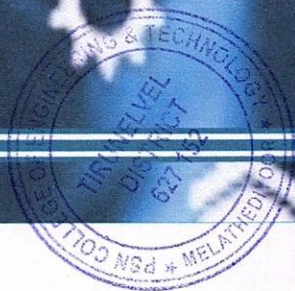


INFORMATION
TECHNOLOGY

polices

**PSN COLLEGE OF ENGINEERING AND
TECHNOLOGY**

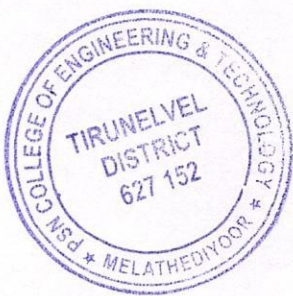
IT POLICY



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Preamble

PSN College of Engineering and Technology recognizes the vital role of information technology which involves in the College missions' and related administrative activities as well as the importance in an academic environment for protecting information in all forms. As more information is used and shared in a digital format by students, faculty and staff, both within and outside the College, an increased effort must be made to protect the information and the technology resources that support it. Increased protection of our information and Information Technology Resources to assure the usability and availability of those resources is the primary purpose of this Policy. The Policy also addresses privacy and usage of those who access college information technology resources.



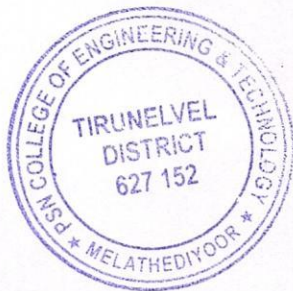
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****PSN COLLEGE OF ENGINEERING AND TECHNOLOGY****

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Section-I

Introduction

i. **Academic Freedom**

Academic freedom is a fundamental Institution value. This Policy will be administered in a manner that supports the principle of academic freedom.

ii. **Supportive Academic Environment**

PSN College of Engineering and Technology seeks to provide a supportive working, living and learning environment. To accomplish this, we actively look for ways to encourage, exchange and discourse, to bring together faculty, students, and staff, and to build a community that encourages all of its members to succeed and grow.

iii. **Accountability for College Resources**

All members of the College community have responsibility to protect College resources for which they have access or custodianship. Members of the college community are accountable for their access to and use of College resources.

iv. **Personal Use and Privacy**

The Institution recognizes that students, faculty and staff have reasonable expectations of privacy in their uses of Information Technology Resources. However, rights to privacy are constrained in the College environment because (1) The Institution owns and supplies these Information Technology Resources to its faculty, staff and students fundamentally for the purpose of accomplishing its academic missions (2) The Information Technology Resources contains many closely shared environments and resources and the rights of other users must be taken into account and (3) legal and ethical restrictions apply.

Individuals may have access to unconstrained use through private or commercial systems located at their residence or elsewhere. Resources or systems owned and maintained by the College for the benefit of the academic community are primarily intended for use for the College, not personal or business communications.

v. **Relationship to Division or Departmental IT Policies**

Divisions and Departments within the College may adopt additional information technology policies that are specific to their operations, provided that such requirements are consistent with this Policy and the department or division shall provide a copy of more specific policies to the Professor in charge of IT Policy.



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Scope

i. People to Whom Policy Applies

This Policy applies to everyone who accesses College Information Technology Resources, whether attached directly to the college or not, whether on campus or from remote locations, including but not limited to students, faculty, staff, contractors, consultants, temporary employees, guests, and volunteers. By accessing College Information Technology Resources, the user agrees to comply with this Policy.

- **Students:** All the students are required to submit an internet access request form to the CSG through the faculty advisor.
- **Faculty/Staff:** Faculty and staff members have to submit their duly signed request to the CSG for getting the access.

ii. Definition of Information Technology Resources

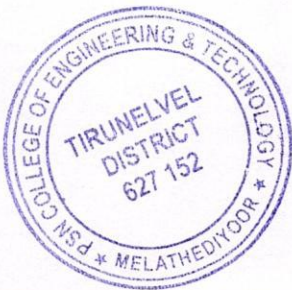
Information Technology Resources for purposes of this Policy include, but are not limited to, College-owned networks, wireless networks, servers, internet connections, terminals, applications, and computers. Information Technology Resources include those owned by the Institution and those used by the institution, including but not limited to information recorded on all types of electronic media, computer hardware and software, paper, computer networks, and Mobile Phones.

