking:

All Social networking sites are barred in the campus. Accessing such site through PROXY or by using special browsers will result in the deactivation of his/her NET Access ID. Also legal and disciplinary action will be taken against the rule violator.

7. Account Surrendering:

Retiring employees and the students leaving the university (temporarily or permanently) are advised to get their accounts (NET Access and Email) disabled by giving a written letter to Directorate of IT&SS. This is essential as the facility is meant only for the serving employees and the enrolled students. Further, in case the accounts are not disabled and misused by some unauthorized personals, the account holder would be legally responsible for such misuse of the account.

Internet Policy, continued

8. Account Termination & Appeal Process

Accounts on Kashmir University network systems may be terminated or disabled with little or no notice. If the termination of account is of temporary nature, due to inadvertent reasons and are on the grounds of virus infection, account will be restored as soon as the user approaches and takes necessary steps to get the problem rectified and communicates to the Directorate of IT&SS of the same. But, if the termination of account is on the grounds of willful breach of IT policies of the University by the user, termination of account may be permanent. If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she should approach the Director IT&SS, justifying why this action is not warranted.

Users should note that the University's Network Security System maintains a history of infractions, if any, for each user account. In case of any termination of User Account, this history of violations will be considered in determining what action to pursue. If warranted, serious violations of this policy will be brought before the appropriate University authorities.

III. Information Security

The information assets of University of Kashmir are valuable to its objectives. The confidentiality, integrity and availability of University information assets are essential to the success of its operational and strategic activities. The University aims to secure its information assets by establishing an information security strategy that will enable the implementation of a robust information security risk management system and foster good security practices across its campuses.

The Information Security Policy is a key component of the University's Information Security Strategy built on a framework of information security management standards and best practices. The Information Security Policy will serve as an overarching policy document to provide a high level overview of information security management within the University.

The following principles govern the University's information security approach:

- a) The University has adopted an information security risk management approach in line with the Institutional Risk Management Policy to ensure information security risk mitigation efforts reflect the University's risk appetite.
- b) The Information Security Policy and supplementary policies, processes, standards, procedures and guidelines has been communicated to all users via training and awareness sessions, inductions, University intranet and internet, bulletins and other appropriate communication channels.

Information Security, continued

- c) User access to the University's information assets will be based on job requirements rather than job titles. Access rights are reviewed at regular intervals and revoked if or where necessary.
- d) The University believes that information security is the responsibility of its information asset users, and will set out the responsibilities for the strategic leadership, management and coordination of the information security strategy, and use of its information assets via relevant policies, job descriptions and terms and conditions of employments.
- e) The University has established and promoted an information security awareness culture amongst its information asset users through user awareness and training, publications on information security risks and incidents, and guidelines for managing them.
- f) Disaster recovery plans for mission critical information assets and related services have been established, tested and maintained.
- g) The University has implemented an incident reporting and management system to enable prompt and appropriate incident resolution activities and inform risk assessments and management.
- h) The University enforce and monitor compliance with the Information Security Policy, supplementary policies, processes, standards, procedures and guidelines. All users of University information assets must comply with the Information Security Policy and supplementary policies, processes, standards, procedures and guidelines and must also keep abreast of updates to these policies. Failure to adhere to the Information Security Policy and supplementary policies, processes, standards, procedures and guidelines will be addressed by necessary disciplinary actions in accordance to the University's Staff Disciplinary Procedures, Student Disciplinary Regulations and Procedures.

IV. Network Security

All users of University information assets must comply with the Information Security Policy and supplementary policies, processes, standards, procedures and guidelines and must also keep abreast of updates to these policies. Failure to adhere to the Information Security Policy and supplementary policies, processes, standards, procedures and guidelines will be addressed by necessary disciplinary actions in accordance to the University's Staff Disciplinary Procedures, Student Disciplinary Regulations and Procedures.

This policy applies to all members of the University of Kashmir community and authorized guests of the University:

- a) Who connect network-capable devices to the Network (wired or wireless) on campus?
- b) Who access resources or services that are located on the Network from off campus (their home or anywhere else on the Internet).

University students, instructors, researchers and staff are authorized to connect network-capable devices of an approved type to the Network. Instructors, researchers and staff may extend this authorization to guests on a temporary basis if they judge that so doing supports the University's mission, but in so doing they assume responsibility for their behavior. Authorization and access to the Network may be withheld or withdrawn with cause.

Network Security, continued

Only approved devices and device configurations are to be connected to the Network. Information about, and configuration requirements for approved devices will be maintained and provided by Directorate of IT&SS. Equipment that does not comply with these requirements should not be connected to the network. Exceptions to these requirements may be authorized to meet the academic needs of the University.

