

S.E.M.T'S

MOINUDDIN B. HARRIS COLLEGE OF ARTS, A.E.KALSEKAR COLLEGE OF COMMERCE & MANAGEMENT.

(Affiliated to the University of Mumbai)

Nawayat Nagar, SOPARA (W), Vasai, Dist- Palghar PIN - 401 203 , (MAHARASHTRA)

Metric –4.3.1 LIST OF SUPPORTING DOCUMENTS

SR. NO.	PARTICULARS	SUPPORTING DOCUMENT
01	IT Policy Statement	IT POLICY





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IT POLICY



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IT Policy

Information and communication technology (IT) Policy

A.E. Kalsekar College of Commerce and Management is committed to integrating cutting-edge technology into its academic milieu with the aim of enriching the educational journey for both its scholars and educators. The IT Policy has been established with the aim of creating a comprehensive structure that ensures the judicious, efficient, and secure utilization of technology resources and services. The objective of this policy is to ensure the judicious utilization of resources, encompassing comprehensive directives for safeguarding sensitive data, individual privacy, and intangible assets. The IT Policy is an essential component of the academic institution's dedication to upholding responsible and ethical behavior. It fosters a culture of creativity and cooperation, which in turn facilitates the advancement and triumph of all individuals within the academic community. Purpose: This policy serves as a beacon of guidance and support for the optimal and principled utilization of information and communication technology (IT) in the realms of education and research within the college. Scope: The policy in question pertains to each and every member of the college community, encompassing students, faculty, staff, and administrators allike.

Custodian of the Policy: The college administration and IT committee will be responsible for the development, implementation, of the IT policy.

Objectives of IT Policy:

1) The aim is to facilitate the seamless incorporation of information technology into the various aspects of education, including instruction, acquisition of knowledge, and assessment.

2) The objective is to facilitate convenient connectivity to the internet and other communication networks, primarily for the purpose of advancing education and research.

3) The aim is to facilitate the availability of electronic educational materials and digital resources that can aid in the process of teaching and learning. This can be achieved through the utilization of variou

- opportunities.

 7) In order to foster a culture of technological proficiency and competence, it is imperative to encourage and facilitate digital literacy among the entire academic community, including students, faculty, and staff. Code of Ethics for IT:

This policy encompasses a set of ethical guidelines for the utilization of information technology, which delineates the obligations of users to: The utilization of information technology in the college should be guided by the ensuing Principles:

- Utilize technology with a conscientious and principled approach Honor the confidentiality and safeguard the protection of digital information and data
- Abstain from exploiting technology for illicit purposes



Figure 1





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- Responsible use of hardware and software resources.
- IT resources must be used for educational and research purposes only.
- IT Policy:

Hardware and software resources: The College will provide appropriate hardware and software resources to support the integration of IT in teaching, learning, and research. The college will regularly review and upgrade its hardware and software resources to ensure that they meet the changing needs of its members.

Network and internet usage: The College will provide access to the internet and other communication networks for educational and research purposes. The college will implement measures to ensure the security and reliability of its network and internet connections.

E-learning and digital content: The College will provide access to e-learning resources and digital content to support teaching and learning. The college will encourage the creation and use of digital content by its members and provide guidelines for their creation and use

Data privacy and security: The College will implement measures to protect the privacy and security of electronic information and data. The policy outlines guidelines for data backup and recovery, password protection, and the protection of confidential information.

Staff development and training: The College will provide training and professional development opportunities for staff to support the integration of 11 in teaching and learning. The college will encourage its staff to participate in IT- related training and professional development programs to enhance their knowledge and skills.

Digital literacy: The College will promote digital literacy among students, faculty, and staff and encourage the use of IT in teaching, learning, and research. The college will provide resources and opportunities to students, faculty, and staff to develop their digital literacy skills.

Review and updates: The IT policy will be regularly reviewed and updated to ensure that it remains relevant and in line with the latest technological advancements.

ICT Committee

Chairman

Khall LAhmad Dr.Mohmmad

Principal



Figure 1

