



Software Licensing Policy Ver-1.0

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Release Control

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October 19, 2021	V 0.1	Pre-release, the purpose of pre-release is to inform all stake holders about the issuance of this policy and also to give advance intimation to the assured departments to get prepared.	Mr. Joyjit Roy Ghatak Choudhury, Consultant (IT) - DSEU Mr. Prasun Kumar Assistant Registrar(IT) - DSEU	
November 17, 2021	V 1.0	First release	Mr. Ashwani Kansal, Registrar- DSEU	Dr. Neharika Vohra, Vice Chancellor- DSEU

Policy Owner

Department:	Represented by:	Date
Registrar-DSEU	Mr. Ashwani Kansal	November 17, 2021

Policy assured by:

Department:	Represented by:	Applicable to	Date
Directors/ HODs	Individual Role Holders	Respective users using computing assets.	November 17, 2021

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1. OBJECTIVE

The Software resources at Delhi Skill and Entrepreneurship University (DSEU) supports the educational, instructional, research and administrative activities of the Institution. The purpose of this Policy is to underline the importance of compliance with software licensing provisions.

DSEU has both a legal and ethical responsibility to prevent unauthorized duplication and distribution and proper usage of each software based on OEM end-user license agreement (EULA). Respect for intellectual effort and creativity is vital to academic discourse and enterprise. Because computer software is easily reproduced, respect for the work and creativity of others is especially critical.

Since unauthorized copying of software by individuals can harm the entire University, subjecting it to legal liabilities and making it more difficult to negotiate agreements that make software available at reasonable cost, it is the purpose of this policy to clarify the ramifications of such duplication and distribution, and to prevent such action.

2. SCOPE

The scope of this policy on software licensing applies to the following:

- DSEU Employee and Students
- Software on devices (e.g. Desktops, Laptops and Servers) in either of the following categories:
 - Devices which belongs to DSEU
 - Devices which are privately owned, but which are being used in DSEU Network
 - Devices owned or controlled by a third party under contract with the DSEU being used in DSEU Network

3. USER RIGHTS AND RESPONSIBILITIES

DSEU has a responsibility for safe guarding the Software Licensing Policy protected from any unauthorized deployment.

- a) All DSEU users, students and staff has a responsibility to ensure that all software used by members of the DSEU community using hardware supplied by DSEU, is appropriately licensed and demonstrate compliance to Software Licensing Policy,
- b) Individual users have the responsibility to ensure that:
 - i. The Software installed in his/her Desktop / Laptop / Workstations which is allocated to them is licensed.

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- ii. The Software should be named on the list of approved and supported software list maintained by the respective Campus Directors. All Campuses should maintain such list for any audit purpose.
 - iii. They comply with the conditions of use of the specific software license.
- c) It is the responsibility of all users of computer software to read and be aware of the terms and conditions of an acquired software product's license agreement, and to abide by such agreement. It is the responsibility of professionals and skilled workers who provide information services and products, including instruction about the use of software resources, to refrain from copying and distributing software and related documentation, except as specifically authorized by licensed agreement, but also to clearly inform clients that they are the responsible licensees of such proprietary products.

4. POLICY DETAILS

DSEU is committed to respect and adhere to all computer software copyrights and to adhere to the terms of all software licenses to which DSEU is a party.

- It is also the policy of DSEU, through which it authorizes the Campus Directorate to manage all software assets and to ensure that they install and use only legal software on its hardware (including laptops) and servers across DSEU. Unauthorized duplication of software may subject users and /or DSEU to both civil and criminal penalties under the Central, State, Local, Cyber and applicable International legal Laws.
- DSEU will not permit anyone associated with DSEU to use softwares in any manner inconsistent with its applicable license agreement, including giving or receiving software from contractors or other 3rd parties. It is the policy that DSEU acquire and distribute software in accordance with Purchasing terms and conditions in any license agreement accompanying a particular software product.
- When permanently disposing of equipment containing storage media (desktop / laptop condemnation), all licensed software must be irretrievably deleted either before the equipment is moved off-site, or by utilizing an approved 3rd party off-site service.
- The Institution is bound by its contractual and license agreements respecting certain third party resources; you are expected to comply with all such agreements when using such resources. You can't violate the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulation as this will qualify as illegal downloading. Also installation or distribution of "pirated" or other software products that are not appropriately licensed for use is strictly prohibited & respective users will be held responsible for any violation.

4.1 SOFTWARE LICENCING

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The DSEU IT Department may assist/ advice faculties / departments to procure licensing software under a variety of licensing types and distribution & usage strategies in case expertise sought for. Campus Directors with the help of Department heads may take help from IT Department to evaluate the need of the software and to select appropriate licensing type such as "site licenses" or "floating" network licenses and to identify to be used for academic and commercial purpose. Prior approval from Registrar is required for any such procurement.