Any Department/Centre/Unit desiring to establish Wi-Fi at their respective departments need to take technical specification along with approved with approved configuration/make from the Directorate and devices purchased be informed and got configured from Directorate of IT&SS in order to ensure security on Wi-Fi devices.

Activities that interfere with the reliable operation of the Network are prohibited. These include, but are not limited to: operating network-capable devices that attack other network-capable devices, users of the Network and the Network itself; operating wireless access points, cordless phones and other devices using the unlicensed radio communications spectrum; and impersonating or interfering with Network equipment or Network services. Devices that interfere with the Network should be disconnected and/or removed.

Scanning and mapping the Network, as well as monitoring Network traffic, are prohibited unless authorized by Directorate of IT&SS.

The technical team of Directorate of IT&SS will scan devices connected to the Network for security issues and vulnerabilities. Network traffic are monitored to help ensure a reliable Network service and to protect Network users. Devices suspected to be in violation of this policy will be disconnected from the Network.

No Network/RF devices be installed on roof top of the building of Allama Iqbal library as well as anywhere in the campus without proper technical clearance /permission of the Directorate of IT&SS, failing which disciplinary action will be taken against the defaulter and the respective equipment's will be seized

V. Email Policy

Electronic Mail is a tool provided by the University and serves as a primary means of communication and to improve education and administrative efficiency. Users have the responsibility to use this resource in an efficient, ethical and lawful manner. Use of University Email Accounts evidences the user's agreement to be bound by this policy.

- a) Directorate provides the email accounts to staff and research scholars on *uok.edu.in* or *kashmiruniversity.ac.in* domains on.
- b) All staff, in particular administrative, academic and research staff should maintain and use only University email accounts and not use any external/personal account to conduct the official communications of the university.
- c) The University's email system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments.
- d) University employees' e-mail addresses are not confidential. Employee e-mail addresses will be visible to other University e-mail account holders.
- e) E-mail sent by the University to a University e-mail account is an official form of communication to employees. It is the responsibility of employees and students to receive such communications and to respond to them as may be necessary.
- f) Official Communications may be time-critical and employees and students are expected to review messages sent to their University e-mail account on a reasonably frequent and consistent basis.

Email policy, continued

General Standards of Use

E-mail facility provided by the University should not be used:

- a) For the creation or transmission of material that is abusive or threatening to others, or serves to harass or bully others.
- b) for the creation or transmission of material that either discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs.
- c) For activities that violate the privacy of other users.
- d) For the creation or transmission of anonymous messages, i.e. without clear identification of the sender.

VI. Risk Management

The University's Risk Management Policy is a high level document that sets out the University's approach for managing and reducing risks to an acceptable level.

In line with the Risk Management Policy, the University has developed an information security risk management system to support faculties and administrative offices in identifying internal and external risks to the security of the University's information assets they are responsible for. Relevant, appropriate and cost effective controls along with necessary training where applicable are implemented in a timely manner to mitigate identified risks.

In addition, the information security risk management system is a tool for evaluating the effectiveness of risk mitigation controls, and also informs the recommendation and implementation of new or additional controls where necessary, and ensures continuous monitoring of risks.

VII. Software Asset Management

The University of Kashmir is committed to the appropriate use of Information Technology and Services in support of its teaching, research, administrative and service functions. The University's IT Acceptable Use Policy defines the acceptable behavior expected of users and intending users of the facilities, including the web facilities and systems. The University requires users to accept the IT policies and associated Requirements Governing the Use of IT Facilities as a condition of their use.

These are accessible on the University Policy Directory. These guidelines apply to all users of the university.

The following general principles apply to Software Asset Management.

- a) It is the policy of the University of Kashmir to respect all software copyrights and license agreement terms/conditions that apply to University owned software installed on University and non-University owned IT facilities, or when used directly in support of its business operations.
- b) IT facilities purchased with research and/or consultancy funds remain the property of the University of Kashmir and are treated as University owned IT facilities. Users should not duplicate any licensed software or related documentation for use either on University premises or elsewhere unless expressly authorized to do so under the prevailing software agreement.

Software Asset Management, continued

- c) Users should not give licensed or copyrighted software to any external parties (including, but not limited to clients, contractors, customers), unless expressly authorized to do so under the prevailing software agreement.
- d) Users should use software on local area networks, licensing servers, or on multiple machines only in accordance with the prevailing software agreement.

- e) Assistance with software copyright or license arrangements can be obtained from the ITS Desktop Deployment Manager, the ITS Desktop Support Manager or the Software Asset Manager located in Directorate of IT&SS.

