



# A J INSTITUTE OF MANAGEMENT

A unit of Laxmi Memorial Education Trust<sup>®</sup>

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## Criterion 4 - Infrastructure and Learning Resources

*4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection*

**A J INSTITUTE OF MANAGEMENT**

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Kottara Chowki,

Opp. Mahindra Showroom, Ashok Nagar Post, Mangalore – 575006

Ph: 0824-2455340, Mob: 08904842277

Email: [office@ajimmangalore.ac.in](mailto:office@ajimmangalore.ac.in) Website: [www.ajimmangalore.ac.in](http://www.ajimmangalore.ac.in)



### List of Supporting Enclosures

Sl No	Particulars of Samples	Page No
1	Details of IT facility updation	<a href="#">1</a>
2	Geo-tagged photographs of IT facilities updated on the Campus	<a href="#">2-12</a>
3	Bills of the relevant IT facilities including Wi-Fi augmented/updated	<a href="#">13-14</a>
4	IT Policy	<a href="#">15 -17</a>

**I certify that all the evidence included in this document is authentic and duly verified.**



### IT FACILITIES & BANDWIDTH UPDATION DETAILS

The institute provides Internet, Wi-Fi facility, and LAN to staff members and students to meet connectivity requirements. We give provision of power backup to avoid disturbance in the smooth conduct of online interviews, Lab sessions, etc.

FACILITIES	2018-19	2019-20	2020-21	2021-22	2022-23
No. of Systems	110	90	99	99	110
No. of System Softwares	110	90	99	99	110
No. of Application Softwares	155	134	156	156	182
No. of Anti-virus	39	38	51	65	110
Internet Speed	2 MBPS	4 MBPS	50 MBPS	50 MBPS	100 MBPS
No. of Projector	06	06	09	09	14
Projection Screen	02	03	06	06	12
Server	01	01	01	01	01
LAN Connection	129	129	135	135	135
Firewall Security	01	01	01	01	01
UPS (big)	02	02	03	03	03
UPS (small)	05	05	07	12	15
No. of Scanners	02	02	02	02	03
Wi-Fi Access Point	04	04	05	05	05



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## GEO-TAGGED PHOTO OF IT FACILITIES

Sl No	Particulars	Page No
1	Computer Lab	<u>3</u>
2	Language & Business Lab	<u>4</u>
3	Softwares	<u>5-8</u>
4	Institutional Websites	<u>9</u>
5	IT facilities	<u>10-11</u>
6	List of E-mail Id's for faculty	<u>12</u>



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## COMPUTER LAB





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## LANGUAGE & BUSINESS LAB





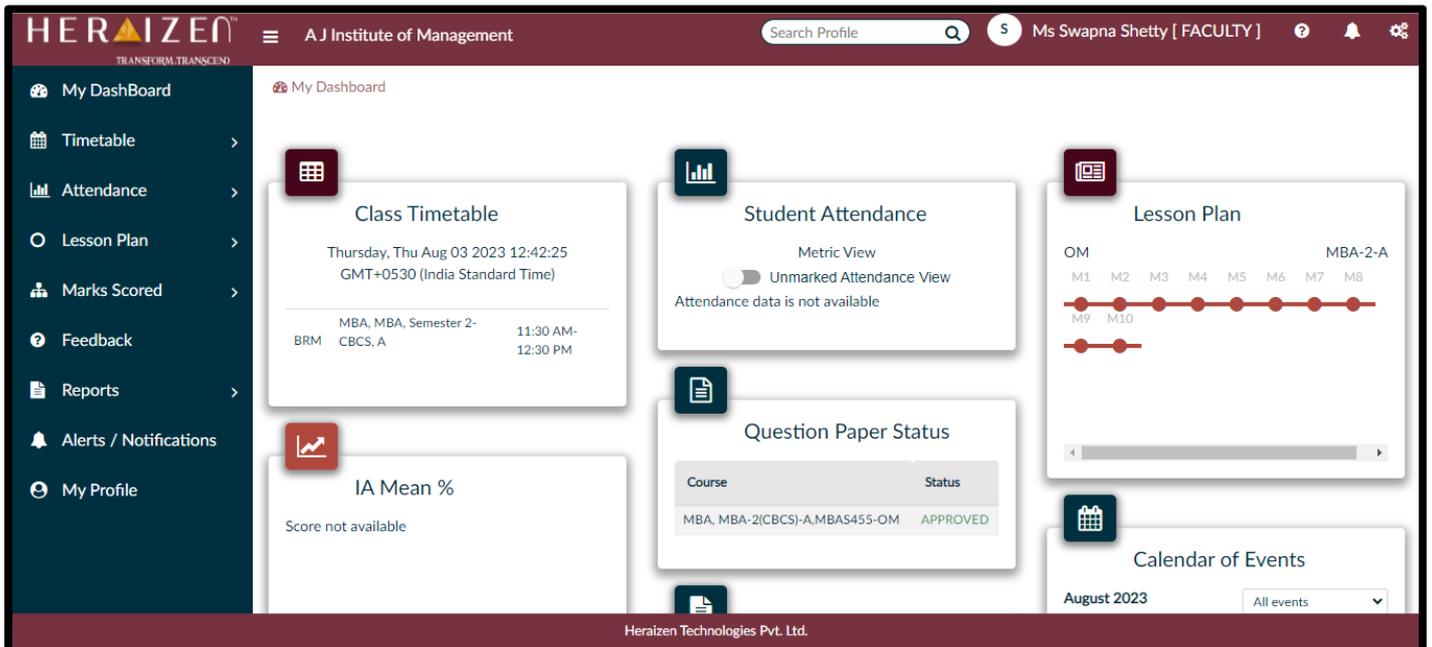
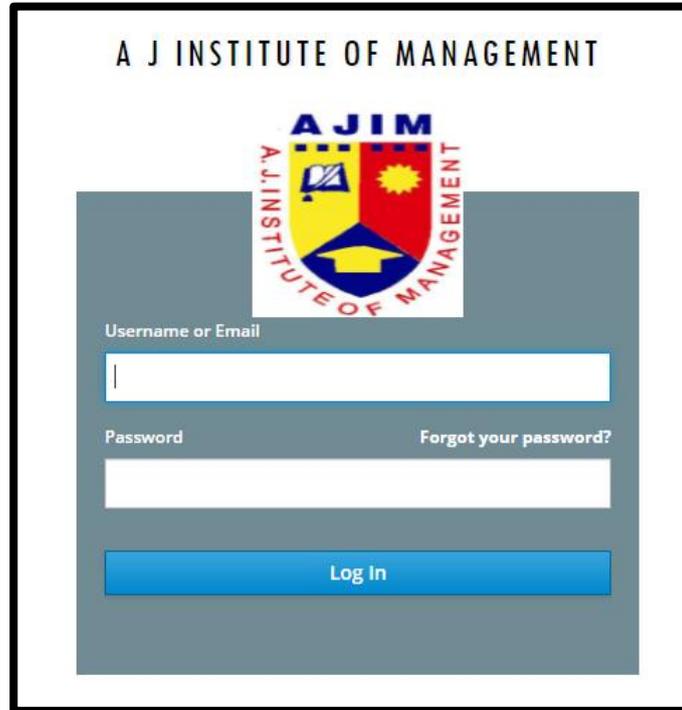
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## SOFTWARES

