



KRISTU JYOTI COLLEGE OF MANAGEMENT AND TECHNOLOGY

An ISO : 9001 - 2015 Certified Educational Institution

Affiliated to M.G. University, Kottayam

Approved by AICTE, New Delhi

POLICY ON INFORMATION TECHNOLOGY AND CYBER SECURITY (ITCS)

1. Policy Statement

Policy on ITCS followed by Kristu Jyoti College of Management and Technology (KJCMT) pertains to all transactions and procedures applied in this institution on digital platform. The college ensures that academic facilities coming under this category is available to students and staff for academic and official transactions. The digital network within the campus has been made safe and secure honoring privacy of an individual using it. IT administrators attached to computer laboratories of the college are in charge of matters related to information technology and cyber security.

2. Guidelines

To uphold the security of the network and confidentiality of all the users, the college has set guidelines for accessing the devices:

- KJCMT is a Wi-Fi enabled campus. Staff and students have free access to the network subject to entry through password.
- The personal data pertaining to the students, faculty or new technologies are secured with password and hence protected.
- Users are expected to handle the network as a tool to enhance the quality of teaching-learning process.
- Use of social media during working hours is discouraged.
- Logging into institutions accounts is strictly prohibited from personal devices of the employees is strictly prohibited.
- Students are not allowed to transfer any data from institution's devices using pen drives, hard disks or any such storage devices.
- All servers as well as systems are installed with Kaspersky Antivirus software.



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- Any breach of cyber security guidelines by students will be treated seriously and will lead to disciplinary action.
- Any willful act against cyber security will be reported to Cyber Cell of the college and appropriate disciplinary action will be taken.
- If the offence is of criminal nature, it will be handed over to the Cyber Security Cell of Kerala Police.
- If any student cause damage to any digital device, the matter will be taken up by the disciplinary committee.
- Disciplinary action will be inclusive of recovery of entire expenses related to repair/replacement of the device.

3. Facilities

3.1 Computer Laboratories - The college has three computer laboratories equipped with 119 networked computers, reprographic facilities and modern computer terminals along with LCD projectors. These computers support latest version of software through Microsoft Campus Agreement Licensing Program. All terminals are eventually placed in network with HPDL380 based domain & Dell R510 Automation Servers. These laboratories provide various statistical, computational and scientific packages. These include Python, PHP, Linux, Java, Turbo and Ubuntu (all freewares). ASP.net, JSP, C++, Visual Studio and MS Office (all updated under Microsoft Campus Agreement Licensing Programme) and Windows 10. Server for all the three computer labs is kept in an air conditioned room housed in computer laboratory I.

3.2 Unique Login ID and Storage Folders - Unique login ID and storage folders are provided to all staffs & students for academic purpose.

3.3 Smart Classrooms, Board Room, Conference Room and Exam Hall – These rooms are equipped with smart boards, speakers, educational software, digital podium and wireless microphones.



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- 3.4 ICT Enabled Classrooms and Seminar Hall** – The rooms contain computer/laptop, internet facility, LCD overhead projector and wall mounted projection screen with instalock.
- 3.5 Digital Library and Library Automation** – Library catalogue search through internet has been facilitated. Students can use weblink address www.kcmt.libsoft.org to search online catalogue to know availability of books. Access to e-books can be availed by registered users through the link <http://library.kristujyoticollege.com>
- 3.6 Local Area Network (LAN) Connectivity** – There is a well-equipped connectivity of all computers in the college. The PCs in Principal's chamber, College Office, Internal Quality Assurance Cell (IQAC) computer labs and all departments are connected to each other to share data and software.
- 3.7 Internet Connectivity and WiFi** – Three varieties of licensed internet connection is available in the college namely, Asianet Broadband connection of 100 mbps, BSNL leased circuit of 12 mbps and BSNL Broadband connection of 40 mbps. Leased line internet connectivity extending speed upto 12 mbps is available in all terminals with secured Wi-Fi facility which is propagated around far and wide in the campus. Internet Security is implemented and all activities are tracked with firewall devices.
- 3.8 Firewall** - To prevent unauthorized access into and out of the network of the college Sophos Firewall, version XG310 is used.
- 3.9 Academic/Administration Software** – Online TCS (Total Campus Solution) ERP Software has been installed for academic management, attendance, timetable, examination and mobile app.
- 3.10 DeQ Accreditation Software-** It is a cloud-based application that provide provision for the faculty in proper documentation and to prepare their profile, thereby benefit in the accreditation process.
- 3.11 Reprographic Facility** – Includes printers and scanners in computer labs, college office, examination cell and IQAC.
- 3.12 CCTV Surveillance-** The Campus is equipped with 56 CCTV cameras, ensuring vigilance and personal safety of students, teachers, and other stakeholders. These are High Definition (HD) cameras of 2 Megapixel and 4 Megapixel video resolution.