VIII. Green Computing

The University of Kashmir is committed to beneficial practices towards the community and seeks to benefit many stakeholders and constituencies. As part of this, the University endeavor to do no harm and curtail impacts on the environment, locally, regionally and globally. The University seeks to manage its Information Technology resources in ways consistent with those guiding principles and our mission imperative activity in teaching, research and service.

IX. Information Technology Service Management (ITSM)

IT Service Management (ITSM) is defined as a process-based practice intended to align the delivery of information technology (IT) services with needs of the business, which emphasizes benefits to users. IT Services embarked upon a path of implementing ITSM frameworks in early 2010 with the goal of establishing a common and convenient way for all faculty, staff, and students to interact with IT Services.



ALLAMA IQBAL LIBRARY

University of Kashmir

(NAAC Accredited "A" Grade University)

University Campus Hazratbal Srinagar, Kashmir, J&K- 190006

Library Rules and Regulations

1. Access to the Allama Iqbal Library is restricted to teaching and non-teaching staff, students and scholars of the University who are in possession of a current valid identification card issued by Library. The card must be used only by the member to whom it is issued.
2. It is necessary to maintain silence inside the library. Members are, therefore, reminded that conversation or demonstrative greeting of friends inside the library is not permissible.
3. Library users are expected not to act in any way which disturbs the reading or study of other users or which also interferes in the proper functioning of the library.
4. Use of mobile phones in the Library is prohibited. Phones should be either switched off, or set on silent mode.
5. Smoking and use of beverages is strictly prohibited inside the Library.
6. Combustibles, explosives, and corrosive chemicals are not allowed inside the Library.
7. The users should deposit their personal belongings at the belonging counter of Library. For reasons of security cash and other valuable personal possessions should not be left in bags/ belongings. The Library shall bear no responsibility in case of damage or theft of personal property.
8. The consumption of food and other eatables is not permitted inside the Library.
9. Users should keep the Library neat and clean. Spitting or littering is not permitted in the Library.
10. Users should take care of the library resources and facilities. Vandalism is strictly prohibited. Advertising and distributing leaflets are not permitted.



ALLAMA IQBAL LIBRARY

University of Kashmir

(NAAC Accredited "A" Grade University)

University Campus Hazratbal Srinagar, Kashmir, J&K- 190006

11. In the reading rooms, a user should not leave personal articles on the desk to indicate that the seat is occupied by him /her. The Library has no responsibility in case of damage or theft of personal property.
12. When Books are issued, reader should check the pages of the issued books and if pages are found missing, they should report the same to the Section In-Charge before leaving the Library. On returning the books, if pages are found missing, then the borrower of the book shall be held accountable for the missing pages and shall accordingly be fined.
13. Readers are required to handle books/ reading material/ other electronic gadgets carefully. Marking library books with pencil or ink, tearing the pages or spoiling the same in any other way will be viewed very seriously.
14. Notices, publicity material, wall writings etc. are not allowed in any part of the library building, except with the permission of the Librarian at suitable display boards.
15. The users should produce the books and other materials, which are being taken out of the library, for scrutiny to the staff at the reception counter of the Library.
16. The users should check their library membership account before they leave the library to ensure the book(s) is/are returned/issued, properly.
17. A user who finds his/ her library card missing should contact Assistant Librarian (Circulation) immediately to report the loss. He/She shall be responsible for materials borrowed against the lost card.
18. On reporting the loss of card, the user may apply for a new card, he/she is required to pay Rs. 150 for the re-issuing service.
19. In order to prevent borrowers from keeping Library books with them beyond due date, the fine charged is "Rs.1/- per day for first 10 days after the due date and beyond 10 days, Rs. 2/- per day."
20. In case a borrower loses a book he/she should replace the book. In case the book cannot be replaced, five times recorded cost for Indian edition/publication shall be recovered and for foreign publications the recorded cost with current conversion rates plus 20% fine will be charged.



ALLAMA IQBAL LIBRARY

University of Kashmir

(NAAC Accredited "A" Grade University)

University Campus Hazratbal Srinagar, Kashmir, J&K- 190006

21. In case, a single volume of a multi-volume set is lost, the user has to pay for all the volumes.
22. Reference Sources, Newspapers, Journals and magazines should not be taken outside the Library.
23. Membership card is non transferable and users must not lend their membership card to any other person to borrow books from the Library. Library facilities will be withdrawn for misusing of library cards.
24. The Librarian may recall any book* from any member at any time and the member shall return the same immediately.
25. Use of the Library is conditional on observance of the Rules and Regulations.

Signature of
University Librarian

Signature of Dean
Academic Affairs

*. The users are not allowed to enter the Lib wearing Firan or similar dress.

