



# A. J. Institute of Engineering and Technology Mangaluru



Approved by AICTE New Delhi, Affiliated to VTU Belagavi & Recognised by Govt. of Karnataka  
(A unit of Laxmi Memorial Education Trust (R))

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## ICT POLICY

### Policy statement

ICT policy importance of information and communication technology (ICT) in advancing its educational purpose, improving administrative efficiency, and encouraging innovation. This policy is intended to set standards and processes for the purchase, use, and maintenance of information and communication technology resources within the college community.

### Scope of the policy

This policy applies to all faculty, staff, students, and authorized users of ICT resources provided by AJIET. It covers all hardware, software, networks, and data managed or utilized within the college premises or remotely accessed from college-owned devices.

### Need for the policy initiatives

Due to the academic drives, IT resource utilization in the Campus has grown by leaps and bounds during the last 5 years. Now, AJIET has network connections to every computer system covering all the buildings across.

The use of institute's IT assets in other than the purpose for which they were intended represents a misallocation of valuable Institute resources, and possibly a danger to its reputation or a violation of the law. Therefore, proper functionality of IT systems is required for the efficient operation of the some systems, such as the ERP, Finance, Student Administration, and Library systems etc. of the institute.

### Policy Objective

The objectives of the ICT policy are as follows:

1. To provide all required IT resources as per the academic programs laid down by AICTE. Also, introduce new IT technologies which will benefit the students and research staff.
2. Create provision for priority up-gradation of the products.
3. Create Provision for Annual Maintenance expenses to ensure maximum uptime of the products.
4. Plan and invest for redundancy at all levels.

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5. To ensure that the products are updated and catered 24x7 on the campus or as per the policies laid down by the College Management.
6. Leveraging information technology as a tool for the socio-economic development of the Institute.

### **Roles and Responsibilities**

- The Computer Science and Engineering (CSE) Department is in charge of managing and maintaining ICT infrastructure, enforcing security protocols, and providing technical assistance.
- Faculty and staff are accountable for following ICT rules and protecting college-owned materials entrusted to them.
- Students are required to utilize ICT resources appropriately for academic objectives while adhering to college standards.

### **Access and Usage Policies**

- To access ICT resources, all users must first verify themselves using college-issued credentials.
- ICT resources must be utilized solely for educational and administrative reasons. Unauthorized usage, including hacking, harassment, and the sharing of illicit information, is strictly forbidden.
- Users must comply with the ICT Policy and refrain from engaging in activities that may compromise network security or disrupt service availability.

### **Data Security and Privacy**

- Users must preserve sensitive information and follow data management guidelines established by the college.
- Personal data will be collected, processed, and kept in accordance with relevant laws and regulations.
- Encryption and access restrictions must be applied to ensure data confidentiality and integrity.

### **Hardware and Software Management**

- Only authorized employs may install, configure, or alter hardware and software on college-owned equipment.
- Software licenses must be obtained through legal means, and unauthorized replication or distribution of copyrighted information is illegal.
- Regular maintenance and upgrades are required to guarantee the security and maximum functionality of ICT resources.

## **Network Infrastructure**

- The institution's network infrastructure must be planned, installed, and managed to ensure consistent and secure connection for academic and administrative reasons.
- Bandwidth utilization must be monitored and regulated to improve network performance and avoid misuse.

## **Security Measures**

Security measures, such as firewalls, antivirus software, and intrusion detection systems, must be established to guard against cyber-attacks. Users are obliged to quickly report security events and work with the CSE department and System Admin to investigate and mitigate risks.

## **Training and Awareness**

The institution will conduct regular training and awareness programs to educate users on ICT regulations, Cyber security best practices, and new dangers. All users are urged to keep updated about ICT advancements and to request support from the CSE Department when needed.

## **Reporting and Disciplinary Procedure**

Any actual or suspected breach in information security must be reported to the CSE department and System Administrator in a timely manner, who will take appropriate action and inform the relevant authorities. Violations of ICT policy may result in disciplinary action, such as the suspension of ICT privileges, academic sanctions, or legal implications.

**The management of A J Institute of Engineering & Technology reserves the right to amend the policy issued as and when it is required.**

for **A.J. Institute of Engineering & Technology**

For LAXMI MEMORIAL EDUCATION TRUST (R.)  
A.J. INSTITUTE OF ENGINEERING OF TECHNOLOGY

**President**

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