//Standard Operating Procedure for Internet Access at TIMT Bandwidth SOP//

Internet Usage Policy

The Internet usage is available for the use of Faculty, staff, students & Authorized Guests/Visitors of TIMT. The usage of Internet bandwidth is not a right but the usage is a privilege implied with following conditions/guidelines:

1. **The internet usage is subject to the filling of the undertaking form which is available at website www.timt.ac.in and further with the process of due diligence of the Approval of the Technical Committee, which is headed by HoD Computers Department of the Institution. The technical incharge headed by faculty incharge will be responsible for availability of hard internet usage undertaking forms. The internet access is not allowed at all in the absence this process.**

2. **The stakeholder (student/ faculty member/ staff member/Authorized Guest or visitor) is required to submit the undertaking form for internet access by Technical Incharge through technical assistant for the id creations.**

3. **The responsibility for creation of the official ids is within 24 hours of form submission positively by the concerned incharges & for the guests/visitors it will be 30-60 minutes depending upon the number of guests, the normal time for creation should be 05-07 minutes per ID!**

4. **The stakeholders are compulsorily advised to use their own user official i.e.timt.ac.in ids and not to share their ids/passwords with anyone to avoid any cyber security issues which would the sole responsibility of the user in case of any Cyber Security Problem.**

5. **The stakeholders should inform immediately to the technical incharge in writing about any type of misconfiguration visible/observed compulsorily (if any).**

6. **For change in user id details like contact no. and password etc. stakeholder must inform the technical incharge in writing.**

7. **In case of usage of internet in labs or other public areas, stakeholder must ensure they successfully log off from their respective accounts compulsorily.**

For Official Email id:

1. *The Departments would designate two faculty members (Preferably with Technical Background) to help creating the official email ids of stakeholders before commencement of session compulsorily.*

2. *The Administrative office will be responsible for informing the incharge in writing about creation of email ids & Undertakings of newly joined staff and faculty member within 04 working days.*

3. *In case of students, respective class mentors will be responsible for providing the information of students to the incharges, for creation of email ids in writing.*

4. *In case of change of password and other details, stake holder must inform the incharges through email with a copy to director and incharge must take the necessary action within 24 hours.*

5. *The Administrative office will be responsible to inform the incharge if any staff / faculty who has/have left the institute for deletion of email ids.*

6. *Class Mentors of the respective department/class will be responsible to inform the incharge for the deletion of student email ids as soon as the respective batch passes out and it must be ensured within 15 days of any passing out batch compulsorily.*