POLICY FOR PARKING OF VEHICLES

Scope of Policy

The University of Kashmir, Srinagar, is a public institution of higher learning. It is a privilege granted by the Government of Jammu and Kashmir to the University to provide a conducive environment for the growth and development of the University. The University is committed to providing a safe and secure environment for its students, faculty and staff. This policy is intended to regulate the parking of vehicles on the University campus and to ensure the safety and security of the campus.

Definitions

- 1. **University:** University of Kashmir, Srinagar.
- 2. **Faculty:** Faculty members, research scholars, students and employees of the University who are on the University premises.
- 3. **Staff:** Any person employed by the University, including but not limited to, administrative staff, security staff, and other staff.
- 4. **Visitors:** Any person who is not a member of the University and who is on the University premises for a specific purpose.
- 5. **Parking Area:** The designated area of a campus, lot or specific area in which parking is permitted.

Accessibility



The University of Kashmir, Srinagar, is committed to providing a safe and secure environment for its students, faculty and staff. This policy is intended to regulate the parking of vehicles on the University campus and to ensure the safety and security of the campus. The University of Kashmir is committed to providing a safe and secure environment for its students, faculty and staff. This policy is intended to regulate the parking of vehicles on the University campus and to ensure the safety and security of the campus.

University of Kashmir

www.kashmiruniversity.ac.in

Enforcement of the Parking Policy

- 1. The University and staff shall be liable to quote for parking charges for the use of the parking area.

Rationale of the Policy

The basic aim of the policy is to stipulate the parking requirements, regulations, and enforcement measures applied to the University Community comprising of faculty, staff, research scholars, students and visitors. The purpose of the parking rules and regulations on the University campus are to:

1. Practice and promote safe and orderly movement and parking of vehicles while on campus; and
2. Ensure equitable parking for all faculty members/staff, research scholars, students and visitors.

Safety Mission

The University strives to provide University Community with safe and well maintained parking and transiting infrastructure. Parking at the University is by permit or payment only every weekday between the hours of 9:00 AM and 6:00 PM.

Scope of the Policy

The operation of motor vehicles on the campus of University of Kashmir is a privilege granted by the University. This privilege is extended to faculty, staff, research scholars, students and authorized visitors to the campus who drive and park vehicles on Kashmir University designated parking places.

Definitions

- *University Community:* Includes faculty members, research scholars, students and employees and visitors who drive and park vehicles on the University property.
- *Permit:* Any decal, sticker, hang tag, emblem, or access device (e.g., cards, TollTag) authorized or issued by Chief Proctor that grants parking privileges on University property.
- *Parking Zones:* The designation of a space, lot, or specific area in which parking is permitted.

Accountability

The University Parking Committee shall be the recommending authority on matters of parking policy as it relates to parking on the campus of the University. However, Chief Proctor shall be responsible to enforce these procedures and regulations in the interest of the safety of individuals and property of the University.

Entitlement for the Parking Facility

- The faculty and staff shall be eligible to apply for permanent parking in any lot, subject to availability.

- Research scholars and students shall be eligible to apply for permanent parking in designated parking lots at University entrance gates
- Retired faculty and staff from the University may qualify for a no charge Retiree parking permit. Parking is allocated according to retirement date and is renewed on a yearly basis.

General Regulations

1. Parking permits shall be issued to the members of University Community and may not be transferred to any other individual or vehicle without the expressed consent of Chief Proctor.
2. Only authorized member shall be allowed to park his/her vehicle in the University designated parking place.
3. Members of University community who use the University's parking facilities shall be required to pay a fee as prescribed by the Chief Proctor from time to time for the purpose unless an exemption is granted by the Chief Proctor.
4. All faculty members, staff and other persons affiliated with the University who operate and park a motor vehicle on the University campus must properly display a current parking permit on their vehicle.
5. Parking Permits shall not be transferable between persons.
6. Parking permits shall remain the property of the University.
7. Lost or stolen Parking Permits shall be subject to a replacement fee of Rupees 300.
8. All Vehicles parked on Campus shall adhere to the Campus Rules and Regulations.
9. The University reserves the right to reduce parking privileges or services normally provided in some areas for emergencies or special events. A Parking Permit holder may on special occasions be required to park in a lot other than their normal lot.
10. Parking in any place other than designated parking place shall be strictly prohibited.
11. The University shall not be responsible for damage to vehicles while parked in University designated parking place.
12. The parking programme of the University shall operate as a non-profit facility and fees generated from the facility shall be used to meet all costs associated with the program's administration.

