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**PERIYAR  
MANIAMMAI**  
INSTITUTE OF SCIENCE & TECHNOLOGY  
(Deemed to be University)  
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# IT POLICY

**Placed in 48<sup>th</sup> Board of Management**

Date: 1.3.2018

*Agenda No: 48.35.3*

## **IT POLICY**

The Information Technology (IT) Policy of PMIST envisages governing the responsible usage of all users of the Information Technology resources of PMIST which comprises the IT facilities allocated commonly or individual departments. The users are expected to be familiar with and adhere to this policy. Users of the campus network and computer resources are responsible to properly use and protect information resources and to respect the rights of others.

### **Applicability:**

The IT Policy applies to all PMIST faculty, staff and students using the IT resources, whether personally or of Institute owned, which access, transmit or store various types of related information.

### **1. Objectives**

Each user of the Institute Information Resources must ensure that it is used for promoting the mission, aims and objectives of PMIST towards teaching, learning, research, and administration.

#### **The primary objectives of the policy are:**

- 1.1 To ensure the Authenticity, Accessibility, Availability, and superior performance of the Institute IT Infrastructures.
- 1.2 To ensure that the IT resources protect the official e-identity (allocated by the Institute) of an individual.
- 1.3 To ensure that all the users of the Institute are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules

## **2 Areas:**

### **2.1 IT usage and Prohibitions:**

- 2.1.1 The users of the Institute's IT resources shall make effective usage of internet, wireless resources, official websites (including Institute website, conference website, journal portals, online admission systems, and course website), and Management Information System (MIS) and BRAIN, Learning Management System, Remote Login based facilities of the Institute and e-Library resources.
- 2.1.2 The Institute shall stress upon the users to comply with Institute's policies and legal obligations (including licenses and contracts).
- 2.1.3 Institute shall strive to arrange for awareness programmes to acquaint the users with the effective usage of IT resources.
- 2.1.4 Prohibited Use - The users shall not send, view or download fraudulent, harassing, obscene, threatening, or other messages or material that are a violation of applicable law or PMIST's policy. In particular, contributing to the creation of a hostile academic or work environment is prohibited.
- 2.1.5 Copyrights and Licenses - Users must not violate copyright law and must respect licenses to copyrighted materials. For the avoidance of doubt, unlawful file-sharing using the PMIST information resources is a violation of this policy.
- 2.1.6 Social Media - Users must abide by the rules / guidelines of the PMIST towards the usage of social media, networking sites, mailing lists, news rooms, chat rooms and blogs.
- 2.1.7 Commercial Use - PMIST IT resources shall not be used for any commercial and promotional purposes, through advertisements, solicitations or any other message passing medium, except as permitted under Institute's rules.

## 2.2 Security and Integrity

- 2.2.1 Personal Use - PMIST IT resources should not be used for activities violating the basic functionality and mission of the Institute's, except in a purely incidental manner.
- 2.2.2 The users must refrain from making any unauthorized access of information in order to promote secure access of Network and Computers.
- 2.2.3 The competent system administrator may access the information resources for a legitimate purpose.
- 2.2.4 Firewall - Additional procedures to maintain a secured flow of internet and intranet based traffic in the campus shall be managed through the use of Unified Threat management (firewall).
- 2.2.5 **Anti-virus and security updates** - The regular updation of the anti-virus policy and security updates shall be done for the protection of computing resources.

## 2.3 IT Asset Management

- 2.3.1 **Asset Management:**

PMIST shall lay down business processes for the management of hardware and software assets that facilitates the usage of IT resources in the Institute. This shall include procedures for managing the purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the Institute.
- 2.3.2 **Copying and Distribution:** The Institute's shall ensure that there is no violation in the copying and distribution of proprietary and licensed software.

### 2.3.3 **Risks:**

The Institute shall emphasize on managing the risks involved for the usage of IT resources. This shall include standard procedures for identification, minimization and monitoring of risk impact by preventive and corrective measures. This should also include procedures for timely data backup, replication and restoring policies, power backups, audit policies, alternate internet connectivity for a fail-safe internet access.

### 2.3.4 **Open Source Asset:**

The Institute shall endeavour towards the promotion and effective usage of open source software.

## 3 **Operating Aspects:**

### 3.1 **PMIST Governance**

The Institute shall endeavour to ensure fair implementation of this policy so as to meet with the objectives of its formation. The responsibility of the management of operational aspects of IT resources is as per the hierarchical flow of the Institute's governance structure.

3.2 The respective Heads of the Institution shall be responsible for compliance with all the policies relating to the use/ownership of information resources, keeping in view the Vision and Mission of the Institute.

3.3 The Head and the Department of Computer Science & Engineering of PMIST shall coordinate various activities related to the adherence of the IT Policy in association with the System Administrator.

3.4 **Individual Users** - The users are solely responsible for the activities they perform on Institute servers with their "Username/Password" pairs and IP (Internet Protocol) addresses assigned to them.

#### **4 Violation of Policy:**

Any violation of the basic objectives and areas mentioned under the IT Policy of the Institute shall be considered as a violation and as a misconduct and gross misconduct under Institute Rules.