



# தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்

## TAMIL NADU TEACHERS EDUCATION UNIVERSITY

(Established under Tamil Nadu Act 33 of 2008)

GangaiammanKoil Street, Karapakkam, Chennai - 600 097.

Phone No.044-28389040, 044-28389031, E-mail: registrar@tnteu.ac.in Website: [www.tnteu.ac.in](http://www.tnteu.ac.in)

### INFORMATION TECHNOLOGY (IT) POLICY

#### Introduction

The Information Technology (IT) Policy in the Tamil Nadu Teachers Education University governs the responsible usage of the University's information Technology resources. Every member of the University is 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.

The IT Policy applies to all University faculty, students and all others using the IT resources.

#### Information Technology

Information Technology contains all forms of technology used to create, store, exchange and utilize information in its various forms.

#### Objectives

Each user of the University Information Resources must ensure that it is used for promoting the mission of the University towards teaching, learning, research, and administration. The major objectives are:

- (i) To ensure the integrity, reliability, availability, and superior performance of the University IT Systems
- (ii) To ensure that the IT resources protects the official e-identity (allocated by the University) of an individual
- (iii) To ensure that all the users of the University are responsible for adhering to the procedures governing the implementation of this Policy document and any other matter incidental to those rules

#### IT Usage and Prohibitions

- The users of the University shall make effective usage of campus collaboration systems, internet, wireless resources, official websites and Management Information Systems (MIS), Learning Management System, Remote Login based facilities of the University and e-Library resources.

- The University shall stress upon the users to comply with University policies and legal obligations.
- Government e-Marketplace (GeM): A one-stop online procurement portal for all Government Buyers including Central/State ministries, Departments, Bodies & PSUs. Launched on 9th August 2016.
  - A one-stop online procurement portal for all Government Buyers including Central/State Ministries, Departments, Bodies & PSUs  
<https://www.gem.gov.in/>
  - Rule 149 of General Financial Rules (GFR) amended to “Procurement of Goods and Services by Ministries or Department will be mandatory for Goods or Services available on GeM”
  - GeM aims to enhance efficiency, transparency, inclusiveness in public procurement.
  - It provides the tools of e-Bidding, Reverse Auction and Direct Procurement to facilitate Government users achieve the best value for their money.
- **e-ShodhSindhu:** Consortium for **Higher Education Electronic Resources** Provides access to e-resources to Universities, Colleges and Centrally Funded Technical Institutions in INDIA.
- **INFLIBNET Centre:** Based on the recommendations for resources received through the online e-resources requisition system (<http://ess.inflibnet.ac.in/oes/>) the eSS has negotiated rates of subscription for selected resources.
  - The resources are listed at **online portal** and the negotiated rates of subscription can be viewed by logging in to the online portal. You may register for the portal and select the resources that will be useful for your institution. Registration on the e-ShodhSindhu portal do not entitle you for access to any resources.
  - Institutions have to subscribe to e-resources by placing orders directly to the respective publisher/authorized agents. After placing confirmed orders with respective publishers, institutions have to update subscription details under "Subscribed E-Resources" menu option on the portal for analysis and monitoring purposes.
- **e-Shodhganga:** The Shodhganga@INFLIBNET Centre provides a platform for research students to deposit their Ph.D. theses and make it available to the entire scholarly community in open access. The repository has the ability to capture, index, store, disseminate and preserve ETDs submitted by the researchers.
  - Theses and dissertations are known to be the rich and unique source of information, often the only source of research work that does not find its way into various publication channels. Theses and dissertations remain an

un-tapped and under-utilized asset, leading to unnecessary duplication and repetition that, in effect, is the anti-theses of research and wastage of huge resources, both human and financial.

- The University shall strive to arrange for awareness programmes to acquaint the users with the effective usage of IT resources.
- Prohibited Use - The users shall not send, view or download fraudulent, harassing, obscene, threatening, or other messages or material that are in violation of applicable law or University policy.
- Copyrights and Licenses - Users must not violate copyright law and must respect licenses to copyrighted materials.
- Social Media - Users must abide by the rules of the University towards the usage of social networking sites, mailing lists, news rooms, chat rooms and blogs.
- Commercial Use - The University IT resources shall not be used for any commercial and promotional purposes.

