



MAJLIS ARTS AND SCIENCE COLLEGE

Information and Communications Technology Policy

**(Post Graduate College Affiliated to the University of Calicut,
Approved by the Govt. of Kerala & Recognized under section 2 (f) of the
UGC Act 1956) P.O. Puramannur, Via- Valanchery- 676552, Malappuram Dt., Kerala.
www.masc.edu.in**

1. Name of the Policy: Information and Communications Technology (ICT) Policy

2. Introduction/Framework of Policy

Information refers to data used by the stake holders and anyone who access to Majlis College in electronic or paper format.

Communications refers to communication among the stake holders and anyone who access to Majlis College by electronically or through voice communication and broadcasting.

Technology refers to software, hardware, electronic devices and network protocols used by the stake holders and anyone who access to Majlis College.

3. Objectives of the Policy

- Efficient use of ICT facilities makes the college more accessible to prospective stake holders.
- Maintain the confidentiality of Data through backup and use of virus protection system.
- Timely Servicing and resolving issues related to software, hardware and network.
- Timely updating of Hardware and Internet facility
- Update the Software according to the need of the curriculum
- Transparency in Procurement and allocation of resources
- Use of ICT in documentation process.
- ICT education strategy be implemented with a focus to give training to teachers, students and parents.

- Use of ICT for student evaluation purpose.
- Facilitate teachers to engage in creating digital content and to embed them teaching-learning process.
- Any hardware considered no longer in service to the college can be sold.
- Any hardware that can no longer be used, but which has useful parts can be used for training purpose to the student
- Continuously improve the efficiency and effectiveness of library operations

4.Scope

The policy applies to any person using or accessing ICT resources owned and managed by the college

5.Elements of the Policy

- The stake holders of Majlis College can avail the ICT services any time through College Website and MajlisApp.
- All the stake holders are directed to Keep all electronic devices' password secured and protected
- All the stake holders are directed to Logging into institution's accounts should be done only through safe networks
- The people who are accessing to Majlis College other than stake holders can use the ICT facility with the permission of management.
- The ICT smart classrooms and all those computer related facilities are maintained by the technically skilled experts appointed by the management.
- The official data should be kept in safer locations authorized by the management.
- No transfer of data is allowed with out any prior consent from the management.

- The Passwords in the devices do not write down anywhere and leave it unprotected
- Never send a password through email.
- Change of passwords every 2 months by system administrator appointed by the management.
- Teachers can avail well equipped e-content development cell for preparation of digital content.
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6.Operational Strategy:

- Preparation of Master plan of ICT Infrastructure
- Timely Auditing of Software and Hardware resources
- Use of Open source /Proprietary Software
- Use of Genuine Software for Operating System,
- Antivirus and software prescribed in Curriculum
- Feedback on ICT facilities
- Proper training to the faculties, students, office staff and parents
- Prepare proper ICT maintenance plan.
- Management will create adequate budgetary provision for updating and maintenance of the ICT facilities

7.Unacceptable use of ICT recourses

- Unauthorized access to another user's files
- Unauthorized modification of college data
- Damaging computer hardware or software.
- Installing or downloading copies of software that is not licensed by the college
- Harassing, insulting or attacking others
- Sending or displaying offensive pictures or messages
- Using the College Internet facility for running private businesses
- Propagation of computer viruses
- Uploading or downloading Copyrighted materials belonging to third parties.

- a. Member from the management
- b. Principal/Director
- c. Heads of the Departments
- d. System Administrator of college
- e. System Administrator of Majlis Organization
- f. Computer Lab Attender

9. Review of the Policy

The policy is reviewed in every year by the ICT Committee
