# INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

3rd, January, 2022

Dear Student,

Congratulations!! to you and your family for securing Admission in the prestigious Indira Gandhi Delhi Technical University for Women, the only women Technical University of Delhi. The entire family of IGDTUW welcomes you to the world of technology and innovation. It is this fact that makes IGDTUW unique!

You are a part of the great IGDTUW legacy, which has achieved a number of milestones, to name a few recent ones are:

- The **World Times Higher Education Impact Ranking 2021**, has placed IGDTUW in the Band 101-200 for Quality Education and Gender Equality.
- IGDTUW received the **University Excellence Award-2021**, at Vigyan Bhawan, on 26th December, 2021 during the Indian Engineering Congress Centenary Celebrations.
- To recognize its strong commitment towards higher education of women and women empowerment; the university received the "Sushma Swaraj STREE Shakti Samman" 20.
- IGDTUW received 6th position in India, in the **Band-PERFORMER** in "Atal Ranking of Institutions on Innovation Achievements **(ARIIA)-2021**" under Govt and Govt -Aided, Technical Universities.
- The "**World's Universities with Real Impact (WURI) Ranking**", has placed IGDTUW in the 64th position under the Innovative Universities for 2021" IGDTUW bagged 16th position in the special category "Entrepreneurial Spirit of WURI ranking, 2021.
- The university has been awarded with "Diamond University (Diamond Rating)" by QS I-Gauge (Indian College & University Rating), University of the year 2021 by 7 th FICCI HIGHER EDUCATION EXCELLENCE AWARD.

We at IGDTUW practice maintaining high Academic Standards, and a culture of research and exposure to various National/International Projects at University. The University is always in news for its achievements, as you must have noticed that just few weeks ago, there was a news regarding Ms. Nimisha Goel of B.Tech IT 4th year, being the only Indian Women selected among 18 women in the world to receive the prestigious Financial Services Information Sharing Analysis Centre (FS-ISAC) Scholarship of USD 10,000 and a cybersecurity mentorship by Goldman Sachs. She is the second woman in India to receive the Building Cybersecurity Diversity Cyber Security Scholarship since 2020. Last year Ms. Monika Kumari of M.Tech IT became the first

woman in India to receive the same scholarship. Two students have received the International Offer of Amazon Dublin with a package of 1.2 Crore.

It is proudly submitted that since last few years, many students of IGDTUW have reaped remarkable offers from top companies like Microsoft, Expedia, Goldman Sachs, Google, Uber, and many more, setting new records and marks.
Many companies visited the campus for the first time in 2021, including Urban Company, Lowe's, Swiggy, Jubilant Foodworks, Zynga, Hotstar,Twilio, C2FO, Service Now, Rippling etc offering more than the average package.

For more information the T&P details of 2020-21 pass out batch is attached herewith.

The faculty members at University are dedicated and take special care for every student resulting into our students excelling in all fields may it be acquiring higher Package in MNCs, Civil Services, Higher Studies and Research. Since you are also now a part of this esteemed University therefore we wish that you may also accomplish your goal for which you have secured admission in the university.

To facilitate your journey of studies at IGDTUW, some guidelines are mentioned below which every student has to follow, in consistency with the healthy culture of IGDTUW.

1. **Online Registration at University Portal**

Every Student has to compulsorily register at the University Portal for the course she is undergoing. The link of Online Registration will be opened soon. A manual for Registration is attached herewith for your convenience. The link for Registration and steps to follow for online Registration are given in the manual which are self explanatory. Still if any student faces any issue in Registration, she may contact the helpdesk emailed given on the homepage of Registration portal.

2. **Conduct of Classes**

IGDTUW follows a very healthy culture in conduct of classes and all faculty members ensure that no class is missed without any firm reason. We expect all the students to attend all the classes regularly. As per norms it is compulsory for every student to attend at least 75% of the classes, but it is advised that you should try to maintain 100% attendance. In case you want a leave, you have to apply formally to your HOD for the leave via proctor, online using your official email id.
Due to COIVD-19, we are starting classes in online/ Blended mode and offline classes will be decided later as per the guidelines received by the Government.

A Standard Operating Procedure (S.O.P) is created which will guide the students on following the procedures while attending the online classes to maintain decorum and discipline in an online class. The S.O.P is attached herewith. All the students are requested to go through the SOP and follow it meticulously during the online classes.

**3. ICT Policy**

The University has created an Information & Communication Technology (ICT) Policy of IGDTUW to harmonize, co-ordinate and integrate all ICT initiatives towards a common set of objectives. The ICT Policy mentions the details about usage & availability of facilities of ICT Infrastructure at University for students. The students are advised to go through the ICT Policy and follow it meticulously. The students are also required to sign the last page of ICT Policy, scan it and then email it from their official email id, within 3 days, to System Analyst on email id: sagar.goel@igdtuw.ac.in

**4. 04 Day Induction Program, Time Table and Syllabus**

A Four Day Induction program is scheduled during the forthcoming weekends, i.e on 8, 9, 15 and 16 January, 2022. The Schedule and the details of speakers will be shared soon. Students are advised to attend the Departmental Orientation today, from 2.00 pm to 4 .00 pm where they will be informed about the Time Table, Syllabus, Faculty Member/Mentor of each class and the Escalation Matrix.

Once again I congratulate you for joining IGDTUW and hope that you have a comfortable and knowledge rich experience at IGDTUW.

Best Wishes

Dean (Academic Affairs)
IGDTUW, Delhi

3rd Jan. 2022.