### **Security and Integrity**

- Personal Use - The University IT resources should not be used for activities violating the basic functionality and mission of the University.
- The users must refrain from making any unauthorized access of information in order to promote secure access of Network and Computers.
- The competent system administrator may access the information resources for a legitimate purpose.
- 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).
- Anti-virus and security updates - The regular updation of the anti-virus policy and security updates should be done for the protection of computing resources.

### **IT Asset Management**

- Asset Management: The University shall lay down business processes for the management of hardware and software assets that facilitates the usage of IT resources in the University. This shall include procedures for managing the

purchase, deployment, maintenance, utilization, energy audit, and disposal of software and hardware applications within the University.

- Copying and Distribution: The University shall ensure that there is no violation in the copying and distribution of proprietary and licensed software.
- Risks: The University shall emphasize on managing the risks involved for the usage of IT resources.
- Open Source Asset: The University shall endeavor towards the promotion and effective usage of open source software

### Operating Aspects:

- University Governance - The University shall endeavour to ensure fair implementation of this policy so as to meet with the objectives of its formation. The responsibility of operational aspects of IT resources is as per the hierarchical flow of the University governance structure.
- The respective Heads of the Departments shall be responsible for compliance with all University policies relating to the use/ownership of information resources, keeping in mind the Vision and Mission of the University.
- Staff in-charge assigned by the University Authorities shall coordinate various activities related to the adherence of the IT Policy.
- Individual Users - The users are solely responsible for the activities they perform on Institute/University servers with their "UserName/Password" pairs and IP (Internet Protocol) addresses assigned to them.

### Deviation of Policy:

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

### Implementation of Policy:

For implementation of this policy, the University will decide necessary rules from time to time.

### Review and Monitoring:

The Policy document needs to be reviewed at least once in two years and updated if required, so as to meet the pace of the advancements in the IT related development in the industry. Review of this policy document shall be done by a committee nominated by the Vice-Chancellor.

REGISTRAR

TAMIL NADU TEACHERS EDUCATION UNIVERSITY  
KARAPAKKAM, CHENNAI-600 097



VICE-CHANCELLOR

TAMIL NADU TEACHERS EDUCATION UNIVERSITY  
KARAPAKKAM, CHENNAI - 600 097,

**TAMIL NADU TEACHERS EDUCATION UNIVERSITY**

**EXTRACT FROM THE MINUTES OF THE 52<sup>nd</sup> MEETING OF THE  
SYNDICATE HELD ON 08.10.2021**

**GENERAL AND ACADEMIC MATTERS**

**Item No.18**

Considered to put in place an Information Technology (IT) Policy to govern the usage of Information Technology Resources in the Tamil Nadu Teachers Education University for adoption, which is also recommended by NAAC for NAAC Accreditation Process.

Resolved that the Information Technology (IT) Policy of Tamil Nadu Teachers Education University as detailed in the Notes on Agenda for this Item to govern the usage of Information Technology Resources in the Tamil Nadu Teachers Education University, be approved.

*[Handwritten Signature]*  
REGISTRAR i/c

*[Handwritten Signature]*  
REGISTRAR

TAMIL NADU TEACHERS EDUCATION UNIVERSITY  
KARAPAKKAM, CHENNAI-600 097



*[Handwritten Signature]*

VICE-CHANCELLOR  
TAMILNADU TEACHERS EDUCATION UNIVERSITY  
KARAPAKKAM, CHENNAI - 600 097.



