



**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	<a href="#">IT POLICY</a>





**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)

## IT POLICY



Figure 1





**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)

 **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)



- > 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 IT 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

  
Dr.Mohammad Khalil.Ahmad  
Principal



Figure 1

