Software Installation and Licensing Policy

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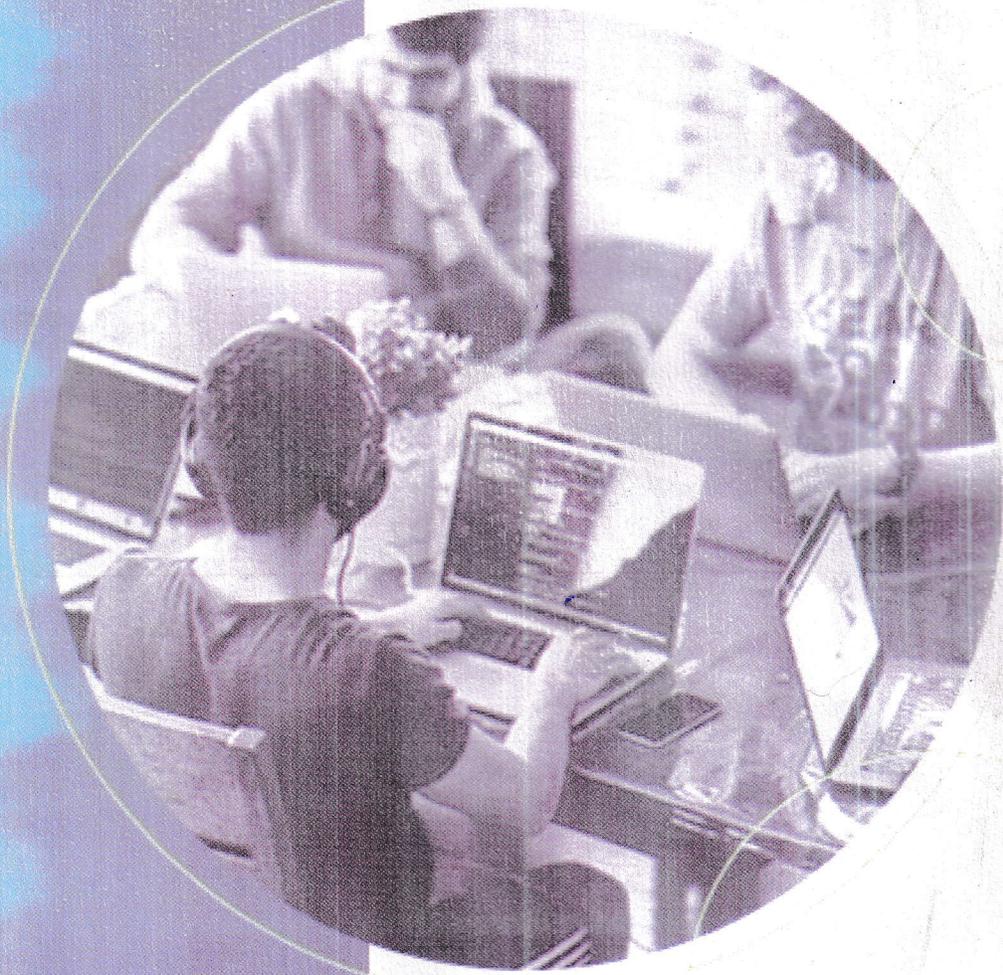
University of North Bengal

COMPUTER CENTRE

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INTRODUCTION

Any computer purchases made by the individual departments/projects should make sure that such computer systems have all licensed software (operating system, antivirus software and necessary application software) installed.

Respecting the anti-piracy laws of the country, University IT policy does not allow any pirated/unauthorized software installation on the university owned computers and the computers connected to the university campus network. In case of any such instances, university will hold the department/individual personally responsible for any pirated software installed on the computers located in their department/individuals' rooms.

Ownership of any commercial software like Gaussian etc. for purpose of research procured by any department will lies with that department only. But use of that software by any other academic stakeholder of the University for purpose of research will not be any infringement of law, unless specified in the agreement. However, any research publication/outcome using that software should come with a mention of that ownership by department / project unit.

Procedure for procurement of software does not comes under the purview of this policy.

GENERAL GUIDELINES

OperatingSystem

➢ Individual user should ensure the Operating System installed in the Computer System is proper, valid and active. In case of any confusion, installation or reinstallation the only point of contact is Computer Centre.

