



SHRI GURU RAM RAI
UNIVERSITY
Quest for Excellence

UNIVERSITY CELL PHONE POLICY



SGRR University, Dehradun Cell Phone Policy Brief and Purpose

The purpose of this policy is to establish a framework for consistent decision-making regarding the provision of essential, business-related mobile devices/ connections for SGRR University Deans and officers. University leadership intends that this policy and its associated procedures as incorporated by reference, will manage the risks and administrative burdens associated with the use of mobile devices/ connections to facilitate University business.

A University cell phone policy lists the guidelines for using University-issued mobile phone/connection to perform official work/ job. These shall be given to Deans/ officers in an organization whose work requires contacting people or using mobile applications for official work only. University-issued mobile phones/ connections are meant to be used only during working hours and University official correspondence unless it's an emergency.

This cell phone policy sets forth the rules about the usage of mobile phones/ connections issued by the University. It is meant to provide clear guidelines and protocols for issuing cell phones and their usage in the organization. This cell phone policy applies differently to each Dean/ officer/employee as per their work, role and designation.

The main purpose of University's cell phone policy is to ensure, Deans/ officers/employees are aware of and adhere to the rules and regulations established by the University. Clear guidelines make sure that Deans/officers/employees abide by the rules and use University owned mobile phones / connections appropriately.

Scope & Applicability

The mobile phones with connection shall be issued to V C and Registrar only and mobile connections shall be issued to Deans/ Officers/ Employees for official use only. It applies to the exchange of messages, emails, calling, and any other means of communication to complete the official work.

Before accepting this policy, Deans/ Officers/ employees are required to sign an agreement and submit the application for mobile connection along with required documents as per TRAI. It also confirms that they have agreed to abide by the policy and have understood it.

Types of cell phones and plans available

Regardless of the type of mobile connection, there is fixed suitable plan available:

- Plans where the call, data, texts, etc., are provided
- International plans are for employees who travel abroad only for official work.

Cell phone expenses and reimbursements

The University will bear all the expenses related to issued mobile device and mobile connections.

Contd.. on...2/-

(Annexure to Office Order No: SGRRU/RO/2023/11/17 dated November 30th, 2023)

Ownership of the cell phone and phone number

All mobile phones / connections that have been issued to University officials are under the ownership of the University and they shall be responsible for maintaining and managing the mobile phones/ connections.

In any case, if such University employee leaves the University, the phone and phone number shall be returned to the University authority.

Prohibited use of University-issued cell phones

Personal use that violates University policies, such as accessing inappropriate content or engaging in unauthorized activities, may be strictly prohibited. Some of the other prohibited uses are:

- Using the University-issued mobile phones/ connections for personal profit or engaging in personal business ventures that are unrelated to the organization's operations.
- Making unauthorized or excessive personal calls, texts, or videos, chats etc.
- Accessing, downloading, and sharing inappropriate or offensive material.
- Installing or using non-work-related applications, games, or entertainment platforms that are not part of the daily job responsibilities.
- Using University issued mobile phones/ connections to engage in activities that violate laws, regulations of University.

Security and confidentiality measures

Implementing security and confidentiality measures for University issued mobile phones/ connections are important to protect sensitive information and maintain the integrity. Some measures that must be considered are:

- The employee is responsible for ensuring that the mobile device is password protected at all times. Setting strong pass-codes or using biometric authentication to secure cell phones is recommended.
- Do not store personal, confidential, or business-related information on the University-issued cell phone that causes security issues.
- Do not share University personal information from the mobile phones/ connections issued.
- Preventing employees to access websites that have been blocked by the University.

Reporting lost or stolen cell phones

In case a University issued mobile phone/ connection has been lost or stolen, it must be reported immediately to the reporting authority and IT department along with an accompanying e-mail.

Return of University issued mobile phones/ connections on leaving/ termination of the employment

When an employee is leaving the University or has been terminated, the University issued mobile phones/ connections must be returned to the IT department/ University authority along with the phone accessories before the last working day.

Proper use of mobile phones/ connections

Proper use of University issued mobile phones/ connections refer to the usage of the phone/ mobile connection as per the guidelines and rules set by the University. The issued mobile phones/ mobile connection must only be used during working hours unless the policy allows their usage during non-working hours. It must be used only for official work purposes and not for the personal gain of the employee.

Contd... on...3/-

(Annexure to Office Order No: SGRRU/RO/2023/11/17 dated November 30th, 2023)

Care and maintenance of University-issued cell phones

An employee is also responsible for the maintenance and care of the University-issued cell phones. He/she must not leave it unattended in public and should protect it from any kind of damage. The mobile phone must be kept in a safe and private location, and he/ she is solely responsible for any loss or damage caused to the cell phone. In case of lost/ damage of the University issued mobile device, the expenses of the mobile device shall be submitted/ recover from the concerned individual.

Compliance with the policy

Compliance with the University issued cell phone policy is compulsory. The policy includes rules and regulations regarding phone plans, restrictions, personal use, and any prohibitions.

Disciplinary action can be taken against employee for not complying the rules and regulation of the policy.

Disciplinary measures for policy violations

Disciplinary measures are taken against employees who violate the University issued cell phone policy. The possible disciplinary actions should be taken are:

- A written or verbal warning received from University authority.
- Suspension or demotion for violating the policy.
- In case of severe violation, the employee shall be terminated from the University.
- Deprivation from the mobile phone/ connection privilege issued by the University

Legal and financial implications of policy violations

Some of the legal and financial implications of policy violations are:

- Violating the mobile phones policy, such as by unauthorized sharing or leaking of University information, can lead to data breaches, loss of intellectual property, and compromised client or customer information. This can result in legal consequences, damage to the University's reputation, and potential lawsuits.
- Using cell phones for illegal activities can lead to criminal charges, fines, and legal penalties.
- Violating the policy can lead to fines, penalties and deductions from salary.
- Employees shall be responsible for covering the policy violation expenses out of their own pockets.

Acknowledgment of Policy

I have read the University-issued cell phone policy and will abide by the rules and regulations set by the University.

Signature _____ Date _____

(Employee's name & signature)



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SHRI GURU RAM RAI UNIVERSITY

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through Education...*

