



# MOHAMMED ALI SHIHAB THANGAL MEMORIAL ARTS & SCIENCE COLLEGE

Affiliated to the University of Calicut

Run by: Panakkad Mohammed Ali Shihab Thangal Memorial Education & Charitable Trust  
Perinthalmanna, Malappuram, Kerala, India, Pin:679325

## ICT POLICY

The policy of Information and Communication Technology at MSTM Arts & Science College will inform on how to use the ICT resources respectfully in effective way. This policy maintains and ensures that students, staff and faculty utilize technology as a mode to improve their education, teaching practices or administrative approaches. The provision of services for the support to learning, teaching and research activities along with managing matters related ICT resources in ethical responsible manner

### **Objectives:**

- Use ICT as a tool to enhance curriculum implementation and educational results.
- To ensure everyone has equitable access to ICT resources.
- Encourage digital literacy and proficiency for students and staff.
- Maintain the security and privacy of ICT resources, as well as ensuring their appropriate use.
- To use and apply ICT to uplift the teaching-learning process.

### **Scope**

- This policy is applicable to all members of the college (students, faculties, staff and visitors) using Institution's ICT resources.

### **ICT Infrastructure**

- Ensure regular updates and maintenance of hardware, software for academic and administrative functions.
- Internet Access-Ensure reliable high-speed internet access across the entire campus, including WIFI in all academic and administrative areas.
- Digital Resources-Keep e-books, academic journals, and other online educational resources up to date.

### **Security and Privacy**

- Implement measures to protect personal and institutional data. Use firewalls, antivirus programs, and other security tools to secure the college's network.
- Educate users on security practices, like using strong passwords and reporting suspicious activities



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## Maintenance and Support

- Offer a dedicated helpdesk and technical support team to assist with ICT-related issues.
- Schedule regular maintenance checks and updates to ensure ICT resources perform optimally.
- Establish regular data backup protocols to prevent data loss.

## Monitoring and Evaluation

- Monitor ICT usage to ensure policy compliance and identify areas for resource optimization. Implement a feedback system for users to report issues and suggest improvements.
- Conduct periodic reviews and updates of the ICT policy to keep up with technological advancements and institutional needs.

## Conclusion

The ICT policy of MSTM Arts & Science College aims to create a conducive environment for learning, teaching, and administrative efficiency. By following this policy, the college ensures the effective and responsible use of ICT resources. This policy is a living document and will be regularly reviewed to meet the evolving needs of the institution.