Computer and Network Usage Policy
Panjab University Chandigarh

Panjab University – Policy for use of IT Services, passed by Syndicate held on 19 November, 2011, Item No. 33.

Panjab University Chandigarh provide all faculty, students and staff with a modern, fully networked computing and IT environment for academic use.

Users of Panjab University Chandigarh computing, networking and IT facilities are expected to abide by the following rules, which are intended to preserve the utility and flexibility of the system, protect the privacy and work of students and faculty, and preserve our right to access the international networks to which the system is connected. In case of complaints, appropriate action to be taken will be decided and taken by the Panjab University Authorities.

1. Faculty, staff, and students with authorized accounts may use the computing and IT facilities for academic purposes, official University business, and for personal purposes so long as such use
   i. Does not violate any law, University policy or IT act of the Government of India.
   ii. Does not interfere with the performance of Panjab University Chandigarh duties or work of an academic nature.
   iii. Does not result in commercial gain or private profit other than that allowed by the Panjab University Chandigarh.

2. Users are expected to respect the privacy of other users and they may not allow any other person to use their password or share their account. It is the users' responsibility to protect their account from unauthorized use by changing passwords periodically and using passwords that are not easily guessed. Sharing of passwords for any purpose whatsoever is strictly prohibited. Users may share the required files through sharing software with proper ACL.

3. Any attempt to circumvent system security, guess others' passwords, or in any way gain unauthorized access to local or network resources is forbidden. Users may not use another person's computing account, attempt to forge an account identity, or use a false account or e-mail address.

4. Transferring copyrighted materials to or from the Panjab University Chandigarh systems without express consent of the owner is a violation of international law.

In addition, use of the internet for commercial gain or profit is not allowed. If done so, it will be sole responsibility of the user.

5. Downloading and installing of new software has to be done with the explicit consent of the respective facility in-charges. Installation of unlicensed software on Panjab University Chandigarh facilities, or on individual machines connected to the PU network, is strictly prohibited.

6. Setting up of any facility requiring password transmission over clear text is prohibited without TLS/SSL encryption.

7. To the extent possible, users are expected to use only their official email addresses provided by Panjab University Chandigarh for official communications with other members of the University.

8. It is forbidden to use electronic mail and other network communications facilities to harass, offend, or annoy other users of the network, including impeding their computing systems, software, or data. Neither is any form of commercial advertising, or soliciting allowed. Spamming is strictly disallowed. Subscribing to mailing lists outside the Institute is an individual's responsibility.

9. Shared email accounts for any purpose whatsoever are not allowed. Any special accounts, if need to be set up for conferences and other valid reasons as determined by the university authorities, must have a single designated user.

10. Recreational downloads and peer to peer connections for recreational purposes are not allowed unless it is academic requirement.

11. To the extent possible, users are expected to connect only to the official Panjab University WiFi network for wireless access. Setting up of unsecured Wi-Fi systems on the Panjab University network is prohibited in accordance with Government of India guidelines.

12. Users are expected to take proper care of network equipment, and are expected to report any malfunction to the staff on duty or to the in-charge of the facility

13. Playing of Games in University laboratories or using University facilities for same is strictly prohibited.

14. Display and storage of offensive material like storing pornographic material on the disk, viewing pornographic material on the terminals is strictly disallowed and serious action will be taken against offenders.

15. Wasting of resources like unnecessary downloads from Internet , giving accounts to other persons, sometimes outsiders, , using personal account to do outside work for which the individual is paid are not allowed.

16. Security related misuse like breaking security of systems, trying to capture password of other users, damaging/gaining access to the data of the other users is taken most seriously.

17. Violations of policy will be treated as academic misconduct, misdemeanor, or indiscipline as appropriate. Depending upon the nature of the violation, the university authorities may fine/or and take an action by issuing a warning through disabling the access. In extreme cases, the access to the network may be completely disabled to IT facilities at Panjab University Chandigarh, and/ or sent to the University disciplinary action committee as constituted by the University authorities.

18. The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means, e-mail, printed notices.

19. An employee who leave the University after retirement/re-employment or otherwise can have his E-mail account validated up to six months and extendable after approval from DUI/Vice-Chancellor by another six months if requested.

20. Any e-mail account which remains unused for more than six months will automatically be removed.

21. All communication though E-mail can be authenticated if sent through pu.ac.in implying that all other mails sent through other domains may not be considered official and no action can be taken on that.