➢ Individual users should make sure that respective computer systems have their OS updated in respective of their service packs/patches, through Internet. This is particularly important for all MS Windows based computers (both PCs and Servers). Updating OS by the users helps their computers in fixing bugs and vulnerabilities in the OS that were periodically detected by the Microsoft for which it provides patches/service packs to fix them. Checking for updates and updating of the OS should be performed at least once in a week or so.

➢ University as a policy encourages user community to go for open source software such as Linux, Open office to be used on their systems wherever possible.

➢ Any MS Windows OS based computer that is connected to the network should access http://windowsupdate.microsoft.com web site for free updates. Such updating should be done at least once in a week. Even if the systems are configured for automatic updates, it is users' responsibility to make sure that the updates a being done properly.

Antivirus Software

➢ It is a best practice that Computer systems used in the university should have anti-virus software installed, and it should be active at all times. The primary user of a computer system is responsible for keeping the computer system compliant with this virus protection policy.

➢ Individual users should make sure that respective computer systems have current virus protection software installed and maintained.

➢ University Computer Centre does not provide any support regarding procurement and updating of any Antivirus software. It is in the part of responsibilities of the department or projects to procure, install and keep active any antivirus software of their choice.

➢ The individual users should make sure that the antivirus software is running. It may be noted that any antivirus software that is running on a computer, which is not updated or not renewed, is of practically of no use. If these appear beyond the end user's technical skills, the end-user is responsible for seeking assistance from any service-providing agency.

➢ University Computer Centre subscribes to a Unified Threat Management Appliance with proper license agreement for network, web and email security. So unless the computer system is exposed to external data sources like USB drive, External NAS, the Computer is of

the view to activate the Windows Defender only.

Application Software for Desktops, Laptops and Servers

- ➤ University Software Installation and licensing policy does not allow any pirated/unauthorized software installation on the university owned computers and the computers connected to the university campus network

- ➤ Individual users should make sure that respective computer systems have all the application software installed with proper, valid and active license agreement.

- ➤ Computer Centre subscribes licenses for all Windows Operating System supported by Microsoft and latest version of MS Office through campus agreement. All the departments or users should submit a written request or send a request mail from institutional email id to get these software(s) installed into the computer system.

- ➤ Any open source software with GNU License like UBUNTU, Mozilla Firefox can be installed directly by the individual users from defined web address to avoid unnecessary hazards related to licensing of software. All users should go by the Licensing Agreement of individual software prior to install it in the computer System.

Application Software for HPC cluster

- ➤ For any software to be installed on HPC Cluster, should be intimated to Computer System well in advance.

- ➤ Computer Centre will only allow installation of commercial software on HPC on procurement of valid license and in presence of the software vendor at the time of installation by remote login through University VPN.

- ➤ For any other HPC enabled Open Source software with GNU license may be installed by department / research unit, with proper approval from the University Authority, in presence of engineers from Computer Centre.

Data Back-up

- ➤ Individual users should perform regular backups of their important data. Virus can often destroy data on an individual's computer. Without proper backups, recovery of destroyed files may be impossible.

- ➤ Preferably, at the time of OS installation itself, one can have the computer's hard disk partitioned into two volumes typically C and D. OS and other software should be on C drive and user's data files on the D drive. In case of any virus problem, generally only C volume gets corrupted. In such an event formatting only one volume, will protect the data loss.

- ➤ However, it is not a foolproof solution. Apart from this, users should keep their valuable data on separate storage devices such as external drives.

CONCLUSION

NBU faculty, staff, and students not complying with this software installation and licensing policy leave themselves and others at risk of virus infections which could result in damaged or lost files inoperable computer resulting in loss of productivity risk of spread of infection to others confidential data being revealed to unauthorized persons.

An individual's non-compliant computer can have significant, adverse effects on other individuals, groups, departments, or even whole university. Hence it is critical to bring all computers into compliance as soon as they are recognized not to be.

This policy applies to

- Students: UG, PG, Research
- Employees (Permanent/ Temporary/ Contractual)
- Faculty
- Administrative Staff (Non-Technical / Technical)
- Higher Authorities and Officers
- Guests

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Vice Chancellor, University of North Bengal

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