Responsibilities

University Responsibilities

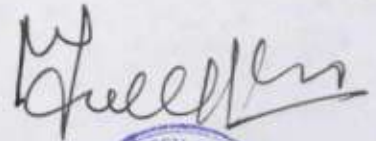
- To manage the available car parking space to ensure it is used effectively.
- To ensure that car parking is available on as fair a basis as possible, including designated but NOT reserved disabled spaces.
- To provide unimpeded access to University buildings for delivery vehicles and emergency services.
- To ensure suitable access for contractors without impeding the usual business of the University.

Car Park Users Responsibilities

All University car park users shall be deemed to be in acceptance of this car parking policy.

All car park users are required:-

- To display clearly any permit/pass as applicable.
- To pay any car park charges
- To park only in designated spaces
- To treat car parking staff with respect.



Signature of Chief Proctor



Policy for Maintenance and Utilization of Physical Resources



University of Kashmir

www.kashmiruniversity.ac.in

1.0 RATIONALE AND PURPOSE

The University of Kashmir has a large, complex and diverse asset base; ranging across infrastructure, buildings and plant, playgrounds, gardens, information technology, special equipment, special collections, audio visual and a vehicle fleet spread over eight campuses across Kashmir and Ladakh divisions that are used to attain the institutional goals and purpose. The basic aim of this policy is to manage these assets properly from both a facility and fiscal perspectives. In fact the policy provides the administration of the University a framework to ensure the efficient and optimum use of the assets. The policy shall provide a systematic approach not only to ascertain and distribute the allocated based cost of these facilities accurately but also to ensure the functionality of the assets. A complete description of the roles and responsibilities of the concerned sections of the University in maintaining the assets is also reflected in the policy.

2.0 MAINTENANCE MISSION

The University shall strive hard to maintain the physical infrastructure to its greatest benefit and to contain costs associated with maintenance of the physical resources.

3.0 OBJECTIVES

The major objectives of the policy are summarized below:

- To ensure effective use of physical resources of the University;
- To keep the assets of the University functional during their service life;
- To help administration in devising effective mechanism for appropriate allocation of funds for maintenance of the assets; and
- To define the role and responsibility of the concerned sections/officers in maintaining the assets.

4.0 SCOPE AND RESPONSIBILITIES

This policy applies to all campuses/department/centres/division/section using university facilities. The responsibility of maintenance of the University buildings shall lie jointly with the Estates Section and Engineering Section of the University while as the maintenance of equipments shall be the sole responsibility of the Head/Director of the concerned Department/Centre where such equipments are used. However, the University shall have a policy of setting up Service Level Agreements or Memorandum of Understandings with external agencies for proper maintenance of these equipments. The maintenance of play grounds shall be the responsibility of Directorate of Sports and Physical Education. The gardens of the University shall be looked after by Landscape Division.

5.0 POLICY

5.1 Preamble

The University of Kashmir is committed to provide operational and administrative processes that support the safety and security of University facilities and users. In order to safeguard the interests of faculty, staff, scholars and students, campus facilities and the physical assets of the University, this Policy and applicable procedures have been formulated to meet specific expectations and

standards. An amount equal to 2% of the estimated cost of infrastructure (building) shall be allocated annually under the budget head-'Maintenance and Repairs'(M & R) which shall be utilized to ensure that all physical facilities of the University remain functional so that maximum benefits are derived from the University buildings and associated infrastructures. All efforts shall be made to maintain University physical infrastructure to best possible standard even if sufficient financial resources are not available in order to meet statutory obligations and the operational needs of the University stakeholders. Proper and systematic mechanism shall be worked out to allocate funds, form priorities and choose between the many competing demands and needs. Such allocation, priorities and choice shall be governed by the following factors:

- statutory compliance;
- cost of the asset;
- Safety of workplace;
- Extent of damage/loss;
- risk management;
- asset life cycles;
- Significance of the facility in terms of teaching and research programmes; and
- public appearance.

6.0 Maintenance of Physical Infrastructure

6.1 Integration of maintenance processes

To achieve the objective of maintenance policy, an integrated maintenance approach shall be adopted by the University by focusing on the processes like breakdown maintenance, preventative maintenance, condition-based maintenance and macro-maintenance. All these process shall be covered under a single maintenance plan, ensuring that facilities and services infrastructure are maintained to an optimum level, preventing asset deterioration.