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No.TNTEU/R/IT Comm./2021/1018

Date: 02.07.2021

**OFFICIAL COMMUNICATION**

**Sub:** TNTEU – Constitution of Information Technology (IT) and Automation Committee for TNTEU – Orders issued – Reg.

**Ref:** Orders of the Vice Chancellor dated 23.06.2021.

As per the orders of the Vice-Chancellor, the University has constituted a committee for Information Technology (IT) and Automation in TNTEU with the following members and objectives:

1. Dr.B.Vijayakumar, Deputy Registrar - Chairman
2. Mrs.D.K.Nagarathi, Assistant Registrar - Member
3. Mr.L.Vishnuram, Assistant Registrar - Member
4. Mr.K.Shanmugam, Assistant Registrar - Member
5. Mr.Shanmuga Raj - Consultant
6. Mr.S.Vishnu Bharathy, System Analyst - Member
7. Tmt.K.Kalaivani, Assistant - Member
8. Mr.D.Jayakumar, Assistant - Member
9. Prof.N.Ramakrishnan, HOD - Advisor
10. Finance Officer - Advisor
11. Dr.M.Kanmani, Associate Professor - Advisor
12. Dr.K.Devisri, Assistant Professor - Advisor
13. Dr.C.E.Jayanthi, Assistant Professor - Advisor
14. Dr.M.Senthilkumaran, Assistant Professor - Advisor
15. Chairman may invite experts from TNTEU and other institutions/organisations/Industry as special invitees after getting prior permission from the Vice-Chancellor.
16. Mr.M.R.Vasanthan, Computer Assistant will assist and support to IT and Automation Committee.

**The objectives and activities of the Information Technology (IT) and Automation Committee for TNTEU**

1. The Committee will have the total responsibility of IT activities, digitalization and 100 percent automation of all sections and entire University at the earliest possible.
2. The Committee will conduct periodical meetings with the staff of various sections for digitalization and automation of all activities.
3. The Committee has to prepare the system requirement specification to completely specify the IT and automation in TNTEU.

4. The Committee will upload all approved data in the website and it will update it periodically.
5. The Committee has to create an UIS (University Information System) to feed COE, NAAC preparation Committee etc., Any information about students, staff & institution should be available in UIS.
6. The Committee will collaborate with the documentation committee for the requirement of data for uploading and all other activities related to automation/digitalization and other IT activities.
7. The Committee will invite outside experts periodically on/off line to sensitize and motivate all our staff towards automation.
8. The Committee will address all issues related to IT and automation scrupulously.
9. The Committee will recommend policy decisions regarding IT and automation/digitalization.
10. A copy of the Minutes of meeting will be forwarded to the Registrar and Vice-Chancellor.
11. The Committee will take care of all aspects to maintain quality in IT and automation.
12. Committee members will participate in IT, digitalization and automation related awareness and development programmes through online/off line periodically.
13. The above committee shall perform duties assigned until further orders.
14. The Committee will submit the progress report every month to the Registrar.

/ By Order/

*U. Balasubramanian*

**Registrar i/c**

To

1. Dr.B.Vijayakumar, Deputy Registrar, TNTEU
2. Mrs.D.K.Nagarathi, Assistant Registrar, TNTEU
3. Mr.L.Vishnuram, Assistant Registrar, TNTEU
4. Mr.K.Shanmugam, Assistant Registrar, TNTEU
5. Mr.Shanmuga Raj, Consultant, TNTEU
6. Mr.S.Vishnu Bharathy, System Analyst, TNTEU
7. Tmt.K.Kalaivani, Assistant, TNTEU
8. Mr.D.Jayakumar, Assistant, TNTEU
9. Prof.N.Ramakrishnan, Member Syndicate, Professor & Head, Dept. of Educational Technology, TNTEU
10. Finance Officer, TNTEU
11. Dr.M.Kanmani, Associate Professor, Dept. of Educational Technology, TNTEU
12. Dr.K.Devisri, Assistant Professor, Dept. of Curriculum Planning & Evaluation, TNTEU
13. Dr.C.E.Jayanthi, Assistant Professor, Dept. of Educational Planning and Administration, TNTEU
14. Dr.M.Senthilkumaran, Assistant Professor, Dept. of Educational Technology, TNTEU

Copy to

1. Dean of Faculty
2. Finance Officer
3. Deputy Registrar
4. PA to VC
5. Assistant Registrars
6. Registrar's Office

**REGISTRAR**

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**VICE-CHANCELLOR**  
TAMILNADU TEACHERS EDUCATION UNIVERSITY  
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