**Indra Gandhi Delhi Technical University for Women**

# User Manual for Students.

## Student Profile Update, Semester Registration, & Student Fees.

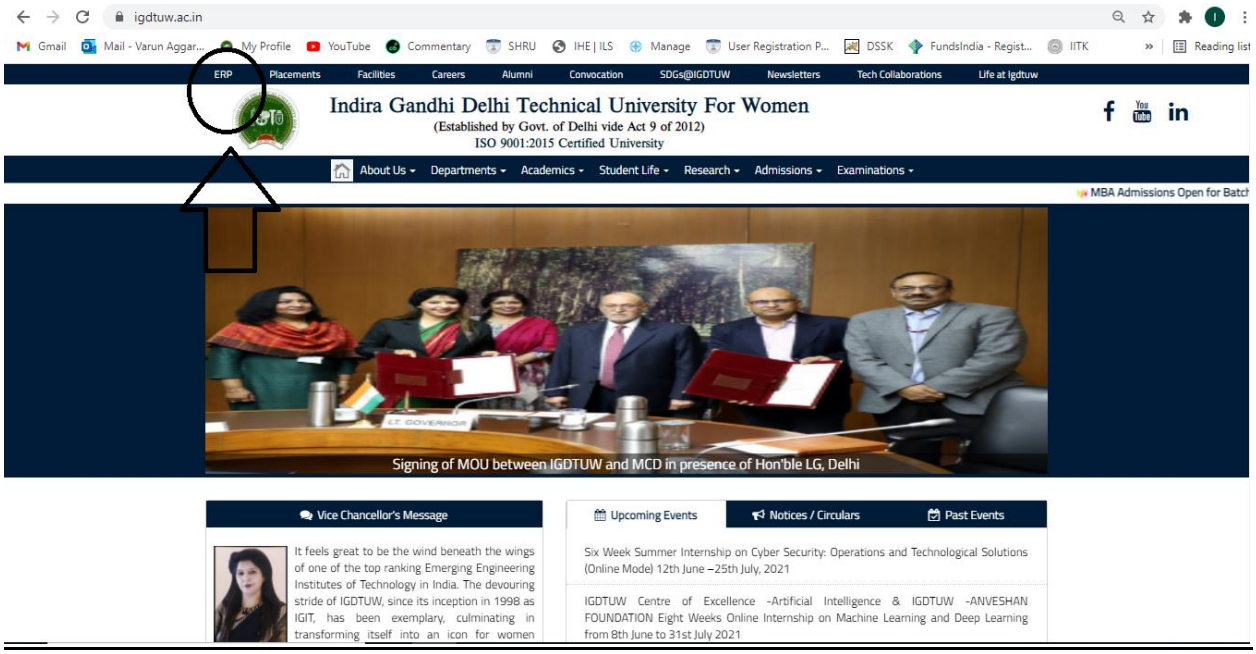
Submitted By

CampusEAI

## How to Open student Portal from College Website

**Student can open the student portal from University website: Link Name :**

**ERP**

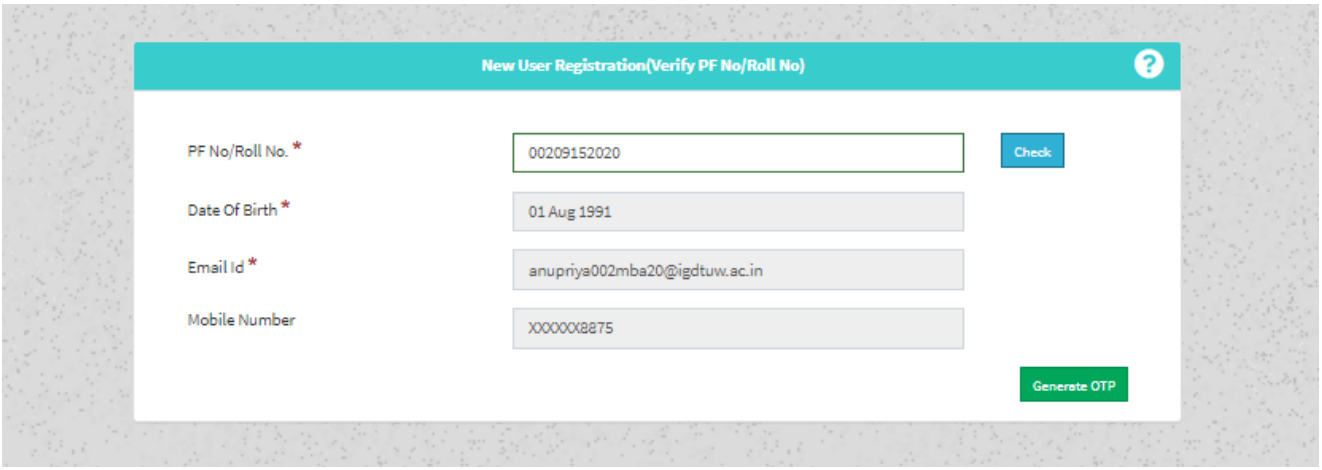



URL: https://igdtuw.in/IGDTUW

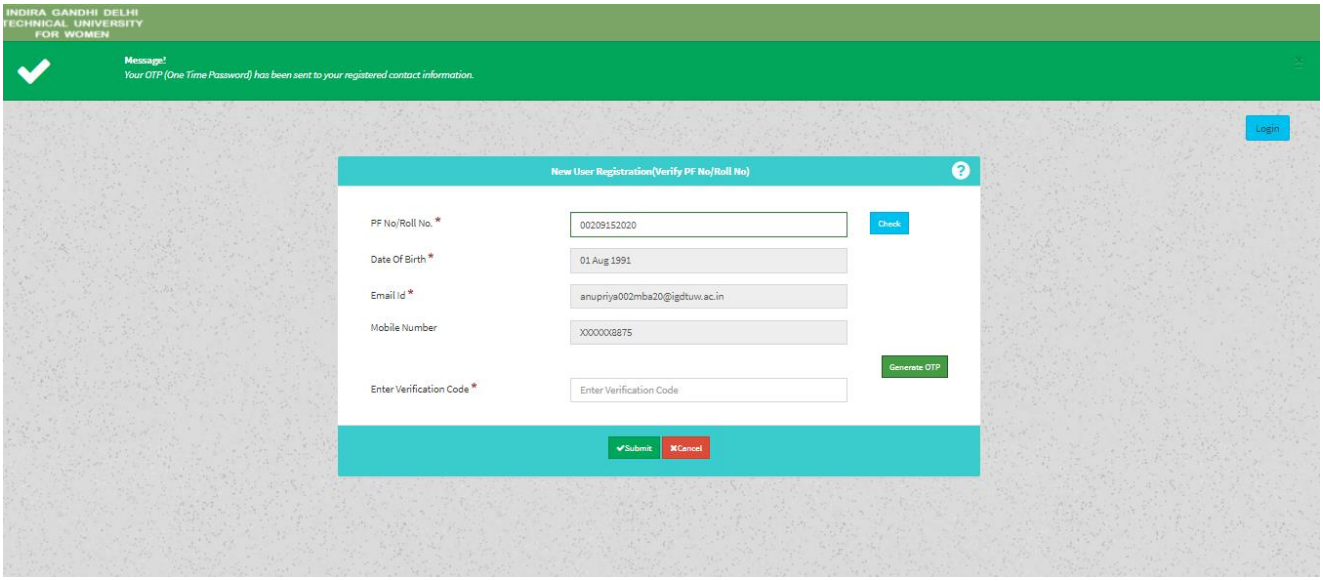
**Step 1: On Login Screen:**

Student has click on the New User Registration.

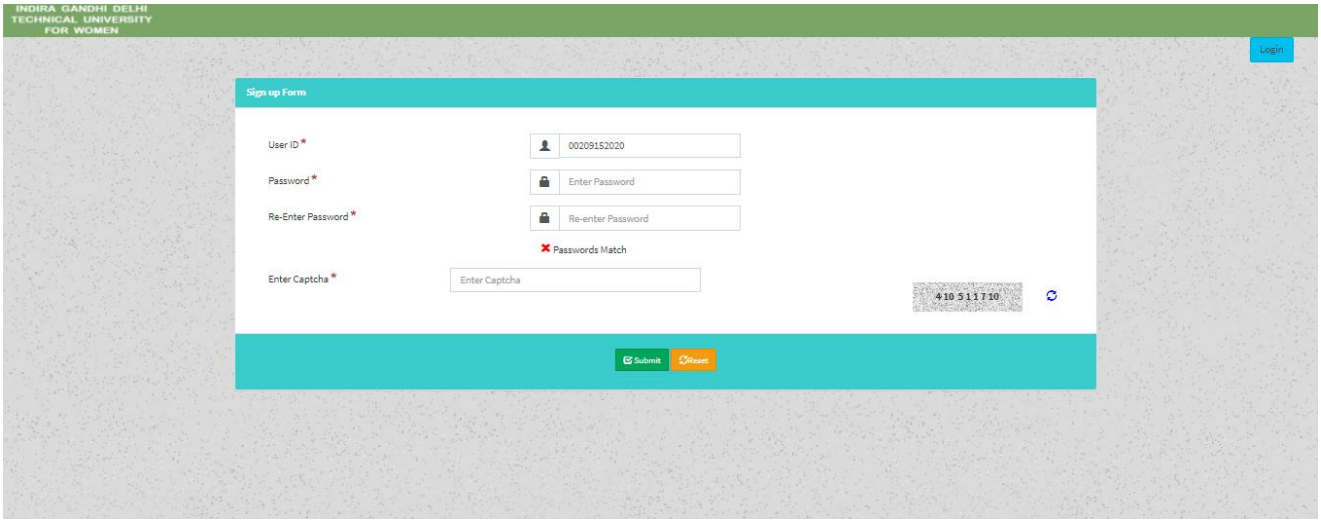
B) Enter the Enrolment no and click on Check. So User details will come on the screen. Then Click the Generate OTP Link.




C) Student will got the OTP on the email id. Enter the OTP on this screen.

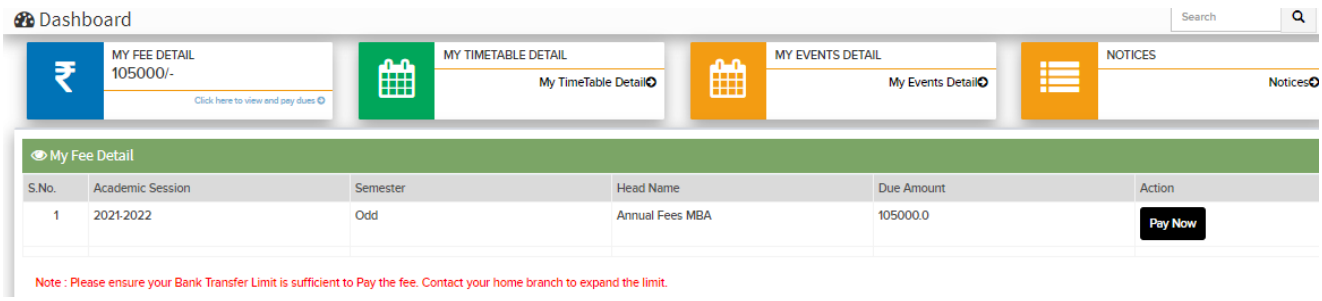



**Step 2 :** Student has to enter the password and Re-enter the new password, along with CAPTCHA. This step assists student in creation of a new and strong password.



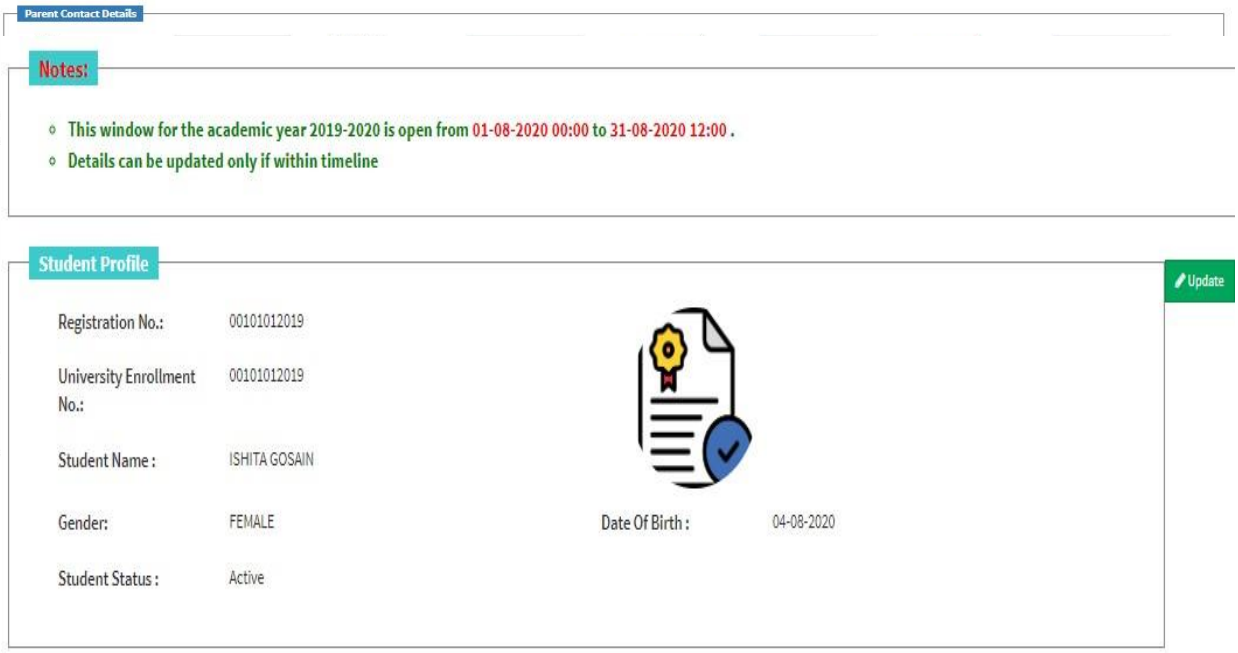

**Step 3: <u>Fees Payment:</u>**

After changing the password, Student will be able to update her Profile, Password and Mobile Number and Clicking on my fee details. Option to pay the Fees will appear on the Student Portal.



