



**UNITED INSTITUTE OF TECHNOLOGY**  
(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)  
(Accredited by NAAC)  
Periyanaikanpalayam, Coimbatore – 641020  
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# **INFORMATION TECHNOLOGY POLICY DOCUMENT**





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<b>Name of the policy</b>	Information Technology	<b>Policy Number</b>	U202102
<b>Prepared by</b>	Dr.G. Sudhakar Gummadi	<b>Date of Submission</b>	14.7.2021
<b>Reviewed by</b>	Dr.S.Ramkumar, Principal, UIT	<b>Revised Date (if any)</b>	Nil
<b>Approved by</b>	Mr.S.Shanmugam, Chairman, UIT Educational Trust	<b>Date of Approval</b>	15.7.2021
<b>To whom the policy is applicable</b>	Students and Staffs of UIT	<b>Version Number</b>	1

S.No.	Name of the Authority	Designation	Signature
1	Dr.G. Sudhakar Gummadi	Professor/CSE	
2	Dr.S.Ramkumar	Principal, UIT	
3	Thiru.S.Shanmugam	Chairman, UIT Educational Trust	



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## INFORMATION TECHNOLOGY POLICY

1. The student computer ratio should be maintained as per the guidelines given by Statutory body.
2. IT Infrastructure access register should be maintained by the appropriate lab In-charge.
3. The IT Admin officer must plan and execute periodic maintenance.
4. Stock register should be updated appropriately.
5. Students are restricted to access social media sites and any unwanted sites which is irrelevant for academic.
6. WiFi modem should be placed within the campus distributed with proper coverage and number of accesses.
7. Appropriate battery pack should be provided to all the system within the campus with good back hours.
8. A faculty must be debuted to monitor and coordinate with IT team to carry out IT related works.
9. Students/Faculty members are responsible to switch off the systems while they are leaving the lab.
10. Annual stock verification should be carried out.
11. A Compliant/grievance register must be maintained, and students/faculty members will update it on any issues with reference to IT infrastructure access.
12. Few labs are permitted to interface students/faculty hardware's to the computer during training and developments.
13. Every day the computers must be maintained with neat and clean.
14. Lab must be installed with LCD Projectors.
15. All PCs being used in the organization are enabled to connect to the organization's Local Area Network as well as the Internet.
16. Network security is enabled in all PCs through Firewall, Web Security and Email Security software.
17. Employees are expected to undertake appropriate security measures as enlisted in the IT Policy.
18. Guidance will be given by IT Department designated staff for maintaining the PC.
19. A copy has to be maintained in the server on Important documents.
20. Internet is a paid resource and therefore shall be used only for office and academic work.
21. The organization has systems in place to monitor and record all Internet usage on the organization's network including each website visit, and each email sent or received.



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- The Management Committee can choose to analyse Internet usage and publicize the data at any time to assure Internet usage is as per the IT Policy.
22. All employees and students will be provided with a Username and Password to login to the Internet network in the office and to monitor their individual usage.
  23. Sharing the Username and Password with another employee, visitor or guest user is prohibited.
  24. The IT Department will define guidelines for issuing new passwords or allowing employees to modify their own passwords.
  25. Username and password allotted to an employee will be deleted upon resignation / termination / retirement.
  26. Employees are not allowed to use Internet for non-official purposes using the Internet facility in office.
  27. Employees should schedule bandwidth-intensive tasks like large file transfers, video downloads, mass e-mailing etc. for off-peak times.
  28. Software audit to be carried out at the end of every semester. The full cooperation of all employees is required during such audits.
  29. The IT Team will be responsible to install software's as required by the Employees and students.
  30. The IT team will not install any recommended software which has high risk.
  31. No employees are allowed to install pirated software's.
  32. The purchase Department procedures & guidelines need to be followed to purchase new software (commercial or shareware) for official purposes. All approved software will be purchased through the Procurement Department, unless informed/permitted otherwise.

  
**PRINCIPAL**

  
**CHAIRMAN**

**S. SHANMUGAM, B.E., M.S., MISTE.,  
CHAIRMAN**

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**Dr. S. RAMKUMAR M.E., Ph.D.,  
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