



**A J INSTITUTE OF MANAGEMENT**  
A Unit of Laxmi Memorial Education Trust (R)

Kottara Chowki,  
Opp. Mahindra Showroom,  
Ashoknagar Post, Mangaluru- 575 006  
Karnataka, India

Tel : 0824-2455340, 4283581

E-mail : [ajimmangalore@rediffmail.com](mailto:ajimmangalore@rediffmail.com)

[ajimmangalore2018@gmail.com](mailto:ajimmangalore2018@gmail.com)

Website : [www.ajimmangalore.ac.in](http://www.ajimmangalore.ac.in)

Re-Accredited by NAAC at B+

An Advanced Centre for MBA Studies and Research. Affiliated to Mangalore University and Recognised by AICTE

**Information Technology (IT) Policy**

**1. Preamble**

"AJ Institute of Management's academic processes will be facilitated by cutting-edge IT infrastructure that is agile and responsive to contemporary advancements, as well as effective in managing cyber risks." AJ Institute of Management strives to attain and adhere to global benchmarks in IT infrastructure, systems, and processes adoption, implementation, and compliance. In all IT-related topics, the institution is committed to upholding international standards in areas such as accessibility, transparency, privacy, security, and governance.

**2. Scope**

This IT policy applies to students, research scholars, staff, and visitors of AJ Institute of Management.

**3. IT Administration**

A dedicated committee shall be established to plan, implement, maintain, and monitor the IT infrastructure, systems, and processes at AJ Institute of Management. The committee composition will include:

- Director of the Institute as the Chairman
- Principal as a Member
- Dean Academics as a Member
- Placement Officer as a Member
- Computer Lab In charge as a Co-ordinator

**4. Roles and Responsibilities**

The IT administration committee's roles and responsibilities include:

- Planning IT infrastructure development in accordance with institutional aims.
- Identifying IT development needs based on industry trends and stakeholder input.
- Ensuring complete IT integration and support for academic and administrative processes.
- Establishing and upgrading physical systems, software, internet, and digital infrastructure on a regular basis.
- Implementing efficient maintenance and monitoring mechanisms.



## 5. Hardware

The procurement, installation, and use of hardware shall adhere to the following guidelines:

- The IT administration unit must develop a standard operating procedure for hardware acquisition, installation, and use.
- Hardware, such as personal computer devices, peripherals, networking equipment, and so on, must be obtained from authorised vendors via legal means.
- Hardware installation should consider infrastructure aesthetics and architectural considerations.

## 6. Software

Efficient software management is crucial for effective ICT integration. The following guidelines apply:

- The IT administration committee approves software installation on campus.
- The committee procures and installs third-party software as per departmental needs.
- Institutional software usage is authorized for specific purposes only.
- Third-party software shall be acquired with proper licensing and renewed periodically.
- Unauthorized installation of pirated software is strictly prohibited.
- Adequate anti-virus measures shall be implemented.
- IT administration personnel receive training for issue identification and troubleshooting.

## 7. Electronic Communication Systems

Controlled communication mechanisms shall be established for privacy and security:

- Official communication is through institutional email.
- Electronic communication system usage adheres to institutional conduct.
- The institution reserves the right to manage communication detrimental to its interests.

## 8. IT Usage - Rights and Privileges

Authorized members have the right to use institutional IT resources:

- IT resources are the institution's property and must be used responsibly.
- Members can suggest new technology and software procurement.
- Developed technology/software requires approval from the principal before usage.



## 9. Inventory Management

The IT administration committee ensures quality control and technology upgrades:

- Annual audits assess the status and efficiency of IT equipment and software.
- Obsolete technology is identified and addressed promptly.
- Licensing renewal and cost-saving measures are pursued.

## 10. Maintenance

All members share the responsibility of maintaining IT infrastructure:

- The IT administrative committee provides maintenance guidelines.
- Dedicated support staff handle maintenance tasks.
- Standard procedures for hardware and software usage and safety are mandatory.
- Misuse of hardware and software is against the code of conduct.
- Authorized maintenance contracts are signed with agencies.
- Obsolete systems have to be brought back by agencies as per the MOU.

Note: This policy is a part of the Institutional Policies Compendium for AJ Institute of Management, and it was published by the institution's authorities.

  
PRINCIPAL DIRECTOR  
A.J. INSTITUTE OF MANAGEMENT (AJIM)  
KOTTARA CHOWKI  
MANGALORE - 575 005