**Step 4: <u>Profile Update: Student has to fill all the details in the Portal.</u>**

For updating the profile, press the Update button. Complete profile page will appear. Make the necessary updates on the profile. (* : fields are mandatory).
After filling up the information, the Student have to click the SUBMIT button. This step updates the student's profile.



Edit Student's Details

**Personal Details**

Upload Profile Pic: download.png [Browse...]

| | | | |
|---|---|---|---|
| Student Name | RIYA VERMA | Enrollment No | 07701022019 |
| Joining Date | | | |
| Gender | FEMALE | Date Of Birth | 05-12-2000 |
| Programme | BACHELOR OF TECHNOLOGY | Branch | ECE* |
| Specialization (Applicable For PG Only ) | | Student Current Status | Active |
| Batch | 2019 | | |
| Programme | BACHELOR OF TECHNOLOGY | Branch | ECE* |
| Specialization (Applicable For PG Only ) | | Student Current Status | Active |
| Batch | 2019 | | |
| Nationality | India | Religion | Hinduism |
| Category | Other Backward Classes(OBC) | Sub Category | PwD |
| Mother Tongue | Hindi | Adhaar Number | 123456789012 |
| Personal Identification Mark | mole on right hand | Marital Status | Single |
| Region | Delhi | Are You Receiving Any Scholarship/Fellowship/Award? | ○No ◉Yes |
| Name Of The Scholarship/Fellowship/Award | | Amount (If Applicable) | 0.0 |

**Permanent Address**

| | | | |
|---|---|---|---|
| Permanent Address * | RB-116, RBI Colony, Sector-6, RK Puram | City * | Delhi |
| Country * | India | State * | Delhi (UT) |
| Pin Code * | 110022 | | |
| Upload Address Proof | Upload File(s) | Uploaded File(S) | Select Some Options |

**Correspondence Address**

| | | | |
|---|---|---|---|
| Correspondence Address * | RB-116, RBI Colony, Sector-6, RK Puram | City * | Delhi |
| Country | India | State | Delhi (UT) |
| Pin Code | 110022 | | |

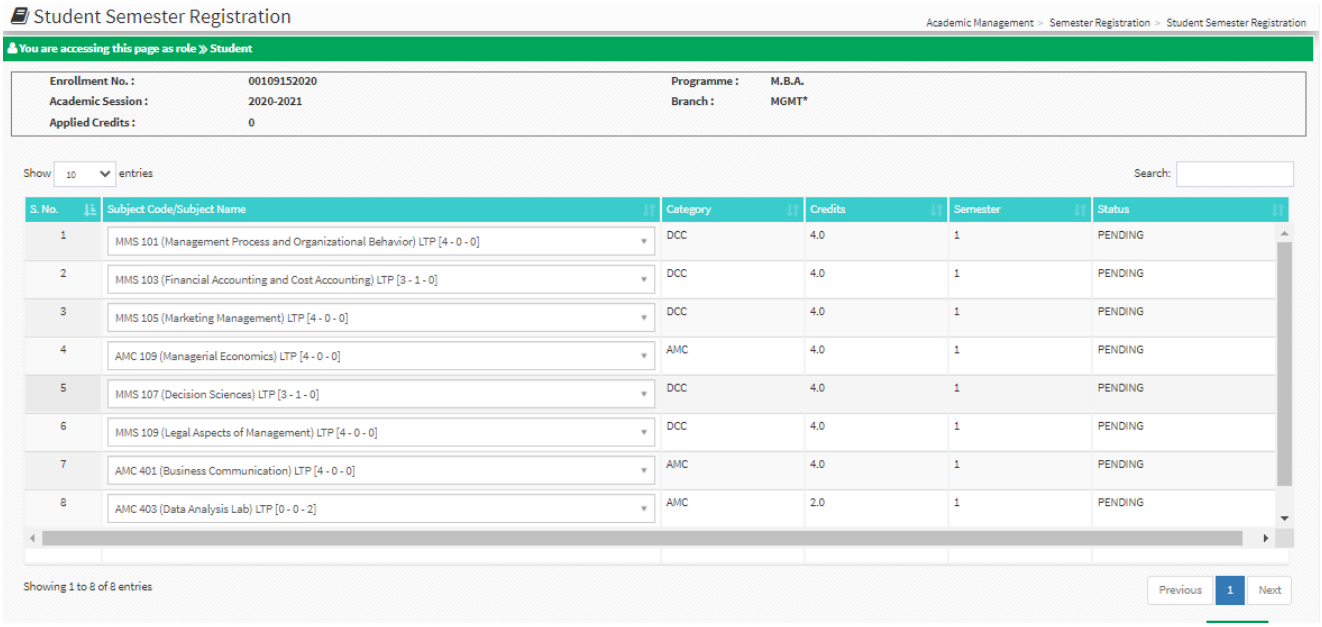
**Declaration ***

☐ **I hereby declare that I have reviewed all of the details furnished above and updated them , if required, so that they are true to the best of my knowledge and belief. I undertake to inform IGDTUW of any changes therein, immediately.**

Submit | Reset | Cancel

**Step 5: <u>Semester Registration:</u>**

After updating the profile, the student will be able to register herself by filing up the Student Semester Registration form.
Go to
Academic Management→ Semester Registration →Student Semester Registration.
Here, the Student has to select the required subjects from the drop down list (such as DCC and AMC). After submission of subjects, total number of credits will be updated and the same can be observed in Applied Credits field.




## HELP DESK

**For any Non-Technical issue please contact:** academicsonline@igdtuw.ac.in

# INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN

(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

03rd January, 2022

## Standard Operating Procedures (SOP) for Online Teaching of Classes
## Students Guidelines and Responsibilities

Reference to the DDMA order No. F.60/DDMA/COVID-19/2021/500 dated 28.12.2021 and the order no. IGDTUW/Reg.Off/2021-22/2179-90 dated 28.12.202, all Academic Activities i.e. conduct of classes for 1st year B.Tech classes will be conducted in an online mode, till further orders/notifications.
The students are advised to obey the following Procedures while attending the online classes:-

1. All the students are required to join the class in scheduled time and ensure that they are not joining late.

2. The students are required to join the Session using their official email id only (the new students will receive their official email ids soon if not already received). The user name for joining online session should be in the following format only:

   **"Enrolment No. Name"**

3. The students are required to switch on their cameras and switch off their audio during the session, unless otherwise stated by the faculty. The faculty will randomly call upon the students, during the class.

4. The Students are required to ensure proper internet connectivity, proper charged laptop and carry required stationary (pen/pencil/notebook etc.) for taking notes, before the beginning of session. The students are advised to join the online sessions using a Laptop and avoid using a mobile phone.

5. The Students are required to wear formal dress and formal seating posture during online sessions. They should attend the class ideally by sitting on table & chair and avoid sitting on sofas/beds/recliners etc.

6. The students are required to ensure proper lightning in the room with plain background during online sessions. The web-camera should cover their face properly .

7. A good quality headphones/earphone should be used during sessions for discussions with the faculty member (if any).

8. Students are responsible for ensuring smooth operation of the online session by not giving online session ID to any foreign member who is not part of the session.

9. All the students are required to ensure maintaining a minimum attendance of 75% for each online course in accordance with University policy of attendance in general. The students who fail to maintain the minimum attendance may be detained.

10. The Students are required to ensure their presence throughout the session, and can't leave class in-between.

11. The students may coordinate with respective course instructor/faculty and Program coordinator personally in case of any difficulty, if required.

(Prof. Jasdeep Kaur Dhanoa)
Dean (Academic Affairs)

# INFORMATION & COMMUNICATION TECHNOLOGY POLICIES AND GUIDELINES OF IGDTUW

This policy outlines the responsible use of the Information & Communication Technology Infrastructure

at

Indira Gandhi Delhi Technical University for Women,

Kashmere Gate, Delhi

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# 1. OBJECTIVE OF THE ICT POLICY

ICT Policy of IGDTUW is an attempt to harmonize, co-ordinate and integrate all ICT initiatives towards a common set of objectives. For the successful achievement of the policy objectives, it is imperative that all partners and stakeholders of the policy pull together in the same direction.

