



Thunchath Ezhuthachan
Malayalam University

Policy on
Information Technology (IT)



Thunchath Ezhuthachan Malayalam is comparatively a new University but Unique in many ways. Malayalam University is committed to deployment of information technology for e-Governance, E-Learning and teaching in a cost-effective, secure, non-privacy invasive and innovative manner. The majority of the digital data used in University is examination related student's details, staff details, archived records etc. Selected data is available to public view but most are person centric. Confidential data is also stored in the University servers.

The purpose of IT plan is to inform all the members of Thunchath Ezhuthachan Malayalam University (faculty, staff, students, alumni, guests, etc) of what can be expected in terms of Information Technology. It is intended to support the educational, instructional, research and administrative activities of the University and the use of these resources is a privilege that is extended to members. This covers the use of all computers and other related hardware such as printers and projectors, and the use of the network infrastructure. The IT policy of the college is formulated to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established on the campus, and provide guidelines on acceptable and unacceptable use of IT resources of the University.

Objectives

1. Only licensed software or Free and Open Source Software (FOSS) shall be used for different activities.
2. This policy governs the use of "IT Resources", which include IT services, facilities, and equipment the University own or operate for the use of employees, students and others.
3. Take appropriate steps to ensure the security of University Information Resources, by adhering to all applicable security measures including using and safeguarding all necessary passwords.
4. As an academic institution, the University fully endorses academic freedom of speech on social networking sites.
5. The purchase of IT resources should be in accordance with purchase manual only after getting the consent from IT coordinator and Vice Chancellor. Purchase of items coming under government projects and aids should adhere to the laws of Kerala Government.
6. University encourages its users (teachers and Departments) to use institutional email. Official communications are done mainly using the institutional email.

7. University website is handled by Website Coordinator and IT administrator. Updating of news, exam announcements, and seminar brochures should be sent to Website coordinator after getting permission from Registrar & VC.
8. Video surveillance cameras will be installed at strategic points which include Library, Examination Office. Only the VC will have the access to the recorded footages.
9. The University is providing Wi-Fi facility to all departments. The internet usage provides guidelines for acceptable use of the organisations internet to devote internet usage to enhance work productivity and efficiency.
10. To provide login id and password to all students for accessing the inflibnet facility of the library.
11. The entire faculty, students, staff, departments, authorised visitors/visiting faculty and others who may be granted permission to use the information technology infrastructure of the University, must comply with the guidelines.
12. Access to social networking, offensive and commercial websites shall be controlled.
13. Security audit shall be conducted on regular basis to identify possible weak points and to correct them.
14. Access to network shall be controlled different methods at different levels such as using OTP, passwords, etc., The network usage shall be closely monitored for identifying any possible threats.