### ENTERPRISE RESOURCE PLANNING SOFTWARE (ERP)





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**HERAIZEN** TRANSFORM. TRANSCEND. | A J Institute of Management | Search Profile | Ms Swapna Shetty [ FACULTY ]

My Dashboard / Lesson Plan | MBA-MBA-OM(MBAS455)-2-A-CBCS

Clone Lesson Plan | View Lesson Plan

Extra Curricular Course | Co Curricular Course | View Archive

Create Lesson Plan | Term Start Date : 8 Apr 2023 & Term End Date : 27 Oct 2023

Planned Effort (Till Date) : 50 classes ( 5 hrs 0 min ) | Actual Effort (Till Date) : 1 classes ( 1 hrs 0 min ) | Portions Coverage : 2%

Status : Saved

Module 1	Module 2	Module 3
20% Complete		
Start Date : 26 Jul 2023   End Date : 02 Aug 2023	Start Date : 03 Aug 2023   End Date : 11 Aug 2023	Start Date : 11 Aug 2023   End Date : 19 Aug 2023
# of Periods Planned : 5   # of Periods Approved : 5	# of Periods Planned : 5   # of Periods Approved : 5	# of Periods Planned : 5   # of Periods Approved : 5
# of Periods Taken : 1   Period Duration : 1 hr : 0 min	# of Periods Taken : 0   Period Duration : 1 hr : 0 min	# of Periods Taken : 0   Period Duration : 1 hr : 0 min

Heraizen Technologies Pvt. Ltd.

**HERAIZEN** TRANSFORM. TRANSCEND. | A J Institute of Management | Search Profile | Ms Swapna Shetty [ FACULTY ]

Reports / Progress Report | MBA-MBA | Semester 2-CBCS | A | View Archive

Show 10 Entries

Download All Progress Report | Download Progress Report Pdf | Download Consolidated Progress Report Pdf

Download Attendance Report | Download Progress Report | Classwise IA Report | Weightage wise IA report

Progress Report

USN	Name	Semester	Section	Download Progress Report
+ P05AJ22M015001	Aashritha Sathesh	2	A	Download
+ P05AJ22M015016	Ameesha Pradeep A	2	A	Download
+ P05AJ22M015018	Anusree K	2	A	Download
+ P05AJ22M015019	Ansi Prakash	2	A	Download
+ P05AJ22M015025	Anupriya T	2	A	Download
+ P05AJ22M015026	Anjana U K	2	A	Download
+ P05AJ22M015032	Archana P R	2	A	Download
+ P05AJ22M015033	Bhagya Kunhumon	2	A	Download
+ P05AJ22M015035	Ayisha Sherin T K	2	A	Download
+ P05AJ22M015039	Arthana P	2	A	Download

« 1 2 3 4 5 »

Heraizen Technologies Pvt. Ltd.