Information and communication technologies (ICT) have become commonplace entities in all aspects of life and becoming a tool of transformation. Across the past twenty years the use of ICT has fundamentally changed the practices and procedures of nearly all forms of endeavor within business and governance. Education & research is a very socially oriented activity and quality education & research has traditionally been associated with strong teachers & scientists having high degrees of personal contact with learners/researchers. The use of ICT in education & research lends itself to more student-centered learning settings. But with the world moving rapidly into digital media and information, the role of ICT in education & research is becoming more and more important and this importance will continue to grow and develop in the 21st century. With ICT considered as one of the basic building blocks of modern society, the continued use and development of ICTs within education & research will have a strong impact on learning and quality together with accessibility, motivation, knowledge & academic performance.

## 1.1 PRINCIPLE

It has impacted the way of facilitated learning and knowledge sharing, and generated global information flows, empowered citizens and communities, resulting in a global information society. Increasingly, ICT is playing the central catalytic role in pushing the development process forward and boosting the efficiency of the increasingly integrated global economy.

## 1.2 MISSION

The mission of this policy is to improve the network security of IGDTUW to the highest attainable levels by ensuring the availability of accessible, universal, affordable, modern and high quality ICT facilities and services within the IGDTUW.

## 2. FAIR & ETHICAL USAGE

- All users are expected to make use of the ICT resources accessible to them with sensibility and awareness.
- The IGDTUW - Intranet and Internet access will not be used for commercial activity, personal advertisement, solicitations, or promotions, such as hosting or providing links of commercial websites or email broadcasts of commercial promotions to the users.
- Any part/component of the ICT infrastructure of the university shall not be misused for Anti-University, Anti-State or Anti-Government activities.
- The ICT Policy Implementation Committee will be authorized to undertake appropriate measures to ensure maintenance of such discipline and initiate suitable actions for prevention of such undesirable activities.
- The downloading of text, audio and video files is to be done strictly for official, study & research purposes.
- Each user must preserve & maintain the confidentiality of the password used by him/her. No user must try to access the ICT resources using other user's password, either knowingly or otherwise.
- Access to sites that are banned under law or that are offensive or obscene is prohibited. This is also an offence under the Indian IT Act 2000 and attracts severe punishment.
- Use of the network to tamper with information on other computers, to deliberately spread harmful/pirated programs, compromise other systems, or to cause damage of any kind using the intranet/internet is prohibited, and is an offence under the Indian IT Act 2000. The user is liable for any civil losses caused, in addition to criminal prosecution under the Indian IT Act 2000.
- No equipment/user other than those registered with the University, cannot be connect to the intranet/internet without permission of IT Services.
- Do not use any device such as podium, mike, projector, biometric; Sound System, CCTV Camera, Wireless etc without permission, if any IT equipment got damaged then a fine (equivalent to the cost of equipment) will impose on student with warning letter for future.

- A fine of Rs. 500 will be imposed on user(s) if network cable/network box found lost/damaged.
- A fine of Rs. 500 will be imposed if ID card has been lost.
- Do not share university username and password outside university.
- Do not fill wrong information on university ERP Examination and Academic Software.
- Do not try to open blocked website, torrent etc, if any genuine website has blocked then contact to IT Services support for opening of such website. An appropriate action will be taken by ICT implementation committee in case of violation of guideline.
- Damage of any IT device/equipment/facility by student will impose fine equivalent to the cost of device/equipment/facility.

# 3. SCOPE OF ICT POLICY

## 3.1 HARDWARE

Hardware comprises of various items that are used by the end users as well as the items that are used to support the use of ICT by the end users. For example, Servers, Desktops, Laptops, Tablets, Mobile Phones, Printers, Scanners, UPSs, Network Switches, Access Points etc. and various other equipment.

## 3.2 SOFTWARE

Systems Software comprises of software that make the system function and constitute an integral part of the system. For example, Operating System is a System Software and common applications like E-Mail Client can be considered to be an Application Software.

System Software are proprietary e.g. Windows OR in Public Domain e.g. Linux. Application Software include MS-Office, MS Outlook etc. are proprietary whereas Thunderbird E-Mail, Open Office Suite etc. are Open Source Software.

As far as it is practicable and consistent with the intended purpose, Users ought to prefer Public Domain Software which is available either free OR at a much lower cost.

Software for Common Usage should be identified and implemented across the university in order to achieve consistency of formats and ease of sharing common data.

## 3.3 USER

Here "user" identifies the full and part-time staff members, students, research scholars, consultants, temporaries, interns, retirees, and other users affiliated with third parties who access university technology resources, all users of ICT equipment owned or leased by the University, all equipment connected to University data and voice networks etc.

# 4. INFORMATION SECURITY POLICY

## 4.1 DEFINITION OF CRITICAL INFORMATION

Critical Information Classification is the classification of information based on its level of sensitivity and the impact to the University should that information be disclosed, altered or destroyed without authorization. The classification of information helps determine what basic security controls are appropriate for safeguarding that information. All institutional information should be classified into one of three sensitivity levels, or classifications:

- **RESTRICTED INFORMATION,** *(which is highly valuable and sensitive).* The unauthorized alteration, disclosure or loss of this information can cause significant damage (devastating) to the university, for example, examination results under process, accounts etc. This information must be highly protected as it cannot be easily recovered or brought to its original state easily.

- **PRIVATE INFORMATION,** *(which is of moderate importance and sensitivity).* Its unauthorized alteration, disclosure or loss of this information can cause moderate damage to the university. Generally, the information which is not classified in other two classes falls under this. Reasonable and effective security is required for this information, as recovery of its original state may take sizable amount of resources.

- **PUBLIC INFORMATION,** *(which is of low importance and sensitivity).* Its unauthorized alteration, disclosure or loss of this information can cause little damage to the university. Public information includes press releases, circulars, notifications, course information and research publications, published results on website etc. While little or no controls are required to protect the confidentiality of Public information, some level of control is required to prevent unauthorized modification or destruction of Public information.

All information created, processed, generated, maintained and deleted by the university must be classified into these categories and different levels of user privileges must be defined for each function. Only authorized users can get access to the category of information he/she is authorized to access.

## 4.2 STATEMENT OF RESPONSIBILITY

- IT Services is responsible to facilitate guidance, support and training to user departments in managing their backup of data.
- IT Services having scope to provide a network based storage solution like NAS to automatically obtain backup of their Central Repository including restricted/private information.
- It is the ultimate responsibility of the user / user department to manage the backup of their data.

## 4.3 INTERNET GATEWAY SECURITY

Securing Internet Gateway is a very challenging task. IT Services is responsible to ensure effective security of the gateway. Enterprise Firewall or Unified Threat Management Solution must be implemented effectively with strong policy definitions in line with ICT policy of the university. University Administration must provide an active administrative support to secure the internet gateway by the IT Services Division.

## 4.4 SECURITY / PROTECTION SOFTWARE

- The IT Services is responsible for installation and maintenance of properAnti-virus or Internet/Endpoint Security/Protection Software or any other security software as prescribed by the ICT infrastructure Management Committee.

- In case of detection of any issues in the security, the compromised computer/equipment must be disconnected from the IGDTUW Network failing which IT Services shall disable the respective network connection.
- Strict action may be taken by the IT Services against users who deliberately prevent installation of such security software OR disable such software OR prevent them from running.

## 4.5 PHYSICAL SECURITY OF SERVERS, DESKTOP, LAPTOP, NETWORKDEVICES, UPS ETC.

- The user department where the ICT equipment is installed and used, either temporarily or permanently is responsible for the physical security of it.
- It is responsible for allowing the physical access to the ICT resources only to authorized users.
- It is also responsible to ensure proper power supply with effective grounding (earthing), as well as cleanliness of the equipment and environment including air-conditioning machines.
- The electrical department must ensure proper load on electricity wire/switch before installing additional ICT equipment or other allied equipment like air-conditioning machines etc. The electrical department must get the power load on electricity wire/switch checked every year. The power load on electricity wire/switch must be calculated and increased taking into account requirements of next 2-3 years.
- Users of a user department can access the network via desktop, laptop mobile etc on the campus network. Users are responsible and accountable for the usage of the systems allocated to them.
- Users must take adequate & appropriate measures to prevent misuse of network from computer, Laptop & mobile etc systems that they are responsible for.
- Users must take appropriate measures to Power On/Off of UPS, Desktop, Printers etc and report IT Services for any issue and for maintenance of these devices. UPS installed in Labs is responsibility of user department and must be maintained timely with the support of IT Services and Maintenance Agency.

- Individual users should take reasonable care of the vulnerability of systems attached to the campus network. In particular, users must apply appropriate service packs, browser updates and antivirus and client security solutions in their MS Windows machines, and necessary upgrades, OS patches, browser updates etc. for other systems.
- If a user department wishes to set up its own Internet access facility, then it should be done under support and monitoring of the IT Services and ensure that deploying such an access facility does not jeopardize the security of the campus network. The user department must completely adhere to the provisions of this ICT Policy for such facility.

## 4.6 USERNAMES FOR STUDENT, STAFF AND UNIVERSITY ASSOCIATES

A unique username and password are automatically issued to each staff, student, and each University Associate as part of University processes basis on the recommendation of head of respective department.