Section-II

Access Restriction for Personal Communication

The Institution will not, without user permission, monitor, review or otherwise access Personal Communications (defined below) sent or received (e.g., email), created or stored on Information Technology Resources, except pursuant to the Access Procedures Section II, which permits access when determined reasonable. The reasons for which access to Personal Communications can be granted include, but are not limited to, the following circumstances:

- To investigate or prevent a violation of law or Institution Policy;
- To minimize or stop computer activity that interferes with the College network or other computer operations;



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i. **Access Procedure**

Institution Communication

- Institution Communications may be accessed for the purpose of carrying out College works by individuals with authority to deal with communications related to their subject matter without prior permission from the College official. The purpose of the access is critical to the determination that prior permission from the College official is not necessary for access.
- It is understood in the environment of Information Technology Resources that there may not always be a physical separation of electronic records between College work related transactions and personal communications. If material is found during a legitimate search for College Communications that indicates a potential violation in Personal Communications of College policy, including this Policy, or illegal use, the individual(s) involved in the search should halt the search, secure the relevant Information Technology Resources and seek permission to. The access rights for the college IT resources and access credentials of the ERP and other communications should not be shared with any individual or group who are not connected with the institution.

Information Technology Management and Audit

The Institution may use mechanisms to manage the information technology operations, including spam and virus detection and elimination; limitation of network volume or blockage of access to specify file types or sites; or restriction of access to sites that present a security risk to the college systems or experience high volumes of network traffic unrelated to the academic missions of the institution. Use of such mechanisms must be approved by head of computer support group.

ii. **Data Classification and Access Restrictions**

Access to information owned by the College is generally broadly consistent with the concept of academic freedom and the open nature of the institution. However, there are types of information where access must be restricted and caution in handling and storing the information is necessary.

Access and Use: Legally Restricted Information must be stored, used and disclosed to others only on a need to know basis to permit the individual faculty or staff member to



perform their College functions for which the information was acquired and for which it is maintained. Access to legally restricted information must be carefully safeguarded.

Protection of legally restricted Information from disclosure to or unauthorized access by anyone who does not have a genuine need to access the information to comply with requirements of the law or to carry on necessary college functions is a primary responsibility of the custodian.

Security and Privacy

Users should be engaging safe computing practices by establishing appropriate access restrictions for their account and computing devices, guarding their password and changing them regularly.

- Users should note that their uses of college connectivity are not completely private. As part of the security measures, all the activities are logged and monitored by CSG.
- The College, in its discretion may disclose the results of any such general or individual monitoring including the contents and records of communication to the appropriate authorities or government agencies and may use those results for disciplinary procedures.

Prohibited Downloads

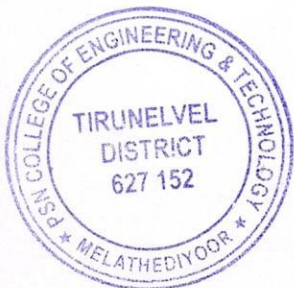
The following downloads are specifically not allowed on computers unless approved in writing by CSG.

- **Any peer to peer file sharing application:**

Such applications may be used to utilize bandwidth inappropriately. Further, these applications contain third-party applications – called adware or spyware, that collect information about a user's Web surfing habits, change system settings, or place unwanted advertising on the local computer.

- **Any third party personal antivirus or firewall:**

Since adequate security has already been provided for all machines via pre-defined firewall rules, third party firewalls may interfere with these rules thus endangering the network. Use of Proxy servers, private fire wall, tunnelling software, connectivity sharing software should be avoided.



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Storage and Protection:

Legally Restricted Information in paper form must be stored in locked or otherwise secured areas when not in active use. Legally Restricted Information in electronic form must be stored in secure designated Offices or, if authorized to be stored elsewhere, only in encrypted (or similarly protected) form. It must not be stored on desktop, laptop or other portable devices or media without encryption or similar protection. Contact CSG Teams for advice and assistance.

Transmission: Reports and communications should not include Legally Restricted Information unless essential to perform the function for which the communication is made. Transmission of Legally Restricted Data must be by secure methods. If Legally Restricted Data is transmitted by e-mail or other electronic transmission, it must be encrypted or otherwise adequately protected.

Section-III

Wi-Fi Policy

- College Wi-Fi is available in the whole campus and hostels. Wifi will not be available at hostels during class hours.
- The access to college Wifi restricted to registered users. The one who wants to avail the Wi-Fi facility, has to submit an application in the prescribed format. The access to college Wifi is restricted to the registered device only. Usage of college Wifi in an unregistered device by spoofing/tethering will be treated as violation of this policy.
- Even if the access ID is different, the registered Wifi user is the sole responsible person for all the communications originated from the registered device.

