CIT *Updates*

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Inauguration of the Workshop on
"File Tracking System and Jamia e-Mail Services"
February 15, 2010
Venue: FTK-Centre for Information Technology, JMI

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Editorial

After the successful launch of this newsletter two years back, "CIT Updates" has now entered a new phase. Its cover page has been redesigned, with soothing colours and pleasing look.

Thanks to the Vice-Chancellor, Mr. Najeeb Jung, for his keen interest and for providing continuous support towards further development of Information Technology in Jamia, with the aim to transform the institution from a conventional university to a university of the 21st century. As a result, several new initiatives have been taken during the past six months, which include an agreement with Microsoft Corporation (India) for capacity building of faculty members of the University in ICT and also another agreement with IANS to develop a state-of-the art portal for Jamia, whose details will be given in the forthcoming issues of this newsletter. Furthermore, the financial support from the Vice-Chancellor for enhancement of the Internet bandwidth, expansion of the campus area network, and upgradation of MIS servers will surely improve the IT services in the University.

In addition to above, it is due to the initiative of the Vice-Chancellor that the Jamia E-mail system is now being used by the faculty members and university officials in a big way. Similarly, all offices of the University are now using the 'File Tracking System' module, which has been very helpful in monitoring the movement of papers and files from one office to another, bringing efficiency and transparency in the system. Brief highlights about these two initiatives are given in the newsletter.

A new feature on "ITips", covering interesting tips on IT-related themes, has been included in this issue, which the readers may find interesting. In the forthcoming issues, some more interesting features, like *News That You Can Use, Interviews, Opinion Polls and Students' Column,* are planned to be introduced.

Feedback and suggestions from the readers are welcome which will surely help in improving the quality of this newsletter.

Zahid Husain Khan

Workshop on File Tracking System and Jamia e-Mail Services

(February 15, 2010)

In the previous issue of this newsletter (Issue No. 8, October – December 2010), we brought out a report on the development of 'File Tracking System' (FTS) by the MIS group of FTK-Centre for Information Technology. The main objective of the system is to track files, letters and official documents as they move from one desk to another in the University Offices. For implementation of FTS in the University, a workshop was organized on February 15, 2010. The Deans of Faculties, Directors of Centres, Head of Departments and Heads of other institutions and offices of Jamia participated in the workshop, where the updated version of the Jamia e-Mail System developed by the Web Management Section of FTK-CIT was also presented.
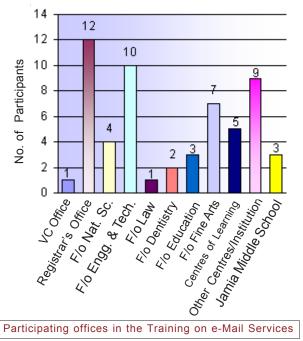
The workshop was inaugurated by the Vice-Chancellor, Mr. Najeeb Jung, who urged that the Jamia e-mail system be adopted by the officials of the University, faculty members and other staff for all official communications. He also appreciated the FTK-CIT staff for developing the File Tracking System and hoped that its use would certainly bring efficiency and transparency in the University system. The Vice-Chancellor desired that the FTK-CIT should conduct regular training programmes for the University Staff for effective development of the software that the Centre has developed.

Training on Using Jamia e-Mail Services

(February 16 -19, 2010)

As a following of the workshop held on February 15, 2010, a training on Jamia e-Mail Services was conducted by the FTK-Centre for Information Technology from 16-19 February 2010. Its purpose was to mobilize the faculty members and office staff of Jamia for using the email facility offered by FTK-CIT.

Fifty Seven participants attended the training which included the staff from the Office of the Vice-Chancellor, Registrars' Secretariat, various sections of the Registrars' office and the staff from several departments and centres of the University.
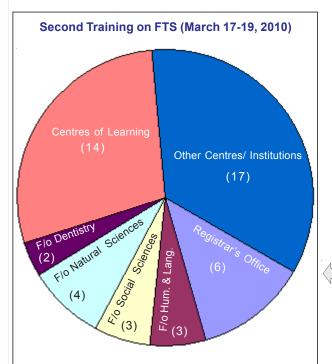

Participating offices in the Training on e-Mail Services

Staff Training on File Tracking System

For implementation of the File Tracking System in the University, training programmes were conducted by FTK-Centre for Information Technology.