The Students are authorized to simultaneously use 2 devices for internet access, Faculty & Senior officials are authorized to simultaneously use 5 devices for internet access and lower staffs are authorized to simultaneously use 2 devices for internet access. The university associate(s) is/are authorized to simultaneously use '1 device for internet access

## 4.7 MAINTENANCE/UPGRADATION POLICY

- On procurement & installation of any new ICT device/equipment, IT Services divisionmust allocate a unique stock/Asset register number (Asset Identification Number) in the stock/Asset Register. The same number must be written on the device/equipment, which can be used for physical verification. The same must be appropriately updated while transferring out OR disposing/writing off such assets.
- IT Servicesdivision must be vigilant about warranty checks and must take appropriate action if the performance of the device/equipment deviates from the expected performance.
- After the completion of the warranty period, IT Services Division may implement the Annual Maintenance Contract (AMC) for thedevice/equipment

depending on the criticality of its usage, with the approval of the ICT Infrastructure and Management Committee/ Competent Authority& following the standard procedure laid down by the university from time to time for engagement of OEM/Authorized partner of OEM/Agencyetc/as per Government guidelines for maintenance of ICT infrastructure and management by making complete terms and condition, scope of work, Backup plan, Complete SLA etc. and also for engagement of IT services engineers/manpower for maintenance of ICT infrastructure.

- The 1CT Infrastructure and Management committee shall define, review, revise, approve and circulate/publish the guidelines & procedure for up-gradation of outdated ICT devices/equipment/components or to improve the performance of existing ICT devices/equipment/components and software. The up-gradation of devices/equipment can be through increasing the performance capacity by adding/replacing some components, like memory, HDD, Graphic card etc. or by replacing the whole device/equipment through a buy-back mechanism depending on the specifications and performance parameters of the device/equipment..
- Necessary budget provisions must be made by the IT Services/respective user departments for the maintenance and up-gradation of its ICT equipment and software.

## 4.8 SHARING OF HARDWARE RESOURCES BY EMPLOYEES &STUDENTS

- ICT resources are limited and users are more. Hence, the resources have to be shared sensibly and effectively.
- Use of network office equipment like Network Printers and Photocopier should be encouraged.
- Due care should be taken not to overwrite / delete other users' data on shared resources. In case of any difficulty, guidance and support can be taken from the IT Services.

## 5. BANDWIDTH MANAGEMENT

Network Management is one of the core functions of the IT Services Division. University has 1Gbps internet bandwidth through NKN and 100 Mbps backup lease line of MTNL. Distribution of the bandwidth across the campus-LAN is a very important aspect of bandwidth management. The bandwidth management should give priority to Academic, Research contents, Application Software, Services implemented by the university, Research projects, University Website & E-mail facility etc. over general internet browsing and other utilities.

After deep analysis, the following bandwidth quota has been recommended for proper management of internet bandwidth by the various users:

| S. No | Type of User | Quota Limit | Remark |
|---|---|---|---|
| 1 | Student — B. | **Unlimited** | Weekly Basis/ Monthly Basis |
| 2 | Student — M. Tech | **Unlimited** | |
| 3 | Student — MBA/MCA/MPlan | **Unlimited** | |
| 4 | Student — PhD | **Unlimited** | |
| 5 | Management | **Unlimited** | |
| 8 | Faculties & Staff | **Unlimited** | |
| 9 | Guest /University Associate/service | **As per recommendation of Incharge/HOD** | |
| 10 | Support Staff | **As per recommendation of Incharge/HOD** | |

The quota limits may be increase or decrease by university time to time and as per the usage.

## 6. NETWORK MANAGEMENT

The IGDTUW network consists of about 1500 nodes connected through UTP structured cabling with a layered architecture of L3, L2 and EDGE switches with an optical fiber cable as backbone across the campus. IT Services Division is the nodal responsible for establishment, maintenance and management of the campus network All the Technical aspects of network related activity like, defining specifications of network components, establishment, maintenance and management of wired and wireless, strategic planning for expansion of LAN, management of internet bandwidth and gateway, Network Security Management, implementation and coordination of government sponsored schemes like NKN etc. is the sole responsibility of the IT Services Division. IGDTUW campus is a fully Wi-Fi campus, all areas of campus are covered with Outdoor and Indoor wireless access points which are working 24x7 for providing seamless wireless internet connectivity to users through Security Firewall with authentication of every user in campus.

- IT Services division is responsible for the core IGDTUW network (includes Internet facilities: email, web etc).
- IT Services division will provide connectivity to each User Department, to the gigabit backbone, and also the necessary IP addresses, proxies, email relays etc.
- If any node or part of IGDTUW network "misbehaves" and causes problems for any other user department or the entire campus, or disrupts services, IT Services division will notify the concerned Head and disconnect the node or part of IGDTUW network from the core network until the problem is fixed satisfactorily.
- IT Services division will decide which web sites can be accesses through the campus internet and, shall disallow access to other sites and maintain a mechanism suitable to enforce such a purpose under the guidance and supervision of ICT Policy Implementation Committee.

# 7. USE OF EMAIL

## 7.1 LIMITATIONS IN RELATION TO ELECTRONIC MAIL

Electronic mail is a public communication medium that uses a store-and-forward mechanism to pass each message through multiple servers owned by other organizations and via many communication links world-wide.

It is subject to misuse by individuals and organizations worldwide, which send large numbers of unsolicited "spam" email messages to many email addresses. As a result, the University cannot guarantee:

- The successful delivery of electronic messages travelling outside the University.
- The confidentiality of information contained in electronic messages travelling outside the University.
- That all "spam" email messages are blocked from entry to the University email system.

## 7.2 LIMITATION ON MESSAGE AND ATTACHMENT SIZE

Users shall minimize network traffic by reducing the size of large messages and attachments prior to transmission. Large files should be compressed before attaching them to the message to minimize network traffic.

Electronic documents in excess of any mail server's maximum allowable size may automatically be barred from transmission to the intended recipient. Large documents are best made available by sending recipients a link to the document, we transfer; or in some cases, writing it to a CD or DVD and sending it by courier.

## 7.3 APPROPRIATE USE OF ELECTRONIC MESSAGING SERVICES

Electronic messaging users shall act in a professional and ethical manner. For example, users shall:

- Maintain professional courtesies and considerations in electronic communication.
- Not transmit abusive or defamatory messages.
- Not transmit an electronic message that breaches legislation (such as the Spam Act 2003) or contravenes University policies.
- Not cause interference to other users of electronic messaging services. Examples of interference include transmission of e-mail chain letters, widespread distribution of unsolicited e-mail, junk mail, pyramid mail and the repeated sending of the same message.
- Not give the impression that they are representing, giving opinion or making statements on behalf of the University, unless authorized to do so.

## 8. DO'S & DON'T

- User shall not use any account that has been created for another user without authorization, nor shall any user will attempt to find out the password of another user, access or alter information, services, usernames, or passwords without authorization.
- User shall not attempt to subvert security measures in any way, nor use a false identity when using ICT facilities and services.
- Without the explicit authorization of the IT Services Division, User shall not possess any tools nor undertake any activities on ICT facilities or services that could result or assist in the violation of any policy, software license or contract. Examples of these prohibited tools include viruses, Trojan horses, worms, password breakers, network packet observers or sniffers or proxy applications.
- Examples of prohibited activities include creating ping floods; spoofing packets; performing denial-of-service attacks; forging routing information for malicious purposes; scanning for vulnerabilities; or other computer hacking techniques.
- User shall not attempt to adversely interfere with the operation of any of the University's ICT facilities and services. For the purposes of documentation, interfering includes willful physical damage, willful destruction of information, willful interruption of normal operations, and accessing restricted areas without the permission of the IT Services.
- User will not willfully waste ICT resources. For example, wasting network bandwidth by downloading or sending large amounts of material that is neither work-related nor study-related.
- User shall not use the University's ICT facilities and services to send obscene, offensive, bogus, harassing or illegal messages.
- User shall not use the University's ICT facilities and services for commercial purposes nor publish or circulate information about other organizations via the University's ICT facilities and services, except where these activities clearly support the business or purpose of the University.

- User shall not use the University's ICT facilities and services in a way that breaches any University policy, such as the University Copyright policy.
- User shall not intentionally create, view, transmit, distribute copy or storepornography or objectionable material via University ICT facilities and services unless it can be clearly demonstrated that it is required for teaching, learning, or research purposes.
- User shall not intentionally create, view, transmit, distribute, copy or store any information, data or material that violates legislation. You shall also not give a person under the age of eighteen years of age access to material regarded asrestricted by the University (Publications, Films and Computer Games) (e.g. matters of sex, drug misuse or addiction, crime, cruelty, and violence).
- User shall not attempt to conceal or erase the evidence of a breach of University ICT policy. Users must not use the University's ICT Resources to collect, use or disclose personal information in ways that breach the University's Policy.
- User must respect and protect the privacy of others.
- The University forbids the use of its ICT resources in a manner that constitutes an infringement of copyright. The law permits copying and/or printing only with the permission of the copyright owner, with a few very limited exceptions such as fair use for study or research purposes (this exception itself is subject to numerous provisos and conditions in the Copyright Act).
- Accordingly Users must not download and/or store copyright material, post copyright material to University websites, transfer copyright material to others or burn copyright material to CD ROMs or other storage devices using ICT Resources, unless the copyright material is appropriately licensed.
- Copyright material includes software, files containing picture images, artistic works, live pictures or graphics, computer games, films and music (including MP3s) and video files.
- ICT Resources must not be used to cause embarrassment or loss of reputation to the University.
- The University does not permit the use of its ICT Resources for unauthorized profit making or commercial activities.
- User must not use ICT Resources in inappropriate ways, which are likely to corrupt, damage or destroy data, software or hardware, either belonging to the University or to anyone

else, whether inside or outside the network. They may only delete and alter data as required by their authorized University activities