- *Breakdown maintenance*
Such an approach to maintenance shall call for an action for maintenance on an "as and when required" basis so that occurring defects are rectified not only as a matter of urgency to prevent possible interruption in the use of a facility but also to prevent resultant further damage to infrastructure, as well as to address health, safety or security risks caused by a defect. Realizing the urgency of the matter such service shall have to be provided on a 24-hour basis in order to attend to after-hours emergencies.
- *Preventative maintenance*
Under preventative maintenance programmes, the concerned section of the University shall have to provide services at regular intervals to obtain the maximum useful life from each physical asset before replacing it. The basic aim of this programme shall be to prevent unnecessary breakdowns and asset failures, as well as to prevent high maintenance costs related to deferred maintenance. The engineering section of the University shall be responsible to keep a complete record of the maintenance schedules.
- *Condition-based maintenance*
For this purpose, the concerned officers/officials of estates section of the University shall make regular inspections and assessment of all physical facilities of the University to identify defects in the said facilities if any. Once any defect is identified in any physical facility, the

same shall have to be reported to engineering section to be rectified by it. In case any defect has not been rectified, the same shall have to be properly recorded by the engineering section so that it is covered under referred maintenance.

- *Deferred Maintenance Projects*

Such a maintenance programme shall cover maintenance of all such physical facilities that either were previously not addressed or the maintenance of work earlier done is not in accordance with required standard. The concerned section shall have to maintain the requisite independent control measures to monitor and report on the levels of deferred maintenance on all campuses and properties owned by the University.

7.0 Funding Responsibilities

The budget section of the University shall be responsible for providing funds for maintenance and repairs of buildings that is due to natural wear and tear.

8.0 Facilities Assessment

A facilities audit will be carried out by engineering section on University owned facilities each year. The assessment of physical facilities shall facilitate the concerned officers/officials to categorize the facilities in terms of the severity of the defects or failure, and the effects in terms of impact on continued operation. The following categories and criterion shall be used to rate the assets:

- ✓ *Category 1* shall include "Excellent" Assets that have no defects and their condition and appearance shall reflect as new.
- ✓ *Category 2* which shall consists of "Good" assets that exhibit superficial wear and tear, minor defects, minor signs of deterioration to surface finishes, therefore, they do not require major maintenance; no major defects exist.
- ✓ *Category 3* shall comprise of "Fair" assets is that possess average condition; deteriorated surfaces and therefore, require attention of the concerned officers. However, such facilities are functional but demand attention. Generally backlog maintenance work exists in case of such assets.
- ✓ *Category 4* shall cover "Poor" assets which have not only deteriorated badly but also serious structural problems. In fact, such assets have poor general appearance with eroded protective coatings; defective elements; frequent service failures and therefore, a significant number of major defects exist.
- ✓ *Category 5* shall deal with "Very poor" assets that are not operational and are unfit for occupancy or normal use.

The audit scope will encompass assessment of compliance with statutory requirements, condition of the facility, functionality and space utilisation. Building maintenance deficiencies will be identified and placed on appropriate works programmes (e.g. breakdown maintenance, preventative maintenance, condition-based maintenance and macro-maintenance etc.).

9.0 Landscape Management Responsibilities

The University has created a separate division namely 'University Landscape Development' to look after the landscape of the entire University. The Division maintains 216 acres of main campus and satellite facilities (south and North campuses) in Anthanagh and Baramullah . The Landscape division of the University strives to enhance the University's learning environment through designing, installing and maintaining beautiful and inviting landscapes. The campus is divided into eight zones for landscape maintenance purposes. Work is concentrated in one zone per workday to maximize productivity. The goal is to do substantial maintenance in each area of campus so that the entire campus gets some attention every five to seven days. The zone map is only a guide, since holidays, inclement weather, and special projects may cause the zone schedule to be modified frequently.

10.0 Vehicle Management

10.01 The maintenance of vehicles is facilitated by Deputy Registrar (Transport) and transport section personnel. The transport shall have to monitor 22 vehicles that serve various stakeholders of the University. The maintenance of the vehicles is done internally and in exceptional cases it is contracted to local vendors. The section shall have to keep track of reservations and readiness for the trips of the vehicles reserved for use by various stakeholders of the University. The vehicle request policy may be found at <http://www.kashmiruniversity.ac.in/facilities/services/vehiclerequest>

10.1 Vehicle Management Responsibilities

The proper maintenance of the entire fleet of vehicles along with collection and record of all below mentioned relevant data related to the vehicle Management Programme shall be the responsibility of transport section.

- Coordinate Fuel, Maintenance, Repairs and Inspection
- Deploy the vehicles as per the requisition
- Record Odometer Reading and Update Monthly Mileage and Fuel Consumption
- Receive Titles, Registration and Plates for Vehicles
- Maintain Vehicle Records
- Fill Out Vehicle Request Form



Seal and Signature of Registrar

Registrar
University of Kashmir



UNIVERSITY OF KASHMIR, SRINAGAR

NOTIFICATION

It is notified for the information of all concerned that the University Council at its meeting held on 22-04-2017 approved the adoption of Plagiarism Prevention Policy in the University of Kashmir given in annexure.