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## TALLY SOFTWARE

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Gateway of Tally Ctrl + M

Current Period: 1.4.2023 to 31.3.2024  
Current Date: Friday, 11 Aug, 2023

**List of Selected Companies**

Name of Company	Date of Last Entry
A.J Institute of Management (2023-24)	11-Aug-2023

**Gateway of Tally**

**Masters**

Accounts Info.

**Transactions**

Accounting Vouchers

**Utilities**

ImpOrt Data  
BaNking

**Audit**

Audit & Compliance

**Reports**

Balance Sheet  
Profit & Loss A/c  
Ratio Analysis

Display  
Multi Account Printing

Quit

Product: Tally.ERP 9  
Version & Updates: Series A Release 6.6.2  
License & Services: Serial Number 795255129, TSS expiry 31-Dec-2023, Account id ajimmangalore@rediffmail.com, Site id AJIM

Configuration: Gateway DEEPA:9999, ODBC Server 9000

Tally MAIN --> Gateway of Tally © Tally Solutions Pvt Ltd., 1988-2 Mon, 14 Aug, 20 12:41:58

Tally.ERP 9

P: Print E: Export M: E-Mail O: Upload S: TallyShop G: Language K: Keyboard K: Control Centre H: Support Centre H: Help

Day Book Ctrl + M

Day Book A.J Institute of Management (2023-24) 1-Apr-2023 to 25-Jul-2023

Date	Particulars	Vch Type	Vch No.	Debit Amount	Credit Amount
6-4-2023	Canara Bank SB A/c NO.2928101004005	Contra	1		1,674.00
6-4-2023	Salary Payable	Payment	1	10,98,360.00	
6-4-2023	LMET(R)	Payment	2	7,580.00	
6-4-2023	LMET- SBI A/c	Payment	3	5,488.00	
6-4-2023	LMET- SBI A/c	Payment	4	70,314.00	
6-4-2023	Guest Speakers A/c	Payment	5	26,226.00	
6-4-2023	TDS	Payment	6	1,674.00	
6-4-2023	LMET- SBI A/c	Payment	7	3,000.00	
11-4-2023	Canara Bank SB A/c NO.2928101004005	Contra	2		5,000.00
11-4-2023	Canara Bank SB A/c NO.2928101004005	Contra	3		99,000.00
11-4-2023	Canara Bank SB A/c NO.2928101004005	Contra	4		587.00
11-4-2023	AICTE Processing/Affiliation Fees	Payment	8	99,000.00	
11-4-2023	Postage, Telephone & Telegrams	Payment	9	699.00	
11-4-2023	Repairs & Maintenance-Office Section	Payment	10	4,080.00	
11-4-2023	Journals & Subscription Charges	Payment	11	40,800.00	
11-4-2023	News Paper & Periodicals Expenses	Payment	12	2,250.00	
11-4-2023	College Program Expenses	Payment	13	12,000.00	
11-4-2023	Scholarship Paid	Payment	14	7,500.00	
11-4-2023	Repairs & Maintenance-Office Section	Payment	15	8,200.00	
11-4-2023	Internet Leased Line Connection Charges A/c	Payment	16	41,300.00	
11-4-2023	Printing & Stationery Charges	Payment	17	14,030.00	
11-4-2023	Repairs & Maintenance-Office Section	Payment	18	15,104.00	
11-4-2023	TDS	Payment	19	587.00	
11-4-2023	Doberman Security Solution Pvt. Ltd.	Payment	20	34,060.00	
11-4-2023	Security Guards Charges A/c	Journal	1	34,647.00	
12-4-2023	College Program Expenses	Payment	21	12,000.00	
12-4-2023	College Program Expenses	Payment	22	12,000.00	
13-4-2023	College Program Expenses	Payment	23	12,000.00	
13-4-2023	Bank Charges	Payment	24	118.00	

260 more ...

Q: Quit Enter: Alter D: Delete X: Cancel Z: Duplicate A: Add Voucher I: Insert Voucher R: Remove Line U: Restore Line U: Restore All Space: Select Space: Select All

Tally MAIN --> Day Book © Tally Solutions Pvt Ltd., 1988-2 Mon, 14 Aug, 20 12:41:58



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## K7 ANTIVIRUS SOFTWARE

Issue Date : 22/03/2024

### Software License Certificate

This certificate confirms that **AJ Institute of Management**  
is a licensed user of **K7 Enterprise Endpoint Security Advanced**

Invoice No.	License Type	Product Key	No. of Devices	Subscription Period
ESINV/24/1114	Renewal	K7BES-429A-24C5-E226-7D54	110	1 Year

Note: The Subscription Period begins on the date of activation of the Product Key or on the 7<sup>th</sup> day following the Issue Date mentioned above, whichever is earlier.