Section-IV

Confidential Information

i. Internal information

Much information necessary for people to perform their work at the Institution is properly available to others at the College, but is not appropriate to be known by the general public. Information for Internal Use Only is protected behind electronic firewalls or in private paper files in secured offices and is not accessible by the public at large. This is appropriate and will continue. Common sense and good practice dictate that this information remains accessible on



a need to know basis by employees and sometimes by students, but not accessible by the media or outsiders. Examples are: budgets, strategic or unit business plans, proposals, contracts, many policies and procedures, correspondence, grant related documents, financial records, etc.

ii. **Public Information**

Public information is information that is available to all members of the Institution community and may be made available to the general public. The College reserves the right to control the content and format of Public information.

Section-V

Software upgradation and Training on Free and Open Source Software

All Softwares are periodically upgraded including Firewall. Softwares purchased from the Academic Year 2020-2021 have upgradation of latest version for the next three years. Also students and faculty are encouraged to learn free and open Source Softwares through spokentutorial.org.

Section-VI

Enforcement

Users found violating this policy may be denied to access to the PSNCET network for a minimum period of six months and may be subject to other penalties and disciplinary action. The PSNCET network admin may suspend, block or restrict the access to an account, when it reasonably appears necessary to do so in order to protect the security, integrity or functionality of the network. Suspected violations of applicable laws may be referred to appropriate law enforcement agencies. Alleged violations will be handled through PSNCET disciplinary procedures applicable to the user.



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Section-VII

Disclaimer

1. PSNCET reserves the right, without notice, to limit or restrict individual's use and to inspect, copy, remove or otherwise alter any data, file or system which may undermine the authorized use of any computing facility or which is used in violation of rules and policies.
2. PSNCET also reserves the right periodically to examine any system and other usage and account activity history as necessary to protect its computing facilities.
3. PSNCET disclaims any responsibility for loss of data or inference with files resulting from its effort to maintain security and privacy.
4. PSNCET reserves the right to amend these policies at any time without prior notice and to take necessary action to comply with applicable laws.

Section-VIII

General Do's and Don'ts

S.No	General Do's	General Don'ts
1	Do respect the rule "That which is not expressly permitted is prohibited".	Do not download content from Internet sites unless it is related to your work.
2	Do use the internet only for academic related matters	Do not make any unauthorized entry into any computer or network
3	Do check the information you access is accurate, complete and current	Do not represent yourself as another person. Do not share your password
4	Do respect the legal protections to data and software provided by copyright and licenses.	Do not use Internet services to transmit confidential, political, threatening, obscene or harassing materials
5	Do inform the CSG in case of any unusual occurrence.	Do not attach/transmit files through email which contains illegal/unauthorized materials
6	Do contact the CSG in case of any Internet related problems.	Do not download any image/video/file which contain pornographic, racist, violence or any illegal activity



Section-IX
APPENDICS

Campus Network Services Use Agreement

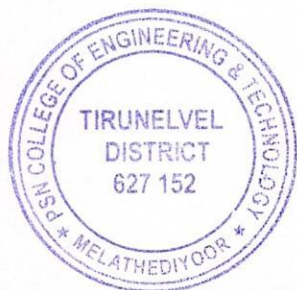
By marking the application for IP address designation/Net Access ID (user account)/email account, to act as per the IT strategies and rules of PSNCET. A Net Access ID is the blend of a username and a secret key by which you get sufficiently close to College PC frameworks, administrations, and the internet.

A. Accounts and Passwords

The User of a Net Access ID ensures that the Net Access ID won't be imparted to any other person. What's more, the Net Access ID may be utilized basically for instructive/official purposes. The User ensures that the Net Access ID will forever have a secret word. The User won't share the secret word or Net Access ID with anybody.

B. Account Termination

If any students or staff members want to deactivate their accounts means, then they have to send the proper notification to the CSG through mail. After approval from the college office their account will be deactivated. Those accounts will be permanently terminated from the institution cloud.



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PSN College of Engineering and Technology (Autonomous)



Melathediyoor, Tirunelveli - 627 152, Tamilnadu
Approved by AICTE and Affiliated to Anna University
Accredited by NAAC and Recognised by UGC under section 2(f) and 12(B)
An ISO 9001 : 2015 Certified Institution



Website: www.psnct.ac.in
Phone: 04634 279009, 04634 279680.