The first hand-on training was organized during February 16-19, 2010, which was attended by fifty three participants from various offices of Jamia.
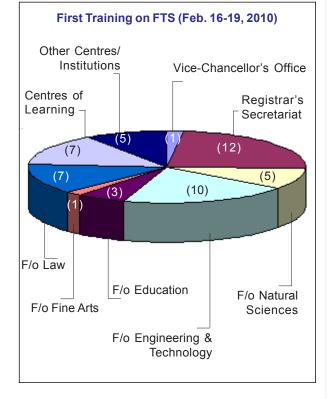
First Training on FTS (Feb. 16-19, 2010)

Second Training on FTS (March 17-19, 2010)

The second training on FTS was held during March 17-19, 2010, which was attended by the staff of various offices of Jamia and also some faculty members.

Details of the participating departments are given in the pi-charts displayed here, where the number in parentheses indicate the number of participants from the individual departments.

Empowering Jamia Employees through e-Governance Self Support Service
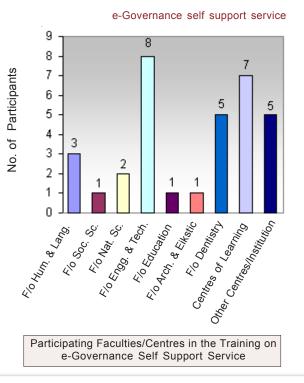
(March 8 -16, 2010)

A hands-on training on "e-Governance" services of the University was conducted by the FTK-Centre for Information Technology from 8-16 March 2010. Such services are now available to all categories and classes of Jamia employees across the campus, through which any employee of the university may retrieve basic information about his/her PF, Salary, Leave, Income tax etc.

The total number of participants in the training was thirty three.

e-Governance self support service

Participating Faculties/Centres in the Training on e-Governance Self Support Service

Second National Conference on "Sustainable Development and Management of IT Centres in Indian Universities" (SUDMIT-2010)

(March 25-26, 2010)

A two-day National conference on "Sustainable Development and Management of IT Centres in Indian Universities (SUDMIT-2010)" was held at FTK-Centre for Information Technology, Jamia Millia Islamia on March 25-26, 2010. Fifty Eight participants from thirteen Indian Universities participated in the conference. Prof. Zahid H. Khan, Director, FTK-Centre for Information Technology and Chairperson of the conference welcomed the chief guest and delegates and told about the concept and objectives of the conference, whose main aim was to look back at the progress made during the last one year and discuss future models of Computer Centres in Indian universities so as to move towards a sustainable and well managed IT Centres. The programme was inaugurated by Prof. K. Subramanian, Director, Centre for Informatics and Innovation, Indira Gandhi National Open University (IGNOU), President, Cyber Society of India and IT Advisor to the Comptroller & Auditor General (CAG) of India. In his inaugural address, Prof. Subramanian brought to the fore the need of using IT to meet the challenges posed by emerging

(L-R: Prof. Zahid H. Khan, Director, FTK-CIT, JMI; Dr. S.K. Naqvi, Convenor; Mr. Syed Shahid Mahdi, Former Vice-Chancellor, JMI; Prof. K. Subramanian, Cief Guest)

environmental changes that demand pervasive learning environment, new service delivery mechanism, breaking of language barrier, collaborations etc. He also emphasized upon the role of ICT in teaching and learning and challenges and opportunities being faced by an IT Manager in the University environment. The Inaugural function was presided over by the former Vice-Chancellor, Jamia Millia Islamia, Mr. Syed Shahid Mahdi. While addressing the delegates, Mr. Mahdi emphasized the need to

provide well defined carrier paths for IT Professionals working in Indian Universities to achieve sustainability. Referring to the treatment of IT staff in the university system, he observed that the discriminatory caste system still exists, which needs to be addressed.

The entire conference was organized through four technical sessions spread across two days. The First session on "*Emerging Role of IT in Universities*" was chaired by Prof. M.N

Hoda, Director, Bharati Vidyapeeth's College of Computer Applications and Management, New Delhi. The session was stated with a video clip on "National Mission of Education through ICT (NMEICT)" by Prof. Kannan Moudgalya, IIT Mumbai, in which the various initiatives of the Government for Education through ICT were presented. The first talk of the session was given by Prof. Zahid H. Khan, on "ICT in Higher Education" in which he dealt in great length the challenges of Higher Education, quality of Higher education and the role that ICT can play in improving the quality, bridging the digital divide, and taking education to the masses. In his presentation on "ICT in Teaching and Learning", Prof. Hoda explained how ICT can be used by teachers in a more effective and productive manner through using multi-media contents.