- If the software termed as "open source" or "free" software, or any software that are downloaded, copied, or have been provided by a third party to departments or faculty, must bring to the notice of It Department to understand the license terms under which that software has been provided. Certain license terms have specific restrictions, and certain open source licenses are / maybe untenable for DSEU to use.
- For software having a licensing agreements, those installing it or authorizing the installation of the software, should be familiar with the terms of the agreement. All these licensing agreement should be maintained in the department that operates the system on which the software is installed. Faculty/ Departments should maintain sufficient documentation (e.g., End User License Agreements, purchase receipts, etc.) to validate if the software is appropriately licensed.
- When any Campus / Department purchases software, the DSEU IT Team should receive the software in order to complete registration and inventory requirements. Original media, license keys or codes must be maintained by the IT Department in order to be recorded in DSEU's IT Software Asset Inventory and configuration management database.

4.2. ADHERENCE WITH CENTRAL, STATE, LOCAL, CYBER AND APPLICABLE INTERNATIONAL LAWS

As a member of the DSEU community, you are expected to uphold local acts/ordinances and central, state, cyber and applicable international laws. DSEU's guidelines related to use of technologies derived from this concern, including laws regarding license, copyright and the protection of intellectual property.

As a user of DSEU's computing and network resources you must:

- Abide by all Indian Central, State, Local, Cyber Law and applicable International Laws.
- Abide by all applicable copyright laws and licenses.
- DSEU has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements.

4.3. OTHER INAPPROPRIATE ACTIVITIES

Third party copyrighted information or software that DSEU does not have specific approval to store and /or use /distribute, must not be stored or distribute on DSEU systems or networks.

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4.4. ENFORCEMENT AND COMPLIANCE

Software which is installed in any device used by an individual user must be able to produce evidence of proper licensing upon any audit. Staff should not under any circumstances, install personally purchased software OR pirated software on DSEU Hardware devices &/or install software procured / licensed by other organizations / universities during seminar / research program / visit / temporary engagement to other organization.

Non-compliance with software licensing provisions can bring about significant risk and liability for DSEU. External software audits in the institution to identify non-compliance may cost to DSEU, which puts the institution at significant risk of legal action and substantial penalty & substantial damage to the brand name as a whole.

All persons who are licensed to use software or whose control access to any computing and/or network resources are obliged to take all reasonable care to prevent the illicit copying and use of software and documentation.

No one shall introduce on to computer systems any software or other material requiring a license for which a valid license is not in place.

Any member who believes that unlicensed software is installed on equipment that he or she uses is responsible for advising their Department Head of that circumstance. Each department head that has a reason to believe that unlicensed software is installed on any equipment operated or managed by anyone associated with their department should remove the unlicensed software immediately and purchase appropriate licenses.

You can report any violations of the Software Licensing Policy at abuseinfo@dseu.ac.in

DSEU's conditions to use of licensed software – failure to comply with these policy guidelines could constitute a disciplinary offence:

The Registrar-DSEU reserves the right to grant access to staff/faculty/student computer without any advanced notice for audit purpose to enable them to check against an inventory of licensed software and hardware. Any unlicensed software or hardware or illicit copies of documentation will be removed by such audit staff and reported to the Registrar-DSEU, who may initiate disciplinary proceedings.

Violation of this policy may result in disciplinary action, severity of the punishment including termination of staff, depends upon the circumstances of the violation(s) of software copyright.

Each Campus Directors/Department Heads/Users will take responsibility (in conjunction with the authorized installer) for their own particular use of software, in accordance with the license terms and End User License Agreement.

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Respective Campus Directorate is the authority with respect to monitoring and maintenance of software licensing and inventory in his / her Locations / Departments and the following documents need to be maintained.

- Software Purchase Inventory - Maintaining a software purchased inventory, along with license type (perpetual/ subscription), purchase date, purchase order value
- Software Deployment Inventory - Maintaining a software deployment inventory along with licensing details for the Campus / Department wise installation
- Directorate can take help from Campus IT Support Staff to carry out a regular audit of software in use on devices across the faculty / department by sending an Audit request to IT Helpdesk.

License compliance auditing to be performed by respective Campus Directorate and documented periodically to identify any unlicensed software. Campus Directorate will identify such software and inform IT Department to remove such information or software unless the involved users can provide proof of authorization from the rightful owner(s).

All these software's will be removed immediately from DSEU devices by the user/ faculty. Respective Campus Directorate may take help from IT Department for removal.

Registrar DSEU reserves the right to direct IT Department to inspect a faculty or staff member's computer system for violations of this policy. Periodic, random audits shall also be conducted as appropriate & as advice to IT Department. The full cooperation of all users is required during audits.

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