- User must not attempt to repair or interfere with, or add any devices (whether hardware or components) to, any 1CT Resource, unless they are authorized and competent to do so. All faults or suspected faults must be reported to IT Services.
- ICT Resources must not be used to distribute unsolicited advertising material from organizations having no connection with the University or involvement in its activities.
- University email lists generated for formal University communications must not be used for other than University business.
- Unless via a personally paid account, files may only be accessed or downloaded if they are work or study related. In any case, files may only be downloaded if it is legal to do so and steps have been taken to ensure that the files are free from viruses and other destructive codes.
- Files may only be attached to email messages if the sender believes they are free from viruses and has taken steps to ensure that they do not contain viruses or other destructive code.
- User must not attempt to gain unauthorized access to any computer service. The use of another person's login, password or any other security device (e.g. Secured ID, digital signature or biometric identification) is not permitted. Nor must Users exploit any vulnerability in systems or (except authorized staff when checking security of systems as part of their duties) use any technology designed to locate such vulnerabilities or circumvent security systems. The matter may also be referred to the police and/or the Independent Commission against Corruption.
- User must not facilitate or permit the use of the University's 1CT Resources by persons not authorized by the University e.g. Users must not set up a wireless relay base station from their University accounts.
- Limited minor and incidental personal use may be allowed, but it is a privilege and must not interfere with the operation of ICT resources, burden the University with incremental costs, interfere with the User's employment or other obligations to the University and is subject to compliance with University policies. Users should be aware that personal use of the University's 1CT Resources may result in the University

holding personal information about the User and/or others which may then be accessed and used by the University to ensure compliance with this, and other policies.

***Note: This does not apply to specially authorized University computing staff who may be required to secure, remove or delete data and software, and dispose of obsolete or redundant ICT Resources as part of their ICT Resource management duties***

## ***Acceptance / Declaration by the User***

1. **[System Use]** I shall be responsible for all use of this system. In case I own a computer and decide to connect it to IGDTUW network, I will be responsible for all the content on it, especially that which I make available to other users. (This provision will also apply to any computer or device for which I am responsible, and is included in the meaning of "my computer".) In case I do not own a computer but am provided some ICT resources by IGDTUW, I will be held responsible for the content stored in the designated workspace allotted to me (examples: file storage area, web pages, stored/archived emails, on IT Services Division or Department machines).
2. **[Network Use]** I will be held responsible for all the network traffic generated by "my computer". 1 understand that network capacity is a limited, shared resource. I agree that physically tampering with network connections / equipment, sending disruptive signals, or making EXCESSIVE USE of network resources is strictly prohibited. Repeated offenses of this type could result in permanent disconnection of network services. I shall not share the network connection beyond my own use and will not act as a forwarder/ masquerader for anyone else.
3. **[Academic/Research Use]** I understand that the ICT infrastructure at IGDTUW is for academic/research use and I shall not use it for any commercial purpose or to host data/network services for other people or groups. Also, I shall not host or broadcast information that might harm others or may be otherwise considered objectionable or illegal as per provisions of Indian law.
4. **[Identity]** I shall not attempt to deceive others about my identity in electronic communications or network traffic. I will also not use IGDTUW ICT resources to threaten, intimidate, or harass others.
5. **[Privacy]** I will not intrude on privacy of anyone. In particular I will not try to access computers (hacking), accounts, files, or information belonging to others without their knowledge and explicit consent.

6. **[Monitoring]** Iunderstand that the ICT resources provided to me are subject to monitoring, with cause, as determined through consultation with the university, when applicable. The monitoring may include aggregate bandwidth usage to effectively manage limited 1CT resources as well as monitoring traffic content in response to a legal or law enforcement request to do so. I authorize university to perform network vulnerability and port scans on my systems, as needed, for protecting the overall integrity and efficiency of IGDTUW network.
7. **[Viruses]** I shall maintain my computer on this network with current Antivirus/Internet Security/Endpoint Protection software and current updates of my operating system, and I shall attempt to keep my computer free from viruses, worms, trojans, hots, malware and other similar programs.
8. **[File/Data Sharing]** Ishall not use the ICT infrastructure to engage in any form of illegal file/data sharing (examples: copyrighted material, obscene material).
9. **[Security]** I understand that I will not take any steps that endanger the physical or logical security of the IGDTUW network. Specifically, I will not attempt to bypass firewalls and access rules in place. This includes not setting up servers/communication devices (including wireless) of any kind (examples: web, mail, proxy, router, managed or unmanaged switch, smart phones) that are visible to the world outside the IGDTUW campus. In critical situations, IGDTUW authorities reserve the right to disconnect any device or disable any account if it believed that either is involved in compromising the information security of IGDTUW.
10. **[Penalties]** I understand that any use of ICT infrastructure at IGDTUW that constitutes a violation of IGDTUW Regulations or provisions of Indian Cyber Law could result in administrative or disciplinary or legal procedures.

**I understand that my access will be automatically suspended/BLOCKED completely, if I will violate IGDTUW ICT Infrastructure Access Policy.**

