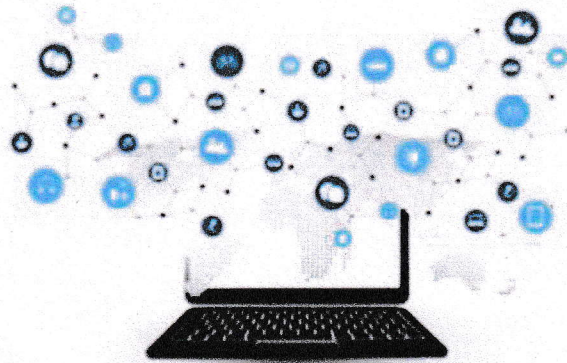## ICT POLICY

NOBLE WOMEN'S COLLEGE

Affiliated to University of Calicut & Recognized by Govt. of Kerala **MANJERI**

An ISO 9001:2015 Certified Institution | Included in the 2(f) List of UGC
Noble Campus, Vettekode, Pullancheri P.O, Manjeri, 676122, Malappuram Dist., Kerala
Tel/Fax : 0483 2766364 | Cell: 8943 147 989

Email: mail@naasmanjeri.org | Web: www.noblewomenscollege.edu.in

ICT POLICY

This policy outlines the guidelines and principles governing the use of Information and Communication Technology (ICT) resources within College. It applies to all students, faculty, staff, and any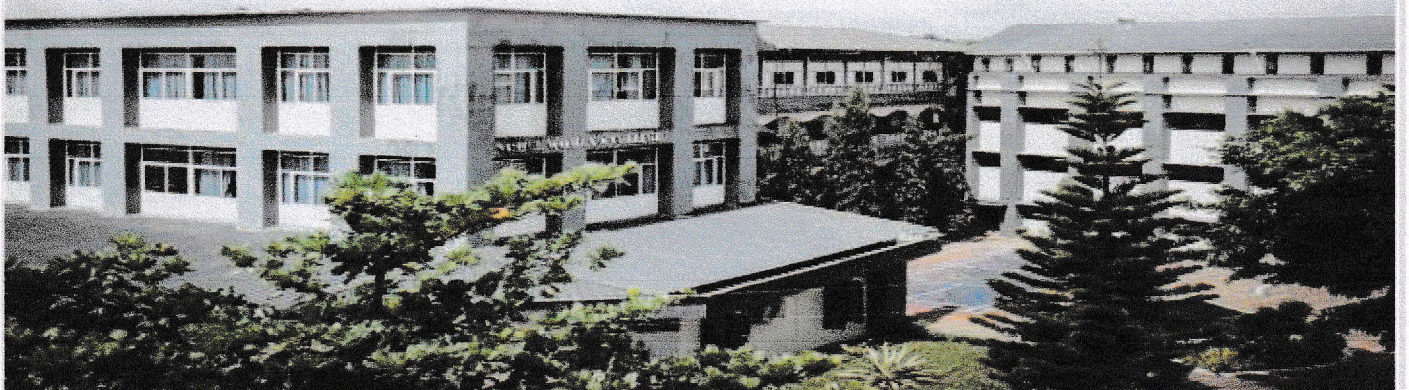 other individuals accessing ICT resources provided by Noble Women's College, Manjeri. This policy ensures 100% ICT Campus facility to the stakeholders of the college.

Acceptable Use

- Responsible Use: Users are expected to use ICT resources responsibly, respecting the rights of others and adhering to all relevant laws and regulations.
- Prohibited Activities: Unauthorized access, distribution of malicious software, harassment, and any other illegal or unethical activities are strictly prohibited.

Security and Privacy

- Data Protection: Users must take appropriate measures to protect sensitive data and respect privacy laws.
- Password Security: Users are responsible for maintaining the confidentiality of their passwords and should not share them with others.

Network Usage

- Bandwidth Management: Users should refrain from activities that may cause network congestion or negatively impact network performance.
- Network Security: All devices connected to the college network must have updated security software to prevent unauthorized access and malware.

Educational Use

- Academic Integrity: ICT resources should be used for educational purposes, and users must uphold academic integrity in all online activities.
- Digital Literacy: The college will provide resources and training to enhance digital literacy skills among students and staff.

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IT Resource Allocation

- Fair Usage: IT resources, including computer labs and software licenses, will be allocated fairly among different academic departments.
- Prioritization: Priority for IT resources will be given to academic and administrative functions over personal or non-academic activities.
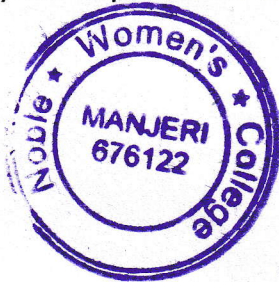
Compliance and Enforcement

- Compliance: Failure to comply with this policy may result in disciplinary action, including the suspension or termination of ICT privileges.
- Reporting Violations: Users are encouraged to report any suspected violations of this policy to the college IT department.

Policy Review

- Regular Review: This policy will be reviewed annually to ensure its effectiveness and relevance to the evolving ICT landscape.
- Updates: Changes to the policy will be communicated to all users, and their feedback will be considered during the review process.

This ICT policy serves as a framework to promote responsible and ethical use of technology within Noble Women's College, Manjeri. All members of the college community are expected to familiarize themselves with and adhere to this policy.

Dr. U SAIDALVI
PRINCIPAL
NOBLE WOMEN'S COLLEGE, MANJERI
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