Lloyd Business School
Ladder Of Success

INFORMATION TECHNOLOGY (IT) POLICY

LLOYD BUSINESS SCHOOL
Plot No.-11, Knowledge Park-II, Greater Noida, Uttar Pradesh-201306

INFORMATION TECHNOLOGY (IT) POLICY

1. Introduction

Lloyd Business School (LBS) recognizes the critical role of Information Technology (IT) in supporting teaching, learning, research, administration, and governance. The institution is committed to providing a secure, reliable, and efficient IT ecosystem for all stakeholders. This IT Policy establishes a structured framework for the appropriate use, management, and protection of IT resources to ensure confidentiality, integrity, and availability of information systems. The policy also seeks to promote responsible, ethical, and lawful digital practices across the campus.

2. Objectives of the IT Policy

The primary objective of this policy is to ensure the effective and secure functioning of IT resources in alignment with the academic and administrative goals of the institution. It aims to facilitate uninterrupted access to IT services, promote responsible and ethical usage, and protect institutional digital assets from internal and external threats. The policy further defines clear operational guidelines to enhance technology-enabled academic excellence, administrative efficiency, and institutional governance.

3. Scope of the IT Policy

This policy is applicable to all individuals who access or use IT resources of Lloyd Business School, including students, faculty members, administrative staff, visiting scholars, consultants, contractors, and other authorized users. The scope covers all institutional IT assets such as internet and Wi-Fi services, official email systems, ERP and campus management platforms, computer laboratories, hardware devices, servers, networks, licensed software, cloud services, and digital applications provided or supported by the institution.

4. Acceptable Use of IT Resources

All users are expected to utilize institutional IT resources solely for academic, research, administrative, and other officially authorized purposes. Usage must comply with applicable laws, including copyright and intellectual property regulations, and adhere to software licensing agreements. Any activity that is unlawful, unethical, disruptive, or detrimental to the institution such as accessing prohibited content, attempting unauthorized

system access, or interfering with network operations is strictly prohibited. Institutional communication platforms must be used in a professional and responsible manner.

5. Internet and Network Usage

Internet and network facilities provided by the institution are intended primarily to support academic and administrative functions. Excessive non-academic usage, including unauthorized streaming, downloading, or high-bandwidth activities, is not permitted. Users are responsible for maintaining the confidentiality of their login credentials and must not share passwords or access rights. The institution reserves the right to monitor network usage to ensure security, compliance, and optimal performance.

6. Data Security and Privacy

The institution is committed to safeguarding institutional and personal data against unauthorized access, loss, or misuse. Users must handle data responsibly and ensure that confidential or sensitive information is stored only on approved and secure platforms. Regular data backups are undertaken by the IT Department to protect institutional information. Any suspected data breach, security incident, or misuse of data must be reported immediately to the IT Department for appropriate action.

7. Email and Communication Systems

Official communication related to academic and administrative activities must be conducted through assigned LBS email accounts. Institutional email services are not to be used for personal business, promotional activities, chain mails, spam, or unapproved mass communications. Users are advised to exercise caution while handling emails and must avoid opening suspicious links or attachments that may pose cybersecurity risks.

8. IT Infrastructure Maintenance

The installation, configuration, modification, or repair of institutional IT infrastructure is restricted to authorized IT personnel only. Users are not permitted to install unauthorized software, alter system settings, or tamper with hardware devices. Scheduled maintenance activities will be communicated in advance to minimize inconvenience and ensure continuity of services.

9. Cybersecurity Measures

Lloyd Business School (LBS) employs appropriate cybersecurity controls, including firewalls, antivirus solutions, and threat detection mechanisms, to protect its IT

infrastructure. Users are required to follow secure authentication practices, such as using strong passwords and updating them periodically. The institution may conduct cybersecurity awareness programs and training sessions to enhance user preparedness against emerging digital threats.

10. IT Support and Grievance Redressal

All IT-related issues, technical difficulties, or security concerns should be reported through the designated IT Helpdesk or official communication channels. The IT Department will address reported issues based on their severity and operational priority. Repeated or serious violations of IT guidelines may result in restricted access to IT resources and may invite disciplinary action in accordance with institutional norms.

11. Policy Compliance and Review

Compliance with this IT Policy is mandatory for all users and forms an integral part of the institutional code of conduct. Any non-compliance may lead to suspension of IT privileges or other disciplinary measures as deemed appropriate by the institution. The policy shall be reviewed periodically to ensure alignment with technological advancements, regulatory requirements, and institutional objectives.

12. Revision

The institution reserves the right to amend or revise this policy as required. Any modifications shall be approved by the competent authority and communicated through official institutional channels. Users are encouraged to review the latest version of the policy available on the institutional website.

13. Contact Information

Students and employees may contact the IT Department/Server Room for any information security or IT-related concerns through the officially notified email address or helpdesk system.

14. Conclusion

Lloyd Business School (LBS) remains committed to fostering a secure, robust, and future-ready digital environment that supports academic innovation, administrative effectiveness, and institutional excellence. This IT Policy serves as a guiding framework to ensure responsible use of technology and the sustained protection of the institution's digital ecosystem.

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