



PONJESLY COLLEGE OF ENGINEERING

(A Christian Minority Institution, Approved by All India Council for Technical Education, New Delhi,
Permanently Affiliated to Anna University, Chennai and Recognized
by University Grants Commission under section 2(f) & 12(B), Act 1956)

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| INFORMATION TECHNOLOGY POLICY | Policy No. :PJCEPL15 Issue No. :02 Date : 07-03-2022 |
| Frequency/Next Revision | 5 years / Academic Year: 2026-2027 |

Objectives:

Information Technology is now an integral part of any organization. The policy intends to provide guidelines and procedures for optimised use of IT in the functioning of the college.

Scope:

Ponjesly College of Engineering believes in fair and transparent use of IT facilities in the campus. The students, teachers, researchers and others are given the facilities to use for academic, research and administrative purpose only. The college does not permit the use of IT facility for unlawful activities. Unauthorised access to database and tempering of database is punishable offences. The users must comply with IT Act.

The College decides who should be permitted to use what database and such authorised persons should be given password. The library database may have remote access facility.

Departments, cell, and individuals are responsible to send updated information time to time about their Web pages to the concerned faculty. Website should be updated as necessary.

The college has the ownership of all database and IT facility.

Resources of IT:

- Hardware: computers and laptops; peripherals like printers, copiers, scanners and multimedia devices; mobile devices like smart phones and tablets.
- Software: application software, wireless resources, e-resources.



Guidelines:

- The policy is applicable to all those (students, teachers and other staff) who are using IT resources of the college.
- The licensed hardware and software are only procured and used in the college.
- The users are using IT facility for administrative, academic and research purpose only. No one should visit the prohibited websites. IT team may block such websites.
- The use of IT facility should be in consistent with local rules and regulations.
- Class rooms, seminar room and conference room are IT enabled.
- Campus is Wi-Fi enabled. The IT facility is not only for the college campus but also for the hostels too.

Updating of Facilities:

IT facility should be regularly updated. The updating means system update, software update, anti-virus update, internet capacity and speed update. The updating can be done by in house staff or outsourced to reliable agencies.

Maintenance:

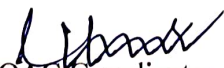
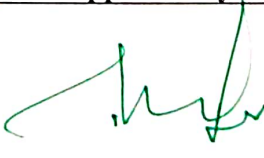
A committee for maintenance is formed and is headed by the Head of the Computer Science / Information Technology. The committee is mandated to monitor the hardware and software periodically. The committee utilises the service of IT maintenance staff or outsource the maintenance.

Security:

The college is responsible for physical security of all equipments. There should be appropriate mechanism to detect malware and provide the data security.

E-Waste Management:

- All users of IT facility should keep in mind to minimise waste.
- The discarded materials should be disposed either returning to vendor who supplied or outsourced to authorised agencies.

| Verified by | Approved by |
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|  IQAC Coordinator |  Principal PRINCIPAL |



**IQAC Coordinator,
Ponjesly College of Engineering,
Nagercoil-629 003.**

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