Support and tutorials are available at:  
 Website : <https://support.k7computing.com>  
 Email : [support@k7computing.com](mailto:support@k7computing.com)  
 Toll free : 1800 419 0077

[www.k7computing.com](http://www.k7computing.com)  
 Certified under the condition that you have read and understood the End User License Agreement (EULA) and the terms and conditions of usage. This is available at <https://www.k7computing.com/in/eula>

**K7 ENTERPRISE SECURITY** - X

- AntiVirus Protection**
- Behavioral Protection**
- Firewall Protection**
- Web Filter**

**Scan My Computer for Viruses and Spyware**  
 Do a Quick Scan | Do a Complete Scan  
 Scan Specific Folder | Scan Specific Files  
 Scan for Hidden Rootkits in My Computer

**Update My Product and Virus Definitions**  
 Check for Recent Updates

Version : 14.2.0766  
Dated: 26-Oct-2023 11:02

**K7 Enterprise Security Advanced**  
Protection is up-to-date

[Back To Index](#)



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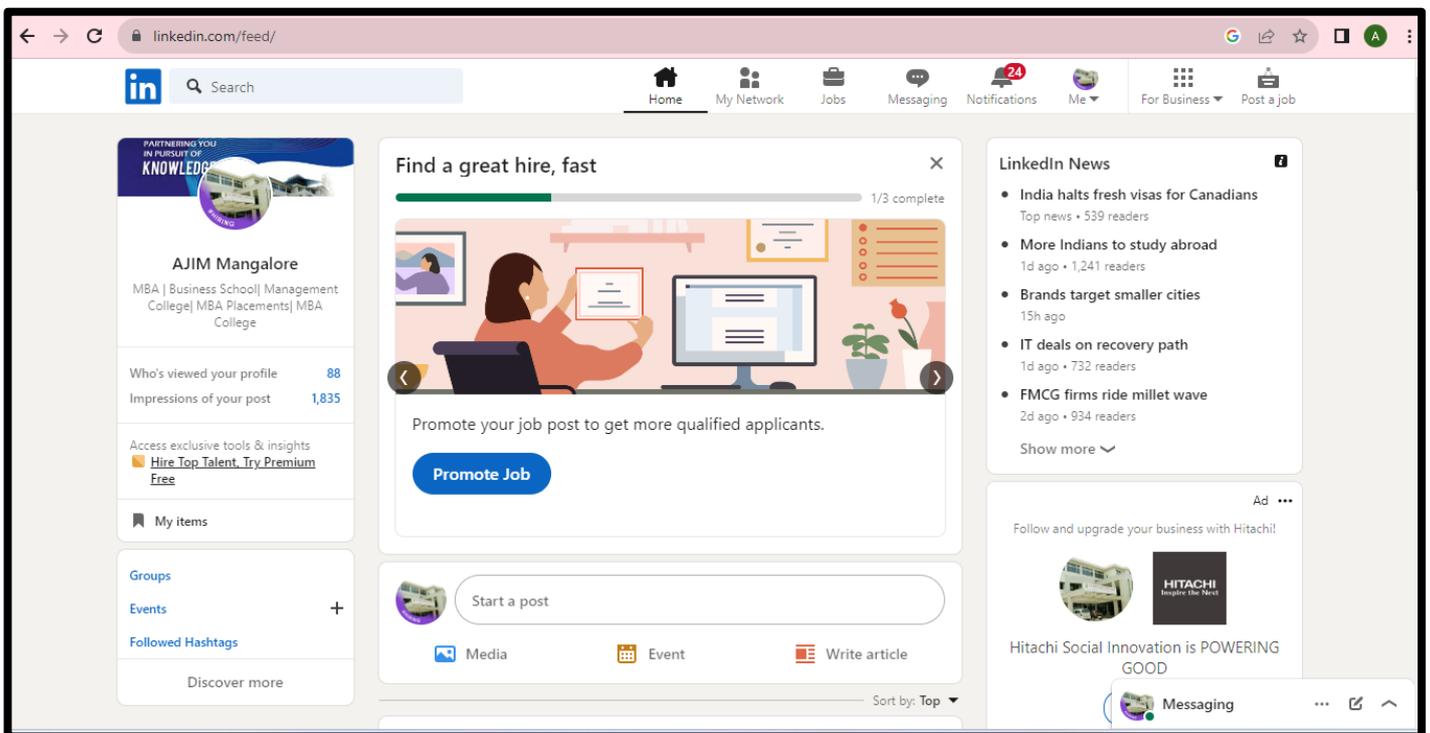
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## INSTITUTIONAL WEBSITE