Sumant
20/6/2017
Deputy Registrar
ACADEMIC

No: F (Adoption-PPP) Acad/KU/17
Dated: 20-06-2017

Copy to the:-

1. Dean, Academic Affairs, University of Kashmir;
2. Dean, Research University of Kashmir, Srinagar;
3. Dean, College Development Council, University of Kashmir;
4. Deans of the Schools, University of Kashmir, Srinagar;
5. Directors of offsite campuses, University of Kashmir;
6. Directors of various Research Units/Centres, University of Kashmir, Srinagar;
7. Director, Directorate of Distance Education, University of Kashmir, Srinagar;
8. Director, North Campus, Baramulla/South Campus, Anantnag;
9. Heads of all Teaching Departments, University of Kashmir, Srinagar;
10. Controller of Examinations, University of Kashmir, Srinagar;
11. Director, Admissions, University of Kashmir, Srinagar;
12. Coordinator, Department of Nanotechnology, University of Kashmir, Srinagar;
13. I/C Director, IT&SS, University of Kashmir, Srinagar;
14. Assistant Controller, PG-Unit/ Secrecy/Tabulation, University of Kashmir, Srinagar
15. PRO to Vice-Chancellor for information of the Vice-Chancellor;
16. P.S. to Registrar, for the information of the Registrar,, University of Kashmir, Srinagar;
17. File.

POLICY FOR PREVENTION OF PLAGIARISM

Preamble

The Policy is adopted by the University of Kashmir to achieve inter alia the following objectives:

- (i) to promote scholarly excellence and academic integrity;
- (ii) to inculcate and encourage qualities of independent scholarly learning, critical judgment and ethical practices; and
- (iii) to identify any act of dishonesty in a research work.

1. Title and Scope

The Policy shall be known as University of Kashmir Policy for Prevention of Plagiarism, 2017. It shall be applicable to all researchers of University of Kashmir including teachers in respect of any work submitted to University of Kashmir for the award of any degree, diploma or certificate course, research papers submitted for publication to any local/national/international journal and books or any book chapters. It shall cover any sort of plagiarism be it dishonest or negligent.

2. Definitions

In this Policy, unless the context otherwise requires,–

- (a) “Anti-Plagiarism Software” means the best and licensed anti-plagiarism software available in the University of Kashmir.
- (b) “Committee” means a research misconduct committee.
- (c) “Dishonest Plagiarism” means knowingly presenting another person’s work as one’s own work without acknowledgement of the source.
- (d) “Negligent Plagiarism” means innocently, recklessly or carelessly presenting another person’s work as one’s own work without acknowledgement of the source.
- (e) “Permitted Similarity Index” shall mean the similarity index not exceeding 20% and shall exclude bibliographic material, quoted material/references/phrases and small matches up to 15 words.
- (f) “Plagiarism” means and includes:
 - (i) passing off the words, scholarly content, words, images, opinions, discoveries, artwork, music, recordings or computer-generated work, of somebody else, whether published or not as one’s own, without acknowledging the source;
 - (ii) to present as new and original an idea or product derived from an existing source;
- (g) “Policy” means the University of Kashmir Policy for Prevention of Plagiarism, 2017.
- (h) “Report” means the similarity index report.
- (i) “Library” means Allama Iqbal Library.
- (j) “Work” shall have the same meaning as provided under the Copyright Act, 1957 amended from time to time and shall include the final work by whatever name called, submitted for the award of any degree, diploma or certificate course, research papers submitted for publication in any local/national/international journal, books or chapters of any book.

3. Ascertainment of the Similarity Index

- (1) The work compatible with the anti-plagiarism software shall be covered by the policy.
- (2) A single copy of the final work in MS-Word/PDF on a CD/DVD duly signed

Department concerned shall be submitted to the library for scrutiny where it shall be run through the anti-plagiarism software for ascertaining the similarity index.

- (3) The CD/DVD shall be accompanied by a certificate duly signed by the researcher and endorsed by the supervisor certifying that the softcopy is exactly the replica of its corresponding hardcopy.
- (4) A researcher shall furnish the details of self-publication, if any, published during his/her research period and relating to the research work on a single CD/DVD along with the softcopy of the work.
- (5) Where the report shows the permitted similarity index, the supervisor shall fill in the similarity index report in a prescribed format and forward the same to the Dean Research, University of Kashmir through Head of the Department concerned for further necessary action. However, if the similarity index is above the norms as permitted under the policy, the researcher shall make the necessary modifications in his/her work and resubmit the same for final submission check.
- (6) Where after the final submission check, the reported similarity index is found to exceed the norms as permitted under the policy, the supervisor shall fill in the similarity index report in the prescribed format and submit the same to the Dean Research, University of Kashmir for further necessary action. The Dean Research shall also seek the information from the library in this behalf.

