

4.3.1 Institute has an IT Policy covering Wi-Fi, cyber security, etc. and has allocated budget for updating its IT facilities:

## **KLS' INSTITUTE OF MANAGEMENT EDUCATION & RESEARCH**

### **Information Technology (IT) Policy**

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#### **Introduction**

KLS IMER recognizes the pivotal role of information technology in today's educational landscape. Our IT policy is designed to ensure the responsible and secure use of our information technology infrastructure while fostering innovation and learning. This policy outlines guidelines for the use of IT resources within our institution and applies to all users, including faculty, students, administrators, officers, and staff.

#### **1. IT Hardware Installation Policy**

1.1 Primary User: The primary user of any IT hardware provided by the College is responsible for its proper use and maintenance.

1.2 End User Computer Systems: All end-user computer systems must comply with college standards and be used for educational or administrative purposes.

1.3 Warranty & Annual Maintenance Contract: IT hardware provided by the College is covered under warranty and an annual maintenance contract. Users must promptly report any hardware issues to the IT Department.

1.4 Power Connection: Users are responsible for connecting computer systems and peripherals to stable power sources.

1.5 File and Print Sharing: Users must take prior permission from IT coordinator for file and print sharing and not compromise system security.



1.6 Maintenance: College-provided computer systems will be maintained by the IT Department.

## **2. Software Installation and Licensing Policy**

2.1 Operating System: All computers must use licensed operating systems and keep them up-to-date.

2.2 Application Software: Only licensed software is allowed on College computers, and users must comply with licensing agreements.

2.3 Antivirus Software: All computers must have up-to-date antivirus software to protect against security threats.

2.4 Backups: Users are responsible for backing up their data regularly.

2.5 Noncompliance: Noncompliance with software policies may result in disciplinary action.

## **3. Network (Intranet & Internet) Use Policy**

3.1 IP Address Allocation: IP address allocation is managed by the College's IT department.

3.2 DHCP and Proxy Configuration: Individual departments/users are responsible for DHCP and proxy configurations.

3.3 Network Services: Running network services on servers requires prior authorization.

3.4 Wireless LANs: Wireless LANs must adhere to security protocols.

## **4. Email Account Use Policy**

Email accounts are provided by the College and should be used for educational or administrative purposes only.



## 5. Responsibilities

IT Department Manages network operations, expansion, and security measures, maintain logical network demarcations and ensure network security within their areas.

## 6. Web Page Hosting

6.1 Mandatory: Take prior permission from IT coordinator when hosting web pages on College servers.

6.2 Recommended: Adhere to recommended practices for web page hosting.

## 7. Desktop Users

Users must comply with desktop use guidelines to ensure the security and integrity of College systems.

## 8. E-Waste Management

The accumulated E-Waste is promptly managed by disposal after consultation with the Director and Governing Council.

KLS IMER is committed to maintaining a secure, efficient, and productive IT environment. This policy provides a framework to achieve these goals while respecting the rights and responsibilities of all users. Noncompliance with this policy may result in disciplinary action. By adhering to these guidelines, we aim to create a conducive IT environment for teaching, learning, and research.



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