### LinkedIn





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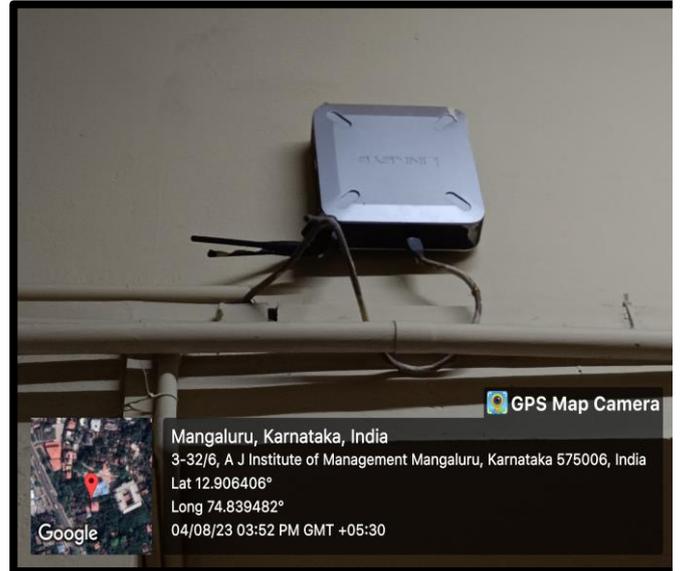
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## IT FACILITIES

### Server



### Wi-fi Router



### LCD Projector in Conference Hall



### LCD Projector in Classroom





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## Generator, UPS



[Back To Index](#)



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## FACULTY EMAIL ID's

### List of Email ID's for Faculty AJIM, Mangalore

Sl. No.	Name	E-mail ID
1.	Dr. T. Jayaprakash Rao	director@ajimmangalore.ac.in
2.	Dr. Vijay Kumar	vijaykumar@ajimmangalore.ac.in
3.	Dr. Swapna Shetty J.	swapna.shetty@ajimmangalore.ac.in
4.	Mr. Chethan Kumar	chethan.kumar@ajimmangalore.ac.in
5.	Mr. Deepak Rao	deepak@ajimmangalore.ac.in
6.	Mrs. Arathi	arathi@ajimmangalore.ac.in
7.	Dr. M. Rajesh	rajeshamadav@ajimmangalore.ac.in
8.	Mr. Mahesh P.G.	mahesh.pg@ajimmangalore.ac.in
9.	Mrs. Ganavi	ganavi.rk@ajimmangalore.ac.in
10.	Ms. Deeksha Rao	deeksha.rao@ajimmangalore.ac.in
11.	Mr. Prashanth Shetty	prashanth.shetty@ajimmangalore.ac.in
12.	Mrs. Roshella D Costa	roshel@ajimmangalore.ac.in
13.	Mr. H.G. Nagaraj Nayak	nagaraja.nayak@ajimmangalore.ac.in
14.	Mrs. Shruthi K	shruthi@ajimmangalore.ac.in
15.	Dr. Slima Pinto	slima@ajimmangalore.ac.in
16.	Mrs. Soumya Shetty	soumya@ajimmangalore.ac.in
17.	Dr. Nishkrati Varshney	nishkrati@ajimmangalore.ac.in



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### BILLS OF THE RELEVANT IT FACILITIES INCLUDING WI-FI AUGMENTED/UPDATED

#### Network Bill

1021 ICRM

**D-Vois Communications Private Limited**  
#111, HSR House, II Floor, Palace Road, Bangalore - 560 052  
GSTIN: 29AACCD407N1Z4 PAN: AAACD0070N

**TAX INVOICE**

Nature of Transaction : Intra-State Supply  
Customer Type : Registered  
Nature of Supply : Services  
Billing Period : 01/07/2021 To 30/09/2021  
Purchase Order No :  
Purchase Order Date :  
History of Invoice : Original  
Invoice Number : FB029-KA/T/1463  
Invoice Date : 08/07/2021  
Credit Terms : Advance  
Due Date : 25/07/2021

**Delivered To**  
Party Name : A J Institute of Management  
Address : Ashok Nagar Post, A Unit of Laxmi Memorial Education Trust, Kottara Chowki, Opposite Mahindra Showroom, Mangalore, Dakshina Karnataka, Karnataka, India - 575006  
State of Supply : Karnataka  
State Code : 29-KA  
Customer GSTIN : 29AAAT11768NZZZ

**Bill To**  
Party Name : A J Institute of Management  
Delivery Address : Ashok Nagar Post, A Unit of Laxmi Memorial Education Trust, Kottara Chowki, Opposite Mahindra Showroom, Mangalore, Dakshina Karnataka, Karnataka, India - 575006  
Contact Name :  
Contact No. : 9448812099  
SAP Code : C4078

HSN/SAC Code	Description of Goods	Quantity	UOM	Unit Price	Discount	Total	CGST Rate%	CGST Amount	SGST Rate%	SGST Amount	IGST Rate%	IGST Amount	Total Amount
998422	Internet Leased Line Charges	3	Quarterly	25000.00	0.00	75000.00	9.00 %	6750.00	9.00 %	6750.00	18.00 %	0.00	88500.00
<b>Total Amount</b>						75000.00	9.0%	6750.00	9.0%	6750.00	18.0%	0.00	88500.00
<b>Invoice Total Amount -</b>													88500.00

Remarks: 50 Mbps Internet Lease line charges for JAS 2021 Quarter  
Amount in Words: Eighty Eight Thousand Five Hundred Rupees Only