**User Name:** ----------

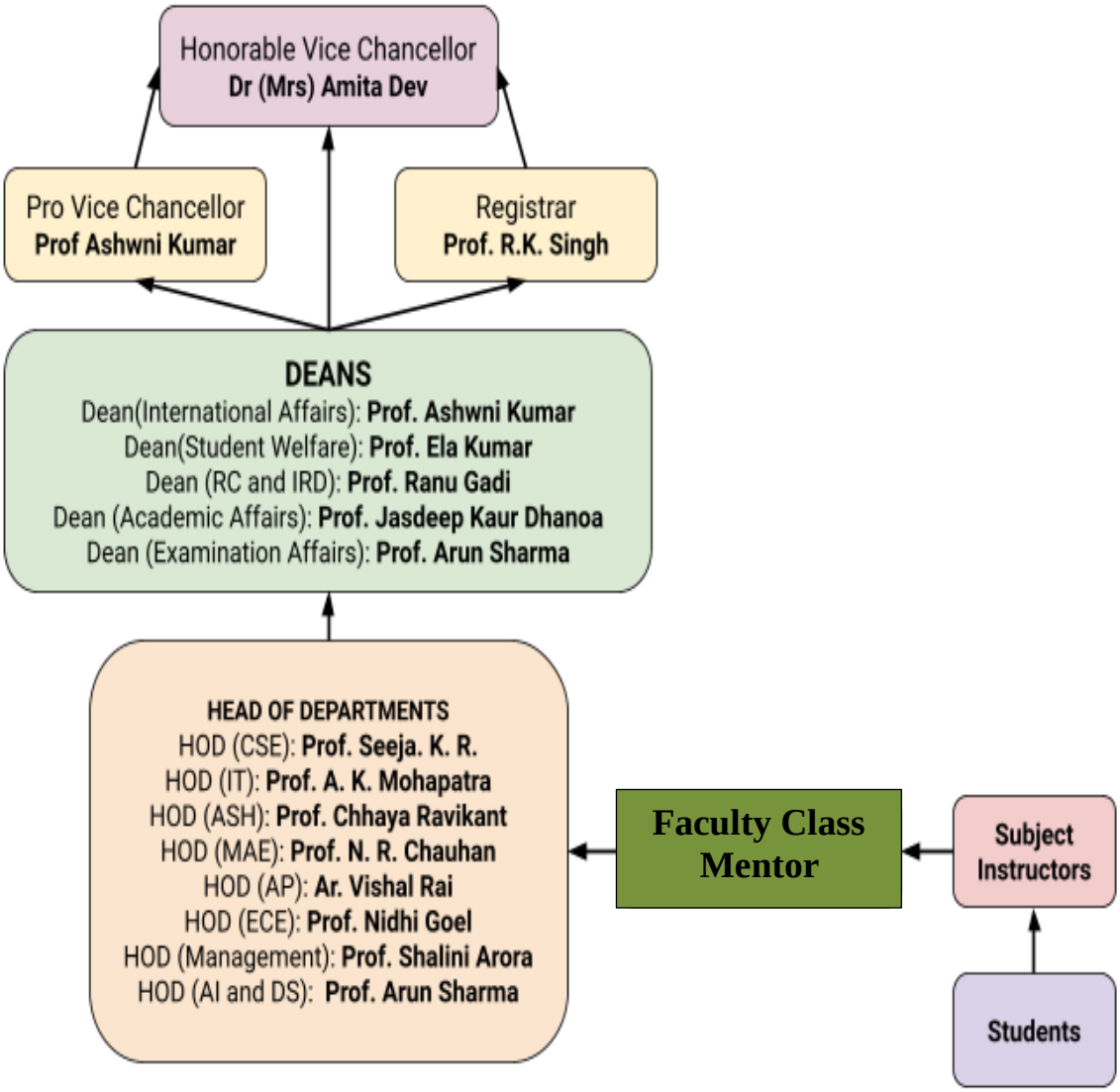
**Designation:** ----------

**Signature:** ----------

# ESCALATION MATRIX FOR STUDENTS

## (1) Domain: Query/Suggestions/Student issues/Concerns

### (Academic/Exams/Research & Consultancy/International Collaborations Student Technical/Cultural Societies/Clubs)



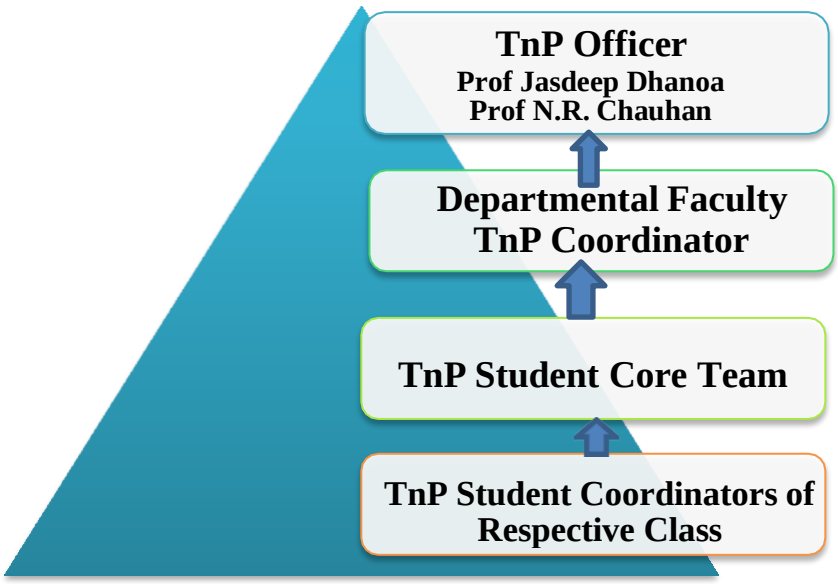
## (2) Domain: Discipline

**List of Coordinator for B.Tech 1st Year**

**For the Academic Year 2021-22**

| S.N | Coordinator | Branch | Phone No. | Email Id |
|---|---|---|---|---|
| 1. | Faculty Coordinator Dr. Arunima Jaiswal | CSE | **For any Academic query: 011-41063132 OR 9821173876** | arunimajaiswal@gmail.com arunimajaiswal@igdtuw.ac.in |
| 2. | Faculty Coordinator Ms. Neha Singh | ECE & ECE-AI | | nehasingh@igdtuw.ac.in |
| 3. | Faculty Coordinator Dr. Pooja Bhati | MAE | | poojabhati@igdtuw.ac.in |
| 4. | Faculty Coordinator Dr. Bhawana Narwal | IT | | bhawnanarwal@igdtuw.ac.in |
| 5 | Ms. Neeta Sharma | CSE-AI | | neetasharma@igdtuw.ac.in |

## (3) Domain: Training and Placement (TnP) Public




***It is expected that the students will follow decorum and will use public domain responsibly in the best interest of the University, its reputation and placement related activities.***

# Training and Placement Cell

## Placements highlights for the students of Computer Science & Engineering, Information Technology and Electronics & Communication Engineering

**The Placement Season for the batch 2020-21** started with the high note, more than 85 companies visited the campus with a total number of offers for IGDTUW girls of circuit branches, i.e CSE, IT, ECE as 575 for the academic year 2020-21. 333 Full Time offers, including the 93 pre-placement offers and 53 dual offers have shown that even the tough testing times of Covid-19 had no impact on the placement season at IGDTUW.

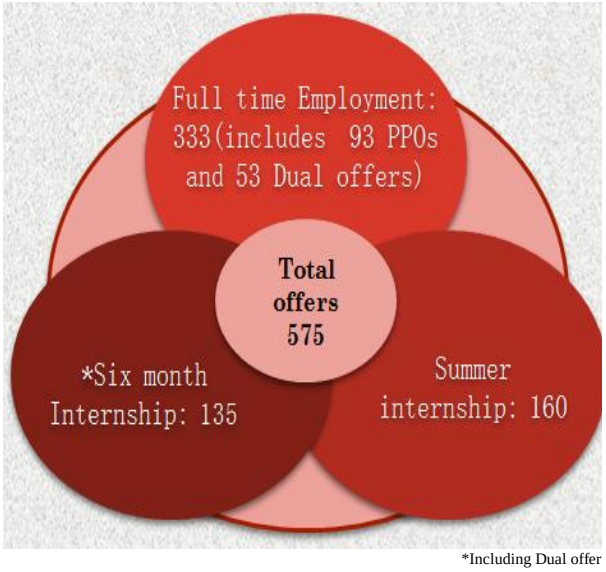
In addition to this 160 Summer Internship offers for third year girls (Batch 2022) and 135 offers for six month internship for fourth year girls(Batch 2021) have been the icing on the cake of the girls, during the campus drive 2020-21. Two students of batch 2022 grabbed a summer internship offer from Facebook. The highest CTC of Rs. 59.45 Lakhs from Google and internship package of Rs. 1.6 Lakhs per month from Uber were the highest in each category. It is a matter of stupendous pride to share that compared to the last year (2019-20), there has been a rise in average CTC from Rs. 13.3 Lakhs per annum to Rs. 19.15 Lakhs per annum and a rise in highest package from Rs. 43.3 Lakhs to Rs. 59.45 Lakhs.

The university is extremely proud to partner with some of the leading names such as Atlassian, Google, Microsoft, Intuit, Uber, Goldman Sachs, Deutsche Bank, Morgan Stanley, Walmart, Flipkart, Salesforce, Adobe, American Express, Volvo, Expedia, Cisco, GE, Nestle, Siemens, Accenture, Myntra, DELL etc.

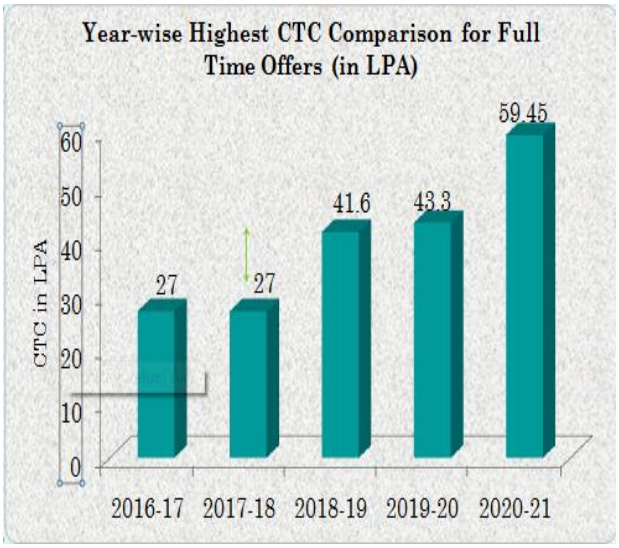
New companies that visited us for the first time this academic year 2020-21 are: Atlassian, BNY Mellon, Zomato, Adidas, Wells Fargo , Standard Chartered, Grant Thornton, Confluent, Athenahealth, Barclays, AppDynamics, Testbook , Ericsson India, Analog Devices Marvell Semiconductors, DE Shaw , JTG , Teradata and PhonePe.

The huge number (93) pre-placement offers bagged by students of batch 2021 in these pandemic times and new recruiters constantly coming to the campus to hire shows the promise and reputation that the students have built for the University.

There has been an exponential growth in the placement opportunities bagged by IGDTUW girls during the tough pandemic times and the current placement statistics stand true to this testament. We hope this trend continues in the coming academic year 2021-22 and companies continue to reiterate the ever- increasing confidence the industry places upon IGDTUW.



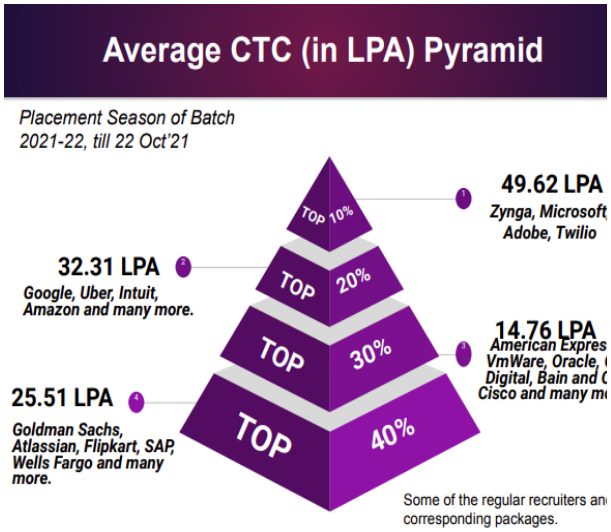

*Including Dual offer




**The placement season for the batch 2021-22 till now,** i.e till the end of October 2021, has a total of 829 offers which include, 128 pre-placement offers, 463 full time offers, 95 six-month internship(including dual offers) offers and 271 summer internship offers, already been extended to the students. This has led to achieving a significant increment in full time offers by 39.04% and internship offers by 55.08%. The average CTC till now is Rs. 18.36 LPA and average stipend for summer internship being Rs. 64,000 per month. At the very commencement of the placement season, 75 top and well-reputed companies like Microsoft, Google, Goldman Sachs and many more have offered pre-placement, full time, six-month internship, summer internship and dual offers to students of IGDTUW.