The Second session of the Conference was on "**Paper Presentations**". The session was chaired by Dr. V.S.P. Srivastava, Head, Computer Division, IGNOU, in which the following papers were presented:

- "*Role of Information Technology in Knowledge Management, Practices in Customer Contact Centers in India*" by Prof. Anirudh Prasad Singh , National Fashion Academy , Kanya Kumari, co-authored by Mr. Jyoti Singh, Doctoral Student , V.M.U., Salem.

- "*USE of ICT at Gulbarga University – A Case Study*" by Dr. Iranna Y. Humnabad, System Analyst , co-authored by Mr. Darley S. Pattathil.

- "*Role of ICT Centre in Gandhigram Rural Institute – Deemed University - A Four dimensional View*" by Dr. I. Kaspar Raj, Gandhigram Rural Institute, co-authored by Dr. K. Somasundaram, Dr. S. Manohar, and N. Palaniappan, Gandhigram Rural Institute, Tamil Nadu.

- "*Issues in the Use of Sustainable ICTs in University Education in India*" by Mr. Nikhil Kumar, Research Scholar,

International College of Financial Planning, Gulab Bhawan, Bahadurshah Zafar Marg , New Delhi, co-authored by Benjamin. E, Senior Lecturer in Management, De Paul Institute of Science & Technology, Kerala.

This was followed by a presentation on "*Storage Technologies*" by Mr. Ajay Pal, Technical Consultant, Emc² Pvt. Ltd.

The Third session of the conference was panel discussion on "**Model for Sustainability of IT Centres in Indian Universities**". The session was chaired by Prof. Zahid H. Khan, Director, FTK-CIT. Dr. V.S.P. Srivastava, Head, Computer Division, IGNOU and Dr. I. Kasper, Gandhigram University, Tamil Nadu were other two panelists. During the discussion the following points got emerged:

- Need to provide well defined Career Advancement Scheme for the IT Professionals in Universities.

- Need to have well formulated matrices for assessing staff requirements in IT Centres.

- Capacity Development of IT Professionals.

- Developing key-linkages for the purpose of collaboration and sharing of resources.

- Need to have sustainable infrastructure for data centre operations.

The theme of the fourth session of the conference was "**Emerging Technologies for Universities**" which was chaired by Prof. M. Aslam , Director, School of Continuing Education, IGNOU, in which talks were given by experts from two leading IT Companies. The first talk on "Virtualization and Cloud Computing" was given by Mirza Shuja from EMC² Pvt. Ltd. He explained the concept of Virtualization and Cloud Computing and Cloud Development Models. The second presentation was made by Mr. Vishal Shah , CEO, ThotoMatrix Pvt. Ltd. on "EPR on the Cloud".

Conference Delegates with the Chief Guest, Prof. M. Aslam, in the Valedictory Session.

He talked about the concept of "Software as a Service" and explained in great detail how cloud computing can reduce the cost of computing and how a user will be paying based on usages of "computing facility" only.

The valedictory programme of the Conference was chaired by Prof. M. Aslam, Prof. M.N. Doja, Ex-Head, Department of Computer Engineering, JMI, was the Chief Guest. Dr. S.K. Naqvi, Convener of the conference read out the proceeding of the Conference. Prof. Aslam emphasized the need of technology as a facilitator and blending of technology and education in correct proportion. He also emphasized upon the need of organizing these types of conferences at regular intervals. In his presidential remarks, Prof. Doja while agreeing with the outcome of the conference emphasized the need of sustainable development of technology in universities. Prof. Zahid H. Khan, in his presidential address, stressed upon the need of proper use of IT in classrooms.

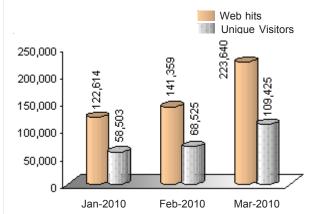The Conference provided an opportunity to the participants to track the latest developments in ICT at the national level, which will have some effect on University Computer Centres in the coming years. The participants also learned about the initiatives of the Ministry of Human Resource Development, Government of India through the National Mission on Higher Education Through ICT, which will give a major push to ICT based education in the country and will certainly lead to bridging the digital divide. It was also realized that quality education, presently restricted to small students groups in few elite institutions, has to go out to a larger cross section of students. This will naturally lead to further growth in usage of ICT in Universities. It is the right time to evaluate our preparedness and take proactive steps to ensure that such noble scheme does not meet problems at the root level.