**Details for Payment:**  
Axis Bank Ltd. Cunningham Road - Bangalore Account No: 916020027929192 IFSC Code: UTIB0001997  
In case of Payment to be made by crossed Cheque / Bank Draft in favour of "D-Vois Communications Private Limited"

For D-Vois Communications Private Limited:  
Authorized Representative: [Signature]  
IRINo: 936a60b1d07b2c44f296dab8fa72c106354c9110c5a3b2d9919d8b60ab6f96

**Terms & Conditions:**  
1. D-Vois Communications Private Limited reserves the right to suspend service in case of non payment by due date.  
2. The customer shall continue to be liable for the charges during the period of suspension.  
3. You are requested to make the payment within the due date. Any payment receipts after due date shall be liable for interest.  
4. Bank Transfers shall remain in favor of D-Vois Communications Private Limited as per the A/c no. mentioned above.  
5. All such disputes and arbitration would be carried within Bangalore city limits.  
6. If you have any questions or concerns regarding your invoice, please contact our billing department at billing@i-on.in

**A. J. INSTITUTE OF MANAGEMENT**  
D-Vois Communications Private Limited  
Registered Office: II Floor, Palace Road, Bangalore - 560 052, Karnataka, India  
Phone: 9448812099; Email: billing@i-on.in, www.i-on.in

Scanned with CamScanner

**TAX INVOICE**

**IBUS VIRTUAL NETWORK SERVICES PRIVATE LIMITED**  
Ground Floor, No-14, Indiqube Frontline Grandeur, Walton Road, Bengaluru, Bengaluru Urban, Karnataka, 560001

PLACE OF SUPPLY OF SERVICE: Karnataka GSTIN No: 29AAF01293R12Z PAN: AAFC1293R Date: 07-03-2023  
PO No: AJIM/LMET/PUR/025/2022-23 PO Date: -  
Tax Is Payable On Reverse Charge (Yes/No): No INVOICE NO: VNS-AJ-03-82  
Details of Receiver (Billed to) Details of Consignee (Shipped to)

Name : A J Institute of Management Name : A J Institute of Management  
Address : A unit of Laxmi Memorial Education Trust ( R ), Kottara Chowki, Opp Mahindra Showroom, Ashoknagar Post, Mangaluru-575006 Address : A unit of Laxmi Memorial Education Trust ( R ), Kottara Chowki, Opp Mahindra Showroom, Ashoknagar Post, Mangaluru-575006  
Mail ID : Mail ID :  
State Code : Karnataka State Code : Karnataka  
GSTIN No : 29AAAT11768NZZZ GSTIN No : 29AAAT11768NZZZ  
PIN Code : 575006 PIN Code : 575006

Sl.No.	SAC (Service Accounting Code) / HSN	DESCRIPTION OF Service	Period	Taxable Value Rs.	Rate of Tax %	Total Value Rs.
1	998422	BW Internet Leased Line Charges - 100 Mbps	01-01-2023 to 31-03-2023	35,000.00	18.00	35,000.00
<b>Total</b>				35,000.00		
				<b>RATE OF TAX %</b>		
				CGST - 9%		₹ 3,150.00
				SGST - 9%		₹ 3,150.00
				IGST - 18%		
				Round Off		
1. Terms and conditions of this service given overleaf. 2. Certified that the Particulars given above are true and correct.:						Total Invoice value in figure 41,300.00

Invoice Value in Words: Forty One Thousand Three Hundred Only.

**Details for Payment**  
Bank Name : Kotak Mahindra Bank  
Account No : 9614167505  
IFSC Code : KKBK0000431

**IBUS VIRTUAL NETWORK SERVICES PRIVATE LIMITED**  
MANIK  
RAJINDER  
BAHRI  
Authorized Signatory



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## Bills of the relevant IT facilities

**GST INVOICE (ORIGINAL FOR RECEIPT)**

**EMDEES COMPUTERS & IT SOLUTIONS**  
S-6, RAMNIK ARCADE, BEJAL KAPKAD  
MANGALORE-575004  
GSTIN: 29AA1F847J1ZT  
State Name: Karnataka, Code: 29  
E-Mail: accounts@emdees.in

**Buyer:**  
A.J. INSTITUTE OF MANAGEMENT  
MANGALORE  
GSTIN: 29AAATL179NZZZ  
State Name: Karnataka, Code: 29

Invoice No: 22232303  
Date: 23-Sep-2022  
Delivery Note: 23-Sep-2022  
Mode/Term of Payment: Other Reference(s)

Supplier's Ref: 2223000634  
Buyer's Order No: [Blank]  
Dispatch Document No: [Blank]  
Delivery Note Date: [Blank]

Despatched Through: LOKESHIA  
Destination: [Blank]  
Terms of Delivery: [Blank]

