# Ambalika Institute of Management and Technology

## Mohanlalganj, Lucknow

### IT Policy Document

1. Introduction

The IT Policy Document of AIMT outlines the guidelines, principles, and procedures related to the use, management, and security of information technology resources within the college. This document aims to ensure the effective and responsible use of IT resources to support teaching, learning, research, and administrative activities.

2. Objectives

2.1 Technology Infrastructure

2.1.1 AIMT will provide a robust and reliable technology infrastructure to support the academic and administrative functions of the college.

2.1.2 The college will strive to maintain up-to-date hardware, software, and network systems to meet the evolving needs of the college community.

2.2 Information Security

2.2.1 AIMT is committed to safeguarding the confidentiality, integrity, and availability of its information assets.

2.2.2 The college will implement appropriate security measures and policies to protect against unauthorized access, data breaches, and other information security risks.

**2.3 Responsible Use**

2.3.1 The college expects all users of IT resources to engage in responsible and ethical use of technology.

2.3.2 Users are required to comply with applicable laws, regulations, and college policies related to IT use.

2.4 Data Privacy and Protection

2.4.1 AIMT will comply with applicable data privacy and protection laws and regulations.

2.4.2 The college will implement measures to ensure the proper collection, storage, and handling of personal and sensitive data.

**3. Access and Usage**

3.1 User Accounts and Access

3.1.1 User accounts will be provided to students, faculty, staff, and authorized personnel based on their roles and responsibilities within the college.

3.1.2 Access privileges will be granted on a need-to-know basis, ensuring that users have appropriate access to IT resources for their assigned tasks.

3.2 Acceptable Use

3.2.1 Users are expected to use IT resources responsibly, respecting the rights and privacy of others.

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3.2.2 Prohibited activities, such as unauthorized access, distribution of malware, harassment, or infringement of intellectual property, are strictly prohibited.

3.3 Network and Internet Usage

3.3.1 The college's network and internet resources are provided for educational and administrative purposes.

3.3.2 Users should refrain from accessing or transmitting illegal, offensive, or inappropriate content.

**4. Information Security**

4.1 User Authentication and Passwords

4.1.1 Users will be required to use strong, unique passwords and protect their login credentials.

4.1.2 Multi-factor authentication may be implemented to enhance security.

4.2 Data Backup and Recovery

4.2.1 AIMT will establish regular backup procedures to protect against data loss and ensure data recovery in the event of a system failure or disaster.

4.2.2 Users may be responsible for backing up their own data stored on college-provided resources.

4.3 Software and System Security

4.3.1 The college will implement security measures, such as firewalls, antivirus software, and system updates, to protect against unauthorized access and malware threats.

4.3.2 Users should not install unauthorized software or modify system configurations without proper authorization.

4.4 Incident Reporting and Response

4.4.1 Users are required to report any suspected or actual security incidents, such as data breaches or system vulnerabilities, to the designated IT support team.

4.4.2 The college will establish incident response procedures to promptly investigate and mitigate security incidents.

**5. Data Privacy and Protection**

5.1 Data Classification and Handling

5.1.1 AIMT will classify data based on its sensitivity and establish appropriate controls for data access, storage, and sharing.

5.1.2 Users should follow the data classification and handling guidelines specified by the college.

5.2 Confidentiality and Non-Disclosure

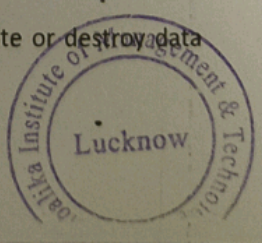
5.2.1 Users may have access to confidential information as part of their roles within the college.

5.2.2 Users are required to maintain the confidentiality of such information and refrain from disclosing it to unauthorized individuals.

5.3 Data Retention and Disposal

5.3.1 AIMT will establish data retention policies to ensure compliance with legal and regulatory requirements.

5.3.2 Users should follow the designated data disposal procedures to securely delete or destroy data when no longer needed.



## 6. Compliance and Enforcement

6.1 Policy Compliance

6.1.1 Users are expected to comply with this IT Policy Document, related college policies, and applicable laws and regulations.

6.1.2 Non-compliance may result in disciplinary actions, including but not limited to warnings, loss of IT privileges, or legal consequences.

6.2 Policy Review and Updates

6.2.1 This IT Policy Document will be periodically reviewed and updated to reflect changes in technology, security best practices, and legal requirements.

6.2.2 Users will be informed of any policy updates, and compliance will be expected accordingly.

This IT Policy Document serves as a guide for students, faculty members, staff, and other stakeholders of AIMT. It is essential for all users to familiarize themselves with the policies and procedures outlined herein. For further clarification or specific inquiries, individuals are encouraged to contact the IT Department or designated college authorities.

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