4. Research Misconduct Committee

- (1) The Dean Research, University of Kashmir shall without any undue delay prepare a report and submit the same to the Research Misconduct Committee which shall comprise of the following:

i.	Dean Research	Chairman
ii.	Dean of the Faculty Concerned	Member
iii.	Two members be nominated by the Vice-Chancellor	Members

- (2) The committee shall forward its findings along with the recommendations to the Vice-Chancellor in a prescribed format for further necessary action.

5. Penalties

- (1) Any researcher who is found guilty of plagiarism may be subjected to one or more of the following penalties:
 - i. Rejection of the work
 - ii. Cancellation of registration for the scholar and debarring him from re-admission.
 - iii. Debarring the concerned faculty member from acting as supervisor or demotion or withholding of increments depending upon the severity.
- (2) The penalties as specified in sub-section (1) shall be in addition to the penalties to which a researcher may be exposed under the Copyright Act, 1957 amended from time to time.



University of Kashmir

Srinagar-J&K

(NAAC Accredited "A" Grade University)

University Campus Hazratbal Srinagar, Kashmir, J&K- 190006

MECHANISM FOR GRIEVANCES REDRESSAL & RAGGING POLICY

The modern system of education revolves round the students. The students are the fundamental/main stakeholders in any educational institution. Taking this spirit in consideration, the University of Kashmir has created various mechanisms for timely redressal of student grievances including sexual harassment and ragging cases. The Grievances may broadly include the following complaints of the aggrieved students

1. Academic

- a. Grievance related to Attendance
- b. Grievance related to charging of fees
- c. Grievance regarding Examinations
- d. Grievance related to Assessment, etc.

2. Non-Academic

- a. Grievance related to Victimization & ragging
- b. Harassment by colleague students or the teachers etc.

A) Departmental Level Committee:

The Departmental Committee deals with the Grievance related to Academic and Administrative matters of the concerned Department. The Departmental Committee consists of all the permanent faculty members of the concerned department as:

- | | |
|---------------------------|---------------------------------------|
| i. Head of the Department | Chairperson/Chairman of the Committee |
| ii. Other Faculty members | Members of the Committee |

B) Faculty Level Committee

The Faculty Level Committee deals with the Grievance related to Academic and Administrative matters of the concerned Faculty. The Faculty Level Committee consists of the nominated senior faculty members (preferably Professors) of the concerned faculty headed by the Dean of the faculty.

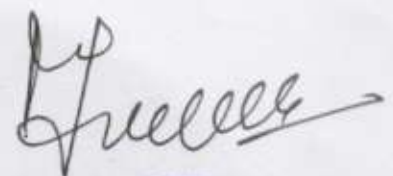
C) University Level Committee:

The University Level Committee deals with all the Grievances directly which is related to the common problems at Institute level both Academic and Administrative. In addition, this committee also entertains the appeal filed by the student against the decision of the Department level committee and Faculty Level committee. The University Level Committee consists of the senior most faculty members (preferably 3-5) of the University headed by the Vice Chancellor or he can nominate the Dean Academic Affairs to head the committee.

Besides, these committees, the university has many other GRIEVANCE REDRESSAL & Ragging Committees headed by Dean Students Welfare, Chief Proctor, Provost, etc.

Procedure for Redressal of Grievances (RoG)

- An aggrieved student who has the Grievance or Grievances at the Department/Area level shall make an application first to the Head of Department (HoD). The Head of Department, after verifying the facts will try to redress the grievance within a shortest possible time, preferably within a week of the receipt of application of the student.
- If the student is not satisfied with the decision of Departmental level committee, he/she can submit an appeal to the Faculty level committee within a week from the date of the receipt of the reply from the Department level committee.
- The Dean of Faculty, after verifying the facts and the papers concerned and having discussion within the Chairman of the Departmental level committee will place the matter before the Faculty level committee which shall either endorse the decision of the Departmental level committee or shall pass appropriate order in the best possible manner within a reasonable time, preferably within 10 days of receipt of application.
- If the student is not satisfied with the redressal offered by the Faculty level committee and feel that his/her Grievance is not redressed, he/she can submit an appeal to the University level committee within a week from the date of receipt of decision with the relevant details.



Signature of Chief Proctor