At the end, Mr. Muzaffar Azim, Co-Convener of the conference, proposed a vote of thanks to the Chief Guest, the speakers in the conference, and members of the Advisory and Organizing Committees. He also thanked the delegates from different corners of the country for making the conference a grand success.
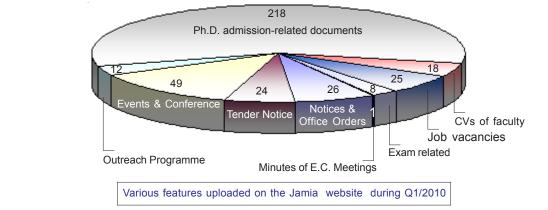
Web Info
Website Visits

In the first quarter of 2010, there were 236,453 unique visitors to the Jamia website and the total number of web hits was 4,87,613.

Website Uploads

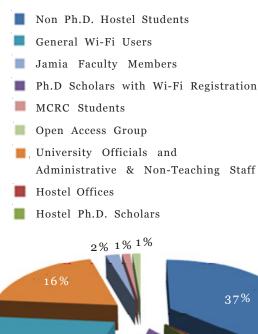During the same period, a number of features were uploaded on the website, whose details are given in the following:

No.	Features uploaded	No. of Documents
1	Notices and Office Orders	26
2	Tender Notices	24
3	Events and Conferences	49
4	Outreach programmes	12
5	Ph.D.Admission-related Document	218
6	CVs of Faculty Members	18
7	Job Vacancies in Jamia	25
8	Examination-related Document	8
9	Minutes of E.C. Meetings	1

Various features uploaded on the Jamia website during Q1/2010

Internet Browsing Pattern in Jamia

The the pattern of Internet browsing by various groups of users in Jamia during the first quarter of 2010 in terms of data transfer (in Megabyte) in the following table, together with a graphical presentation.

Group Name	Data Transfer (Mb)
Non Ph.D. Hostel Students	379873.82
General Wi-Fi Users	229148.08
Jamia Faculty Members	196621.36
Ph.D Scholars with Wi-Fi Registration	165863.27
MCRC Students	21485.06
Open Access Group	12920.14
University Officials and Administrative & Non-Teaching Staff	12901.95
Hostel Offices	9655.77
Hostel Ph.D Scholars	7786.91

Legend:
- Non Ph.D. Hostel Students
- General Wi-Fi Users
- Jamia Faculty Members
- Ph.D Scholars with Wi-Fi Registration
- MCRC Students
- Open Access Group
- University Officials and Administrative & Non-Teaching Staff
- Hostel Offices
- Hostel Ph.D. Scholars

ITips

This important section on ITips is being introduced for the first time, which contains interesting IT-related tips. How two interesting topics "Searching People Globally" and "How to protect your Privacy Online" are presented That readers may find interesting.
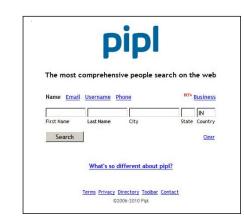
Searching People Globally

Through a regular search engine, we can not effectively search the information about people and companies due to "invisibility" as most of the information related to public records and people documents are stored in databases.

Here is a way to search for people and companies using the Deep Web Search Engine, called "PIPL", http://pipl.com/.

It is estimated to be 500 times faster than that of the surface web, yet it has remained mostly untapped due to the limitations of traditional search engines.

How to protect your Privacy Online

Is your privacy protected online? Find out the answer to this question too late, and you could be facing some serious hassles: identity theft, compromised financial information, or simply dozens of annoyances coming through your inbox in the form of spam.

That's why the best way to ensure that your privacy is protected in cyberspace is to take precautionary steps beforehand. Here are a few.

Keep personal information personal

There are more opportunities than ever to give away personal information online —knowingly or inadvertently. Social networks, forums, blogs — all encourage interactivity. And, as you get comfortable with your online friends, it's tempting to reveal personal details.

Just remember that when you write something on a social website, its usually there for all to see. So be very careful about what information you divulge about yourself voluntarily.

