



# yuvakshetra<sup>®</sup>

Institute of Management Studies (YIMS)

Ezhakkad, Mundur, Palakkad - 678631, Kerala, India

ACCREDITED BY NAAC WITH B+ GRADE (1<sup>st</sup> CYCLE)

Affiliated to the University of Calicut & Managed by the Diocese of Palghat

## INFORMATION TECHNOLOGY (IT) POLICY

### of Yuvakshetra Institute of Management Studies

#### 1. Purpose

This policy establishes guidelines for the appropriate use of IT resources at Yuvakshetra Institute of Management Studies (YIMS) to ensure data security, efficient resource utilization, and compliance with legal standards.

#### 2. Scope and Objectives

This policy applies to all students, faculty, staff, and third-party entities accessing IT resources provided by Yuvakshetra Institute of Management Studies (YIMS).

- To support the institute's academic, research, and administrative goals.
- To safeguard IT infrastructure and data from misuse or unauthorized access.
- To comply with legal and regulatory requirements regarding IT usage.

#### 3. IT Infrastructure

##### 3.1 Computer Labs

- Users should not engage in any activity that interferes with the functioning of the IT infrastructure or disrupts others' work.
- Unauthorized software installation or modification of system configuration is strictly prohibited.
- Users should log off from computer systems after use.

##### 3.2 Hardware

- All IT hardware (computers, servers, projectors, etc.) is the property of YIMS and is to be used only for academic and administrative purposes.
- IT department must approve any installation or modification of hardware components.

##### 3.3 Software

- Only licensed and institution-approved software must be installed on institutional systems.
- Users must adhere to copyright and licensing agreements for all software.

#### 4. Network Usage

##### 4.1 Network and Internet

- Network resources are to be used for academic and administrative purposes.
- Unauthorized access points, such as personal hotspots, are strictly prohibited.
- Bandwidth-intensive activities unrelated to academic needs (e.g., streaming, gaming) are discouraged.



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- Internet resources are primarily for academic and administrative purposes. Personal use must not interfere with institutional activities.
- Access to inappropriate or illegal content is strictly prohibited.

#### 4.2 Wireless Access

- Access to the YIMS wireless network is restricted to authorized users.
- All devices must be registered with the IT department before accessing the network.

#### 5. Data Security

- All institutional data must be stored on approved systems or cloud platforms.
- Users must ensure the confidentiality and integrity of sensitive information.
- Sharing of login credentials is strictly prohibited.

#### 6. Email Policy

- Official communication must be conducted using YIMS email accounts.
- Users must avoid sending spam or unsolicited messages.

#### 7. Maintenance and Support

- IT support is available for troubleshooting and resolving technical issues.
- Requests for repairs or maintenance must be logged with the IT helpdesk.

#### 8. Cybersecurity

- Users must adhere to password management best practices, including regular updates and using strong passwords.
- Any suspected cybersecurity incident must be reported to the IT department immediately.

#### 9. Acceptable Use

- Users must use IT resources responsibly and ethically.
- Activities such as hacking, distribution of malware, and accessing restricted data are strictly prohibited.

#### 10. Monitoring and Compliance

- The IT department reserves the right to monitor network traffic and system usage to ensure compliance.
- Violations of the IT policy may result in disciplinary action, including suspension of access or legal action.

#### 11. Policy Review

This policy will be reviewed annually to ensure relevance and compliance with evolving technologies and regulations.



  
**Principal**  
**PRINCIPAL**  
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## Declaration of the Principal

I hereby declare that the institution frequently updates its IT facilities and provides sufficient bandwidth ( BSNL – 200Mbps, Asianet – 100Mbps) for internet connection to facilitate smooth and effective learning and the overall administration of the institution.



  
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**yuva kshētra**  
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