E-Mail: principal@psnct.ac.in

REQUISITION FORM FOR E-MAIL ACCOUNT

1. Full Name: _____
2. Designation: _____
3. Dept.: _____
4. Contact Number: _____
5. Please specify the E-mail Account Name you wish to have

[Eg. username@psnct.ac.in]

Date: _____

Signature of the Applicant

User Counter foil

The following mail ID is created for Prof./Dr./Mr./Ms _____

On _____.

Head / Computer Support Group

Head / CSE Department



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PSN College of Engineering and Technology (Autonomous)



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Website: www.psnecet.ac.in
Phone: 04634 279009, 04634 279680.

E-Mail: principal@psnecet.ac.in

Application for Net Access ID Allocation

Details To be filled

1. Name of the Applicant: Prof./Dr./Mr./Ms./ _____
2. Department/Program/Branch/Year _____
3. Contact No: _____
4. Faculty/Staff/Student: _____
5. Whether the appointment is permanent? Yes/No
If No, appointment valid up to: Dt. : _____
6. Employee ID / Student ID : _____

Date : _____

Signature of Applicant

*****Computer Centre Use Only*****

Net Access Id is activated for the applicant

Head / Computer Support Group

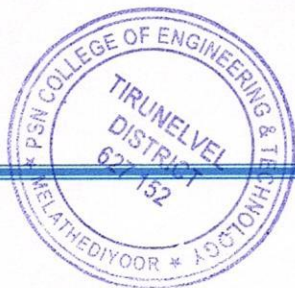
Head / CSE Department

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Phone: 04634 279009, 04634 279680.

E-Mail: principal@psnct.ac.in

Requisition for CCTV Footage

1. Name of the Applicant: _____
2. Employee / Student ID: _____
3. Department: _____
4. Mobile Number: _____
5. Email id : _____
6. Date of Footage _____ Time: From _____ To _____
7. Camera Location: _____
8. Description/Necessity: _____

Date : _____

Signature of Applicant

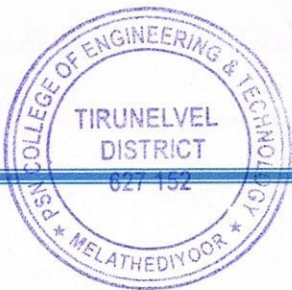
*****Computer Centre Use Only*****

CCTV Footage given to Applicant

Head / Computer Support Group

Head / CSE Department

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Phone: 04634 279009, 04634 279680.

E-Mail: principal@psnct.ac.in

Complaint form

1. Name of the Applicant: _____
2. Employee / Student ID: _____
3. Department/Program/Branch/Year: _____
4. Mobile Number: _____
5. Email id: _____

6.

Nature of Complaint :

Date: _____

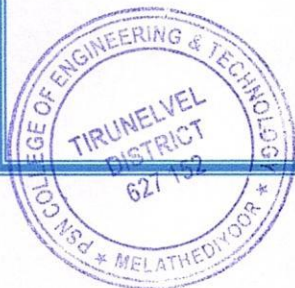
Signature of Applicant

Forwarded By

Head in charge of Student/Staff

Head / CSE Department

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**PSN COLLEGE OF ENGINEERING AND TECHNOLOGY
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
COMPUTER ACCESSORIES SERVICE REQUEST FORM**



REQUESTOR NAME:	DEPARTMENT	DESIGNATION	OFFICIAL / PERSONAL	DATE
-----------------	------------	-------------	---------------------	------

Types of Request CHECK ONE OF THE FOLLOWING:

- COMPUTER
- LAPTOP
- PRINTER
- LAN
- OTHERS* (Please specify the details in REQUEST DESCRIPTION)

REQUEST DESCRIPTION:	URGENCY LEVEL <input type="checkbox"/> HIGH <input type="checkbox"/> MEDIUM <input type="checkbox"/> LOW
----------------------	-------------------------------------------------------------------------------------------------------------------

_____ REQUESTOR SIGNATURE	_____ REQUESTOR HOD / SUPERVISOR SIGNATURE / DATE
------------------------------	------------------------------------------------------

COMPUTER SCIENCE ENGINEERING –HOD REVIEW SECTION

APPROVAL YES NO
DISAPPROVAL REASON:

SIGNATURE / DATE

TO BE COMPLETED BY SERVICE PERSONNEL ONLY

SERVICE PERSON NAME _____

DATE STARTED _____ TIME SPENT _____

THINGS MODIFIED: _____

SERVICE ACTIONS / ISSUES:

REQUESTORS ACCEPTANCE

_____ REQUESTOR NAME	_____ REQUESTOR SIGNATURE / DATE
_____ SERVICE PERSON SIGNATURE DATE	_____ HOD CSE



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