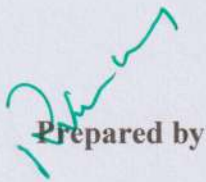# PRIYADARSHINI DENTAL COLLEGE & HOSPITAL
INFORMATION TECHNOLOGY(IT) POLICY

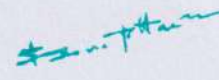## VERSION: 03

DOC NO: PDCH/1T/11/2022

DATE OF ISSUE: 16/11/2022

Prepared by

Approved by

Dr R Veera Kumar, MDS

Prof & HOD,

Department Of Pedodontics

DR. B.Sivapathasundharam, MDS

Principal,

Priyadarshini Dental College & Hospital

INFORMATION TECHNOLOGY POLICY

Information Technology (IT) at Priyadarshini Dental College and Hospital is responsible for various operations throughout the campus. It includes both wired and wireless networks with a good internet speed of 300mbps. This network supports students, and staff of PDCH using Institutional LMS (INSPROPLUS PALPAP), PDCH's ICT-enabled main library, Research Labs, ICT-enabled classrooms and office of academic and administration use. This includes use of institute facilities such as Desktop computers, internet facilities, telephones
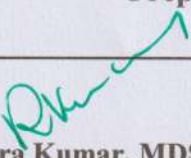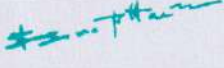
Institutional e-mail ID and user credentials for staff:-

IT Team of PDCH will create and provide separate mail IDs for all the staff of PDCH which will be used for all the official and professional communication for institutional purposes and also other professional work. All the staff and students will be provided with credentials to explore and use PDCH e-resources that include Institutional LMS and the digital library in the PDCH main library for educational purposes.

Responsibilities of staff and students:-

All the staff and students are expected to use IT resources with utmost care and responsibility and use the privilege provided by the Institute for the betterment of knowledge.

The credentials provided to the staff and students should be kept confidential and it is the responsibility of the respective person to prevent their credentials from being misused.

Prepared by	Approved by
Dr R Veera Kumar, MDS	DR. B.Sivapathasundharam, MDS
Prof & HOD,	Principal,
Department Of Pedodontics	Priyadarshini Dental College & Hospital

Any person engaged in misusing the college IT resources or indulging in unlawful activities which compromise and pose a threat to institutional IT integrity will be barred from accessing institutional *e*-resources through IT resources of PDCH.

Staff and students are not allowed to use *e*-services provided by the institute for recreational games.
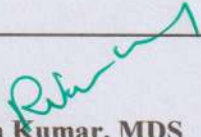
It is the responsibility of Students and Staff to handle Desktop computers with utmost care.

If any hardware or software malfunction is encountered, the same should be reported to the IT team and maintenance personnel immediately.

Users shouldnot indulge in downloading, installing or modifying new softwares/applications without prior approval of IT team.

PDCH IT team rights and responsibilities:-

PDCH owns ultimate rights and control over all the IT resources. IT team has the authority to orient the Students to IT resources and to explain regarding the usage. It is the responsibility of the IT team to update system, application and anti-virus software. In light of complaints regarding hardware malfunction, the IT team must act promptly and resolve the issue. IT team can limit data usage, and revoke the membership of staff/students at any time if misused.

Prepared by	Approved by
Dr R Veera Kumar, MDS	DR. B.Sivapathasundharam, MDS
Prof & HOD,	Principal,
Department Of Pedodontics	Priyadarshini Dental College & Hospital