**This year, Nimisha Goel, the final year student of B.Tech in Information Technology has received the honour to be the only Indian woman to receive the prestigious Financial Services Information Sharing and Analysis Center (FS-ISAC) scholarship 2021. She has been awarded with $10,000 and a 12-month cybersecurity mentorship by one of its sponsors, Goldman Sachs.** Thus IGDTUW has kicked off the placement season 2021-22 with a bang and hopes that many more persevering and deserving students grab the

numerous opportunities waiting to be seized. The girls have shined even through these gruesome Covid-19 times and are ever-evolving to make us immensely proud.



## Placement Data (August 2020- July 2021) for the Academic Session 2020-2021

| FULL TIME OFFERS (Batch 2021) | | |
|---|---|---|
| COMPANY NAME | NO. OF STUDENTS PLACED | PACKAGE OFFERED (PER ANNUM) |
| **Accenture** | 15 | 4.5 LPA |
| **Adidas** | 16 | 10 LPA |
| **Adobe** | 12 | 43 LPA |
| **Amazon** | 5 | 30 LPA |
| **Amdocs** | 1 | 4.2 LPA |
| **American Express** | 17 | 13 LPA |
| **Athena Healthcare** | 2 | 39 LPA |
| **Atlassian** | 9 | 51 LPA |
| **Bank of New York Mellon** | 1 | 14 LPA |
| **Barclays** | 4 | 8.5 LPA |
| **Capegemini** | 6 | 3.8 LPA |
| **Cisco** | 26 | 14 LPA |
| **Citrix** | 4 | 22 LPA |

| | | |
|---|---|---|
| **Cognizant** | 4 | 6 LPA |
| **CollegeDunia** | 2 | 9 LPA |
| **Comely Enterprises** | 8 | 3 LPA |
| **Comviva** | 14 | 6.5 LPA |
| **Dell** | 2 | 8 LPA |
| **Deutsche Bank** | 16 | 19 LPA |
| **DXC Technology** | 3 | 3.6 LPA |
| **Eaton** | 1 | 6.2 LPA |
| **Effectual Knowledge Services** | 1 | 3.5 LPA |
| **Ericsson Global** | 18 | 6.5 LPA |
| **Expedia** | 9 | 35 LPA |
| **Expedia Group** | 9 | 12 LPA |
| **Flipkart** | 8 | 26 LPA |
| **Fractal Analytics** | 1 | 8 LPA |
| **GE Digital** | 6 | 15 LPA |
| **GeeksforGeeks** | 2 | 3 LPA |
| **Goldman Sachs** | 27 | 23 LPA |
| **Google** | 1 | 59 LPA |
| **Grant Thornton** | 3 | 4.8 LPA |
| **HPE** | 4 | 8.8 LPA |
| **InfoEdge** | 0 | 12 LPA |
| **Intuit** | 10 | 32 LPA |
| **Ion Group** | 3 | 12 LPA |
| **JPMorgan Chase & Co.** | 6 | 14 LPA |
| **LinkedIn** | 6 | 40 LPA |
| **Micron Technology** | 2 | 7.5 LPA |
| **Microsoft** | 20 | 45 LPA |
| **Morgan Stanley** | 3 | 26 LPA |

| | | |
|---|---|---|
| **Myntra** | 2 | 24 LPA |
| **NXP semiconductor** | 3 | 14 LPA |
| **Optum United Health Group** | 7 | 7.1 LPA |
| **Oracle** | 8 | 11 LPA |
| **Orange Business Services** | 1 | 8.5 LPA |
| **Paytm** | 5 | 5 LPA |
| **Philips** | 4 | 10 LPA |
| **Publicis Sapient** | 4 | 9 LPA |
| **PwC** | 3 | 7 LPA |
| **Salesforce** | 3 | 32 LPA |
| **SanDisk** | 2 | 19 LPA |
| **SAP labs** | 5 | 20 LPA |
| **Siemens PLM** | 1 | 9 LPA |
| **Societe Generale's Global Solution Center** | 10 | 13 LPA |
| **Standard chartered** | 2 | 6.1 LPA |
| **Tata Electronics** | 3 | 5.2 LPA |
| **TCS** | 7 | 7 LPA |
| **Thoughtworks** | 5 | 8.3 LPA |
| **To The New** | 0 | 4 LPA |
| **Twitter** | 2 | 29 LPA |
| **Unthinkable Solutions** | 5 | 4 LPA |
| **Visa** | 5 | 15 LPA |
| **Walmart Labs** | 17 | 20 LPA |
| **Wells Fargo** | 8 | 20 LPA |
| **Western Digital** | 9 | 19 LPA |
| **Zomato** | 1 | 19 LPA |
| **ZS Associates** | 9 | 13 LPA |

| TWO MONTHS SUMMER INTERNSHIP OFFERS (Batch 2022) | | |
|---|---|---|
| **COMPANY NAME** | **NO. OF STUDENTS PLACED** | **STIPEND OFFERED (PER MONTH)** |
| **Adobe** | 15 | 1L |
| **Amazon** | 7 | 60k |
| **American Express** | 7 | 70k |
| **Baker Hughes** | 1 | 25k |
| **BECTON DICKINSON** | 2 | 20k |
| **BNY Mellon** | 1 | 60k |
| **Citrix** | 5 | 50k |
| **Cognizant** | 12 | ** |
| **Deutsche Bank** | 4 | 75k |
| **Expedia** | 14 | 35k |
| **FRACTAL ANALYTICS** | 1 | 30k |
| **GE** | 1 | 25k |
| **GE Digital** | 2 | 30k |
| **Goldman Sachs** | 10 | 75k |
| **Google** | 4 | 98k |
| **Intuit** | 5 | 60k |
| **MedTourEasy** | 1 | ** |
| **Microsoft** | 40 | 80k |
| **Morgan Stanley** | 3 | 87k |
| **Optum** | 5 | 35k |
| **Oracle** | 5 | 30k |
| **Phone Pe** | 3 | 50k |
| **SAP Labs** | 5 | 35k |
| **Schneider Electric** | 4 | 25k |

| | | |
|---|---|---|
| **TVS** | 1 | 15k |
| **Uber** | 2 | 1.6L |
| **Visa** | 1 | 60k |
| **Walmart** | 13 | 80k |
| **Wells Fargo** | 4 | 80k |
| **Western Digital** | 4 | 35k |
| **Industry training internships that were unpaid | | |

## Placements highlights for the students of Mechanical &Automation Engineering

The MAE Training and Placement Cell regularly organises industry interaction activities and competitions to help the students stay abreast of current industrial trends and gain key technical skills to become proficient engineers in their fields.

Two final year students MAE department were selected for the prestigious Veolia Summer School where they learned about the use of technology in environment conservation and consequently bagged training offers from Veolia.

A team of three final year and three pre-final year MAE students reached the National finals of NEI Idea Factory organised by NBC Bearings where they presented their projects on use of Artificial Intelligence in bearing manufacturing industry.

A final year MAE student won the Collins MechAura competition and a cash prize of Rs.1,00,000. A final year MAE student won the Pratibha Scholarship and Excellence Award by Eaton and a cash prize of Rs 60,000. Two final year MAE students also won the prestigious KalpanaChawla Award by SAE India.

The Training and Placement Cell also organises training sessions on popular softwares and technologies in collaboration with Siemens, ARK Infosolutions Pvt. Ltd. etc. The training and placement team of Mechanical and Automation engineering has worked day and night to get our students placed across the industries, with more than 20 companies having visited us for both FTE and 6-month Internship programs. The companies that have visited are Amazon, Bajaj, Volvo, Eaton, ISGEC Heavy engineering LTD, MG Motors, GE, Technip

FMC, Becton Dickinson, Hindustan Unilever Ltd, ZS Associates, Accenture, Anand-Spicer India, Flipkart, CollegeDunia, Wabtec, Gabriel India, Medtronics, LAM research, Capgemini, DXC Technologies and many more.

## Placement Data (August 2020- July 2021) for the Academic Session 2020-2021

| FULL TIME OFFERS (Batch 2021) | | |
|---|---|---|
| **COMPANY NAME** | **NO. OF STUDENTS PLACED** | **PACKAGE OFFERED (PER ANNUM)** |
| **ZS** | 5 | 13.43 LPA |
| **Amazon** | 3 | 10 LPA |
| **Bajaj Auto** | 4 | 9.08 LPA |
| **Collegedunia** | 4 | 9 LPA |
| **Maruti Suzuki** | 1 | 8 LPA |
| **HUL** | 2 | 7 LPA |
| **Becton Dickinson** | 1 | 7 LPA |
| **Technip Energies** | 4 | 6.2 LPA |
| **MG Motors** | 2 | 6 LPA |
| **Eaton** | 5 | 6 LPA |
| **Technip FMC** | 5 | 6 LPA |
| **Anand Automotive** | 1 | 6 LPA |
| **NBC Bearing** | 3 | 5.8 LPA |
| **Tata Electronics** | 8 | 5.25 LPA |
| **Thermax** | 2 | 5.25 LPA |
| **Siemens** | 1 | 5 LPA |
| **ISGEC** | 2 | 4.47 LPA |

| SIX MONTHS INTERNSHIP OFFERS (Batch 2021) | | |
|---|---|---|
| **COMPANY NAME** | **NO. OF STUDENTS PLACED** | **STIPEND OFFERED (PER MONTH)** |
| **Amazon** | 13 | 60k |
| **Wabtec** | 4 | 30k |
| **GE** | 1 | 20k |
| **Medtronic** | 1 | 20k |
| **Veolia** | 2 | 10k |
| **Anand Spicer India** | 5 | 10k |