



Ref. No. MBIT/86/2024-25/1999

21st September 2024

OFFICE ORDER

Roles and Responsibilities of the MBIT Cyber Cell

The following roles and responsibilities are assigned to the Cyber Cell of MBIT to ensure effective cyber security measures and awareness within the institution:

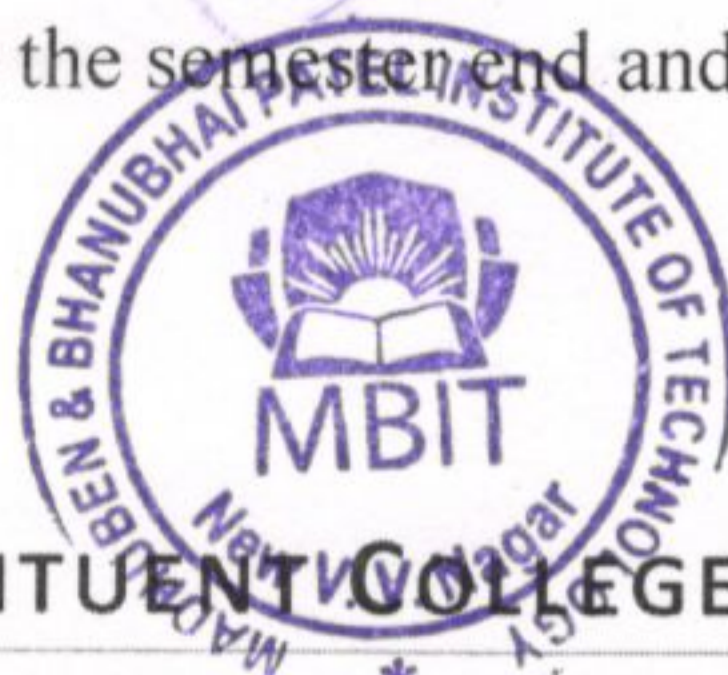
- 1. Cyber Security Policy Implementation**
 - Develop and implement institutional cyber security guidelines.
 - Ensure compliance with national and institutional cyber laws and standards.
- 2. Awareness & Training**
 - Conduct regular awareness programs for students, faculty, and staff.
 - Organize workshops and seminars on best practices in cyber security.
- 3. Incident Management**
 - Establish a robust system for reporting and managing cyber incidents.
 - Investigate reported incidents and provide timely resolutions.
- 4. Infrastructure Security**
 - Periodically review and enhance the security of digital infrastructure.
 - Recommend and deploy tools for securing data and network systems.
- 5. Monitoring & Evaluation**
 - Continuously monitor the institution's digital platforms for potential threats.
 - Evaluate the effectiveness of cyber security measures and update strategies as needed.
- 6. Regulatory Compliance**
 - Ensure that the institution adheres to all cyber security regulations and legal requirements.
 - Provide training on data privacy and compliance to relevant stakeholders.
- 7. Outreach & Collaboration**
 - Partner with government and private organizations to adopt advanced security practices.
 - Foster collaborations with cyber security experts and institutions for resource sharing.

The following members are hereby designated to constitute the Cyber Cell of MBIT for the academic year 2024-25:

Sr. No.	Name	Designation	Email ID
1	Prof. Sunit Parmar, Asst. Prof., CE Dept.	Co-ordinator	sparmar@mbit.edu.in
2	Prof. Sreeja P. Asst. Prof., CE Dept.	Member	sreejap@mbit.edu.in
3	Prof. Pratik Soni Asst. Prof., CE Dept.	Member	psoni@mbit.edu.in

You have to submit the report at the semester end and maintain the file.

Prof. (Dr.) Sudhir Vegad
I/c. Principal



Dr. Darshana J Prajapati
Vice-President

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