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3.13 Licensed Version of Windows 10 Operating System – It is installed in all computer systems of the college.

3.14 Laptops – there are 7 laptops available in the college of which, students are given access to 2 for seminar presentation and other needs. 5 laptops are retained in library for the students to access the different facilities of LIBSOFT such as searching for the availability of particular book, journal, etc.

3.15 Desktops – there are 22 PCs (other than those in the computer labs) with LAN connectivity in the college. 14 of them are installed in different rooms namely, the Principal's Chamber, Vice Principal's Chamber, MCA Director room, Exam Cell, Placement Cell, College Office, Library and Reprographic Centers. Remaining 8 computer systems are placed in the six departments of KJCMT. Students are also given access to these computers in the presence of faculties of the departments.

3.16 Intercom Facility- The intercommunication facility of Kristu Jyoti Group connects all important offices of the Group. In KJCMT the communication system is linked between College Office, Principal's Chamber, Vice Principal's Chamber, IQAC, library, all departments and computer labs.

3.17 HD Smart TV – There are 2 HD Smart TVs in the Principal's Chamber of the college.

3.18 Institutional Website – Link to the official website of college is <https://kjcmt.ac.in/>. The website provides all necessary details regarding the functioning of the college. It is periodically monitored and updated by the Website Designer of the college.

3.19 Institutional YouTube Channel - help the institution to build coalescence with all of its stakeholders.

4. Purchase of Hardware and Software

The college has set guidelines that should be exercised during the purchase of new equipment or software for college use. The IT administrators will address the requirement for the purchase of a new system or software before the Principal. The Principal will go through the same and it will be verified and sanctioned by the Bursar of Kristu Jyoti Group, if found needed.



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5. Maintenance

There is a dedicated team of IT administrators appointed by the college management to look into the functioning of the IT and cyber devices installed in the college. Employees who face technical issues should address their concern to the IT administrators who in turn will tackle the problem on a timely basis. The institution provides a considerable portion of the annual budget for upgradation of IT facilities on a requirement basis which are audited as per the balance sheet.

6. Stock Management

A precise and detailed inventory of all the equipment as well as software purchased is orderly kept in the college. An inventory register is maintained in the college. All the systems placed in the labs are given identification numbers. Yearly audit is done by the management to ensure that all the devices as well as systems are up to date and in proper working condition.

7. Hardware Decommissioning Policy

The system administrators of the college are fully responsible for complying with all laboratory decommissioning requirements. In the absence of IT administrators, the department faculties in charge of laboratory sessions have the responsibility for implementing the decommissioning procedure. The system administrators of the college are required to oversee the decommissioning procedure and has to make sure the work is done properly. All the data are erased from the hardrive or other storage device before the decommissioning to prevent copying, reading or manipulation of data stored. The college has entered into an agreement with MSH-E Waste Collection, Erattupetta to collect the discarded hardware. They will come to the college as per the requirement to collect e-waste which will then be disposed or recycled in a safe manner.