



A. J. Institute of Engineering and Technology Mangaluru



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(A unit of Laxmi Memorial Education Trust (R))

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IT POLICY

Policy Statement

IT policy aims to provide advanced IT resources and services, including campuswide tools to support every student, faculty, staff in their academic and professional pursuits.

Scope of IT Policy

The IT Policy of the Institute is applicable to technology managed either centrally by the College or by individual departments. It also covers information services provided by the College administration or individual departments, as well as individuals within the College community.

Additionally, this IT policy extends to resources managed by departments such as the Library, Computer Labs, Laboratories, and Administrative Offices of the College. It also includes computers owned by individuals or research projects of the faculty, when connected to the campus network. These resources are subject to the do's and don'ts outlined in the College's IT policy.

Furthermore, all faculties, students, staff, departments, authorized visitors/visiting faculty, and others who have been granted permission to use the College's information technology infrastructure must adhere to the guidelines.

Purpose of IT Policy

- In order to uphold, safeguard, and guarantee the lawful and proper utilization of Information Technology, the infrastructure implemented by the College within the campus must be maintained.
- In order to safeguard the information assets that the College accesses, creates, manages, and/or controls, it is imperative to establish comprehensive strategies and assign corresponding responsibilities at a college-wide level.

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- To serve as a reference for stakeholders in utilizing the computing amenities provided by the College, encompassing computer hardware, software, email, information resources, intranet, and Internet access facilities.
- To establish a course of action and furnish details regarding permissible conduct and forbidden actions or breaches of policy

IT policies broadly concentrate on the following areas

- Guidelines for IT Hardware Installation and Maintenance
- Guidelines for Software Installation and Licensing
- Guidelines for Network (Intranet & Internet) Usage
- Guidelines for E-mail Account Usage
- Guidelines for Web Site Hosting
- Guidelines for College Database Usage
- The Role of Network/System Administrators
- IT Hardware Installation and Maintenance Guidelines
- System Administrators are responsible for the installation and maintenance of IT hardware.
- Academic requirements determine the IT hardware needs that can be submitted by faculty and departments.
- The procurement of IT hardware should begin once stock availability and departmental requirements are confirmed.
- Immediate updates to the stock register are necessary upon the procurement of IT hardware.
- IT Hardware Installation and maintenance services are provided only after receiving an approval from the concerned Head of the Department and the Principal.
- Maintenance of Computer Systems should be done periodically by System administrators and the same need to be recorded in Maintenance register.
- Movement of IT Hardware within the college or outside the college should be recorded in Movement Register.
- The major e-waste such as written off instruments /equipment's, CRTs, Printers, Computers, batteries should be sold regularly.
- The Faculty or The Department is solely responsible for the IT Hardware provided to them and any damage or loss or theft need to be addressed barred by them only.



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- College IT policy permits the installation of authorized and open source software on College computers. Any violation will result in the Department/Individual being held personally responsible.
- Open source software should be prioritized for use whenever feasible.
- Licensed software must be installed on the systems.
- Antivirus software should be obtained and installed on the systems. System administrators are required to take periodic backups of data and store them on External Hard Disk.
- Software used for academic and administrative purposes must comply with ISO standards.

Network (Intranet & Internet) Use Guidelines

- All computers (PCs/Servers) connecting to the College network must be assigned an IP address by the System Administrators.
- The IP address allocated to a specific computer should not be used on any other device, even if it belongs to the same individual and is connected to the same port. It is strictly prohibited for staff or students to change the IP address of any computer. The configuration of the network will be carried out exclusively by the system administrators.
- Departments or individuals connecting to the College network via LAN are required to inform the System Administrators before running any server software.
- When accessing remote networks through the College's network connection, all policies and rules of those networks must be followed.
- The Internet and Wi-Fi facilities are to be utilized solely for academic and administrative purposes.

Email Account Use Guidelines

- Each faculty member is provided with an email account.
- The primary use of the email facility should be for academic and official purposes, with limited personal use allowed.
- Engaging in illegal or commercial activities through the email facility is a direct violation of the College's IT policy and may result in the withdrawal of the email service. Faculty members are expected to respect the privacy of others and should not attempt to intercept or



gain unauthorized access to other users' email accounts. Impersonating someone else's email account is considered a serious offense under the College's IT security policy.

- It is the responsibility of each individual to ensure that their email account complies with the College's email usage policy and remains free from any violations.

Web Site Hosting Guidelines

The College Website serves as a platform to disseminate academic and administrative information to its stakeholders.

- The Website Updating Committee is accountable for ensuring the website's content is regularly updated and maintained.
- It is essential to keep the pages up to date, proofread them, and test the links before publishing them on the Web. Additionally, it is crucial to regularly test and update the existing links.
- The content displayed on the website should be accurate and easily understandable.
- The various departments and Associations of Teachers/Employees/Students may have their official web pages on the website.
- These official web pages must adhere to the guidelines set by the College Web Site.

Creation Guidelines

The integration of ERP with the website enables Faculty to easily share class materials (such as syllabi, course materials, and resource materials) on the Web, thereby enhancing eLearning opportunities.

- The Website Updating Committee must prioritize the implementation of appropriate security measures to protect the data hosted on the website.

College Database Use Guidelines:

- It is imperative to ensure the security of the databases managed by the College administration through the College's e-Governance system.
- The College holds the ownership of all institutional data generated within its premises. • Various individuals or departments contribute to the creation of data that collectively forms the College's database. They may also have specific responsibilities as custodians of certain data segments.



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- The College's data policies strictly prohibit the sharing of personally identifiable information outside the College premises.
- Data stored in the College's Database, whether collected by departments, individual faculty, or staff, is intended solely for internal College use.
- The data resources required to fulfil one's official responsibilities/rights are determined by one's role and function. The College ensures that information and data are accessible in accordance with its data access policies, which are aligned with these responsibilities/rights.
- Under no circumstances should personal data that directly identifies an individual and their personal information be shared with external individuals or organizations, including government agencies, surveys, and other data requests. Any such requests should be directed to the Principal for approval.

Office of the College

All inquiries from courts, lawyers, and other entities should be directed to the Office of the College for handling, and departments must refrain from responding, even if presented with a subpoena. Any requests from law enforcement agencies should be promptly forwarded to the Office of the College for appropriate action.

- Under no circumstances should any information, including 'Directory Information', be disclosed to external parties for commercial, marketing, solicitation, or any other purposes.
- Any tampering with the database by the department or individual user is considered a violation of the IT policy. Tampering includes, but is not limited to, specific violations of the IT policy established by the College. Any College member found in violation may face disciplinary action from the College authorities. In cases involving illegal activities, law enforcement agencies may be contacted.

Responsibilities of Network/System Administrators

- Designing the college network and executing Backbone operations
- Adhering to Global Naming & IP Addressing conventions
- Evaluating the current networking infrastructure and assessing potential expansion needs
- Setting up and managing Wireless Local Area Networks
- Configuring and upkeeping IT resources in classrooms, labs, and other areas



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- Handling and resolving complaints from college network users
- Managing servers in the server room
- Overseeing the maintenance of computer hardware, peripherals, and networking devices
- Enforcing the prohibition of unauthorized software installations on user systems
- Avoiding compliance with requests for unauthorized software installations.

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

President

Date: 10/12/2016



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