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per Dec %	Amount	
1	CABLE SMTR USB EXTENSION HUNTER Batch: [Blank]	8544299	1 NOS	2,750.00	NOS	2,750.00	
2	HARD DISK 2TB SEAGATE Batch: 29HANN	8471	1 NOS	4,350.00	NOS	4,350.00	
			1 NOS			7,100.00	
	OUT PUT CGST 9%			9%		639.00	
	OUT PUT SGST 9%			9%		639.00	
<b>Total</b>						<b>2 NOS</b>	<b>₹ 8,378.00</b>

Amount Chargable (in words): INR Eight Thousand Three Hundred Seventy Eight Only

Emdees Computers & IT Solutions  
S-6, Ramnik Arcade, Bejal Kapkad Road, Mangalore-575004  
Call: 988023908  
GST NO.: 29AA1F847J1ZT

Company's Bank Details:  
Bank Name: BANK OF INDIA-84423011000033  
A/c No: 84423011000033  
Branch & IFSC Code: Madhav & BIC0000443

Declaration: NO WARRANTY FOR BURN, PHYSICAL DAMAGE, TRACK/OUT ITEMS AND DAMAGES CAUSED BY ACTS OF GOD.  
Customer's Seal and Signature: [Signature]

This is a Computer Generated Invoice

**Emdees**  
Computers & IT Solutions

S-6, Ramnik Arcade, Bejal Kapkad Road, Mangalore 575004.  
Call: 988023908  
GST NO.: 29AA1F847J1ZT

**SERVICE INVOICE**

To: AJIM  
MANGALORE

Invoice No: 22232312  
Date: 10/09/22  
SCR No: 202106800  
J.C.No.: 149a

SR. NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	Acer desktop Mother board repair charge	1	1800	1800
2	Total Service Charge	2	500	1000
3	Acer Desktop Mother board & pro repair charge	1	1800	1800
<b>TOTAL:</b>				<b>4600</b>
CGST: 9%				360
SGST: 9%				360
<b>NET PAYABLE:</b>				<b>4720</b>

Customer Signature: [Signature] For Emdees Computers & IT Solutions

Name: [Blank] Date: [Blank] Authorized Signatory: [Signature]

LAPTOPS DESKTOPS / SERVERS / PRINTERS / NETWORKING BIOMETRIC & SERVICE

**Emdees**  
Computers & IT Solutions

S-6, Ramnik Arcade, Bejal Kapkad Road, Mangalore 575004.  
Call: 988023908  
GST NO.: 29AA1F847J1ZT

**SERVICE INVOICE**

To: AJIMS

Invoice No: 22232310  
Date: 30/08/22  
SCR No: 202106787  
J.C.No.: 1467

SR. NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	SMPS Acbel-PC1008		650	650
	Repair Charge			
2	Service Charge		500	500
<b>TOTAL:</b>				<b>1150</b>
CGST: 9%				103.50
SGST: 9%				103.50
<b>NET PAYABLE:</b>				<b>1357</b>

Customer Signature: [Signature] For Emdees Computers & IT Solutions

Name: [Blank] Date: [Blank] Authorized Signatory: [Signature]

LAPTOPS DESKTOPS / SERVERS / PRINTERS / NETWORKING BIOMETRIC & SERVICE

**Emdees**  
Computers & IT Solutions

S-6, Ramnik Arcade, Bejal Kapkad Road, Mangalore 575004.  
Call: 988023908  
GST NO.: 29AA1F847J1ZT

**SERVICE INVOICE**

To: AJIM

Invoice No: 22232305  
Date: 11/08/22  
SCR No: 202106457  
J.C.No.: [Blank]

SR. NO.	DESCRIPTION	QTY	UNIT PRICE	TOTAL
1	Motherboard Repair charge	8	1250	10,000
<b>TOTAL:</b>				<b>10,000</b>
CGST: 9%				900
SGST: 9%				900
<b>NET PAYABLE:</b>				<b>11,800</b>

Customer Signature: [Signature] For Emdees Computers & IT Solutions

Name: [Blank] Date: [Blank] Authorized Signatory: [Signature]

LAPTOPS DESKTOPS / SERVERS / PRINTERS / NETWORKING BIOMETRIC & SERVICE

**GST INVOICE (ORIGINAL FOR RECEIPT)**

**EMDEES COMPUTERS & IT SOLUTIONS**  
S-6, RAMNIK ARCADE, BEJAL KAPKAD  
MANGALORE-575004  
GSTIN: 29AA1F847J1ZT  
State Name: Karnataka, Code: 29  
E-Mail: accounts@emdees.in

**Buyer:**  
A.J. INSTITUTE OF MANAGEMENT  
MANGALORE  
GSTIN: 29AAATL179NZZZ  
State Name: Karnataka, Code: 29

Invoice No: 22232307  
Date: 20-Jul-2022  
Delivery Note: 20-Jul-2022  
Mode/Term of Payment: Other Reference(s)

Supplier's Ref: 2223000357  
Buyer's Order No: [Blank]  
Dispatch Document No: [Blank]  
Delivery Note Date: [Blank]

Despatched Through: GUDHAS  
Destination: [Blank]  
Terms of Delivery: [Blank]

