Office Order 2019-20/AIHE/6104

Date: 22/06/2019

Subject: Implementation of Information Technology (IT) Policy

To ensure the secure and effective use of information technology resources, the Axis Institute of Higher Education hereby implements the Information Technology (IT) Policy effective from [22/06/2019].

The IT Policy is designed to provide guidelines for the appropriate use of the institution's IT resources, safeguard data, and maintain the integrity of the institute's information systems.

Key Points of the IT Policy

1. User Responsibilities

- All users must use IT resources responsibly and ethically.

- Users are required to maintain the confidentiality of passwords and other access credentials.

- Personal use of IT resources should be minimized and must not interfere with institutional operations.

2. Data Security

- Sensitive and confidential data must be protected and stored securely.

- Regular backups should be conducted to prevent data loss.

- Users must report any security breaches or suspicious activities immediately.

3. Software and Hardware Usage

- Only licensed software and authorized hardware should be used.

- Unauthorized installation of software or hardware is prohibited.

- IT support staff should be consulted before making any changes to the IT infrastructure.

4. Internet and Email Usage

- Internet access is provided for educational and professional purposes.

- Emails should be used in a professional manner and must not contain inappropriate content.

- Users must not engage in activities that compromise network security.

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Axis Institute of Higher Education
Kanpur

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Toll Free: 1800 313 2464

5. Compliance and Enforcement

- Violations of the IT Policy may result in disciplinary action.

- Regular audits will be conducted to ensure compliance.

- Training sessions will be organized to educate users about IT policies and best practices.

  For further details, users are advised to contact the IT Department.

Authorized by:

Amit Sabharwal

Head IT

Axis Institute of Higher Education

Minutes of Meeting

Axis Institute of Higher Education

Minutes of Meeting

Date: 2/06/2019
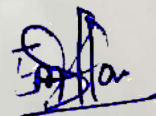
Time: 11:00 AM

Venue: AIHE Conference Room

Subject: Implementation of Information Technology (IT) Policy

Attendees

1. Dr. Ashish Mallik Director

2. Dr. Neetu Singh Head Management

3. Dr. Shubha Jain Head Computer Applications

3. Mr. Amit Sabharwal   Head IT

Agenda

1. Welcome and Introduction

2. Presentation of IT Policy

3. Discussion and Approval of IT Policy

4. Implementation Plan

5. Q&A Session

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Meeting Proceedings

1. Welcome and Introduction

   - The meeting was called to order by Mr. Amit Sabharwal

   - A brief introduction to the agenda and purpose of the meeting was provided.

2. Presentation of IT Policy

   - Mr. Amit Sabharwal presented the draft of the IT Policy.

   - Key points discussed included user responsibilities, data security, software and hardware usage, internet and email usage, and compliance.

3. Discussion and Approval of IT Policy

   - The IT Policy was reviewed and discussed in detail.

   - Attendees provided input and suggestions for improvement.

   - A motion to approve the IT Policy was made by Mr. Amit Sabharwal and seconded by Dr. Ashish Malik.

   - The policy was unanimously approved by all attendees.

4. Implementation Plan

   - An implementation plan was outlined, including key dates and responsibilities.

   - [Name] will oversee the dissemination of the policy to all users.

   - Training sessions and workshops will be scheduled to ensure awareness and understanding of the policy.
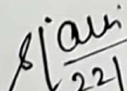
5. Q&A Session

   - Attendees raised questions regarding specific scenarios and clarifications on data security measures.

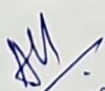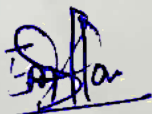   - All questions were addressed satisfactorily by Amit Sabharwal.

Conclusion

- The meeting was adjourned at 12:00 PM with a vote of thanks to all attendees.

Dr Ashish Malik   Dr. Neetu Singh

Dr. Shubha Jain   Mr. Amit Sabharwal

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