How closely does your screen name or username resemble your real name? Have you posted your age, location, or other identifying information on any websites? In the course of conversing online, do you routinely drop details about yourself that someone with less than altruistic intentions could use to invade your privacy or compromise your security?

And how about members of your family? Do you have kids who might unwittingly be providing personal information about themselves, you, or your family?

All of the security software in the world won't protect your privacy if you or your loved ones aren't careful with personal information online. It's a good idea to have a chat with family members about what information is and is not acceptable to divulge online to complete strangers.

Use good security software

Good security software can go a long way toward protecting you. And these days, this type of software does not have to cost you much, if anything.

Windows users have it easy. Microsoft's new Security Essentials (http://www.microsoft.com/Security_Essentials) combines antivirus, anti spyware, and malware protection in one product. Even better, the tool is well rated by AV-Comparatives.org and free to registered Windows users.

Avira AntiVir Personal (http://www.free-av.com), also free, is another popular option. Both can protect you from websites that contain harmful code.

Mac users looking for a free security solution can try PC Tools iAntiVirus, which contains not only antivirus protection, but can also guard against infiltrations designed to allow hackers to access your files and personal information.

Update your web browser

Aside from enhancing features, updates to the major web browsers invariably contain the latest technology designed to safeguard your data and your privacy — on multiple levels.

For instance, Internet Explorer, Firefox, and Chrome contain technology that will warn you if you stumble upon sites known to contain privacy-compromising threats.

They also now include 'private browsing' modes that make it easy for you to leave no tracks whatsoever regarding which websites you've visited — useful if you're sharing a computer, for example, and wish to keep the details of your browsing session away from prying eyes.

In short, don't stay stuck in the past with old browser technology. From a security standpoint, it just doesn't make sense.

Use disposable email addresses

Sometimes the best way to protect your privacy on the internet is to safeguard your main email address, for email can be a primary means to reach you and thereby to try to gain personal information.

One solution to this problem is to use so-called disposable email addresses — useful when you must hand out an email address to an unknown party, such as when you're registering for a forum or seeking access to a download. There are several disposable email address services online, including Mailinator (http://www.mailinator.com).

There's no registration or signup required to use Mailinator. All you do is make up an email address with '@mailinator.com' at the end, and you're done. You don't even need to visit the Mailinator site before making up the address.

If you need to check a confirmation email or response sent to your made-up Mailinator email address, you simply visit the Mailinator site, type your newly created email address into the Check Your Inbox! form on Mailinator, and you'll see any mail that was sent to your Mailinator email address.

If you need a temporary email address that allows you to respond to messages you receive, consider GuerillaMail (http://www.guerrillamail.com).

With GuerillaMail, you make up an email address on the GuerillaMail site, or you can have GuerillaMail automatically generate an

email address for you. That address is then good for one hour.

When you receive an email message sent to your GuerillaMail account, it will show up on the main GuerillaMail home page.

There will be 'show' and 'delete' links to the left of the messages. Clicking 'show' will reveal the entire message, along with a large Reply link at the bottom.

Do not reply to spammers

You may be so tired of receiving spam that you would like nothing more than to respond to the latest unsolicited message, giving the sender a piece of your mind.

Don't do it. Responding to spam tells the spammer you exist, which will make it that much more difficult to rid your inbox of unwanted email.

Also, under no circumstances should you click any links embedded in an unsolicited e-mail message or open any files attached to one. Either action could introduce spyware onto your computer that can potentially compromise your privacy.

If you don't get a lot of spam, just delete it. Otherwise, use a reputable anti-spam filter. Good programmes include Cloudmark Desktop (http://www.cloudmark.com/desktop) and Vanquish vqME (https://www.vqme.com/pk/index).

The bottom line when it comes to protecting your privacy online is this: combine common sense, know-how, and a few choice security tools, and you'll probably be safer online than in the real world.

Source: http://www.earthtimes.org/articles/news/318183,protecting-your-privacy-online—feature.html
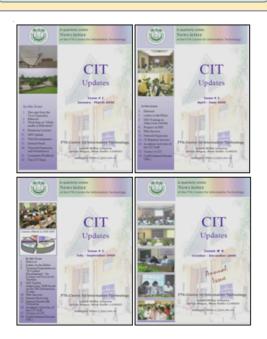
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Comments/Feedback

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Past Issues

For Online Feedback

http://jmi.ac.in/feedback/citupdates9_feedback.php