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per Dec %	Amount
1	DT VERTON M200 D3/1W1P19.5QYW ACER Batch: UBR6522N102793 Batch: UBR6522N102794 Batch: UBR6522N102795 Batch: UBR6522N102796 Batch: UBR6522N102797 Batch: UBR6522N102798 Batch: UBR6522N102799 Batch: UBR6522N102800	8471	7 NOS	38,500.00	NOS	2,69,500.00
2	MONITOR 19.5" DESKTOP ACER Batch: BMLK3022019184281 Batch: BMLK3022019184282 Batch: BMLK3022019184283 Batch: BMLK3022019184284 Batch: BMLK3022019184285 Batch: BMLK3022019184286 Batch: BMLK3022019184287	8471	7 NOS	0.01	NOS	0.07
<b>TOTAL:</b>						<b>2,69,500.07</b>
OUT PUT CGST 9%						24,255.01
OUT PUT SGST 9%						24,255.01
<b>ROUND OFF</b>						<b>(-0.09)</b>
<b>Total</b>						<b>₹ 3,18,000.00</b>

Amount Chargable (in words): INR Three Lakh Eight Hundred Twenty Nine Only

Emdees Computers & IT Solutions  
S-6, Ramnik Arcade, Bejal Kapkad Road, Mangalore-575004  
Call: 988023908  
GST NO.: 29AA1F847J1ZT

Company's Bank Details:  
Bank Name: BANK OF INDIA-84423011000033  
A/c No: 84423011000033  
Branch & IFSC Code: Madhav & BIC0000443

Declaration: NO WARRANTY FOR BURN, PHYSICAL DAMAGE, TRACK/OUT ITEMS AND DAMAGES CAUSED BY ACTS OF GOD.  
Customer's Seal and Signature: [Signature]

This is a Computer Generated Invoice

**GST INVOICE (ORIGINAL FOR RECEIPT)**

**EMDEES COMPUTERS & IT SOLUTIONS**  
S-6, RAMNIK ARCADE, BEJAL KAPKAD  
MANGALORE-575004  
GSTIN: 29AA1F847J1ZT  
State Name: Karnataka, Code: 29  
E-Mail: accounts@emdees.in

**Buyer:**  
A.J. INSTITUTE OF MANAGEMENT  
MANGALORE  
GSTIN: 29AAATL179NZZZ  
State Name: Karnataka, Code: 29

Invoice No: 22232355  
Date: 5-Jul-2022  
Delivery Note: 5-Jul-2022  
Mode/Term of Payment: Other Reference(s)

Supplier's Ref: 2223000293  
Buyer's Order No: [Blank]  
Dispatch Document No: [Blank]  
Delivery Note Date: [Blank]

Despatched Through: DHANANJAY  
Destination: [Blank]  
Terms of Delivery: [Blank]

SI No.	Description of Goods	HSN/SAC	Quantity	Rate	per Dec %	Amount	
1	CABLE SMTR HDMI TO HDMI Batch: [Blank]	8471	1 NOS	600.00	NOS	600.00	
2	CONVERTOR HDMI TO VGA LINETEK Batch: [Blank]	8543	1 NOS	900.00	NOS	900.00	
<b>TOTAL:</b>						<b>1,500.00</b>	
OUT PUT CGST 9%						135.00	
OUT PUT SGST 9%						135.00	
<b>Total</b>						<b>2 NOS</b>	<b>₹ 1,829.00</b>

Amount Chargable (in words): INR One Thousand Eight Hundred Twenty Nine Only

Emdees Computers & IT Solutions  
S-6, Ramnik Arcade, Bejal Kapkad Road, Mangalore-575004  
Call: 988023908  
GST NO.: 29AA1F847J1ZT

Company's Bank Details:  
Bank Name: BANK OF INDIA-84423011000033  
A/c No: 84423011000033  
Branch & IFSC Code: Madhav & BIC0000443

Declaration: NO WARRANTY FOR BURN, PHYSICAL DAMAGE, TRACK/OUT ITEMS AND DAMAGES CAUSED BY ACTS OF GOD.  
Customer's Seal and Signature: [Signature]

This is a Computer Generated Invoice



# A J INSTITUTE OF MANAGEMENT

A unit of Laxmi Memorial Education Trust<sup>®</sup>

Approved by AICTE, New Delhi, Affiliated to Mangalore University, Recognised by Govt. of Karnataka)

## IT POLICY



**A J INSTITUTE OF MANAGEMENT**

A Unit of Laxmi Memorial Education Trust (R)

Re-Accredited by NAAC at B+

Kottara Chowki,  
Opp. Mahindra Showroom,  
Ashoknagar Post, Mangaluru- 575 006  
Karnataka, India  
Tel : 0824-2455340, 4283581  
E-mail : ajimmangalore@rediffmail.com  
ajimmangalore2018@gmail.com  
Website : www.ajimmangalore.ac.in

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.





### IT POLICY

#### 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.





### IT POLICY

#### 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 - 575 006

