



# MIC ARTS AND SCIENCE COLLEGE

ATHANIKKAL, VALLUVAMBRAM P.O,  
MALAPPURAM, KERALA-673642

☎ 8304831094, 89214 36525

✉ [www.miccollege.in](http://www.miccollege.in) [micacollege.in](http://micacollege.in)

Affiliated to University of Calicut,

Recognized by Govt. of Kerala

Recognized by UGC under Section 2(f)

An ISO 9001:2015 ISO Certified Institution

## ICT POLICY

The **ICT Policy** of MIC Arts & Science College establishes guidelines and principles for the responsible and secure use of Information and Communication Technology (ICT) resources. This policy applies to all stakeholders, including students, faculty, staff, and visitors, and ensures a 100% ICT-enabled campus experience.

### 1. Acceptable Use

- **Responsible Use:**  
Users must utilize ICT resources ethically, respecting the rights of others, and adhering to all applicable laws and regulations.
- **Prohibited Activities:**  
Activities such as unauthorized access, distribution of malicious software, harassment, and any illegal or unethical actions are strictly forbidden.

### 2. Security and Privacy

- **Data Protection:**  
Users must safeguard sensitive data and adhere to privacy laws to protect personal and institutional information.
- **Password Security:**  
Users are responsible for keeping their passwords confidential and must not share them with others.

### 3. Network Usage

- **Bandwidth Management:**  
Activities that cause network congestion or degrade network performance should be avoided.
- **Network Security:**  
All devices connected to the college network must have updated security software to prevent unauthorized access and protect against malware.

### 4. Educational Use

- **Academic Integrity:**  
ICT resources should primarily support educational activities, with users maintaining academic honesty in all online engagements.

- **Digital Literacy:**  
The college offers resources and training to enhance digital literacy among students and staff.

## 5. IT Resource Allocation

- **Fair Usage:**  
ICT resources, including computer labs and software licenses, are allocated equitably across academic departments.
- **Prioritization:**  
Priority is given to academic and administrative functions over personal or non-academic usage.

## 6. Compliance and Enforcement

- **Compliance:**  
Non-compliance with the policy may result in disciplinary actions, including suspension or revocation of ICT privileges.
- **Reporting Violations:**  
Users are encouraged to report policy violations to the college IT department for prompt resolution.

## 7. Policy Review

- **Regular Review:**  
The policy will be reviewed annually to align with technological advancements and evolving ICT needs.
- **Updates:**  
Policy changes will be communicated to stakeholders, with their feedback considered during the review process.

### **Commitment to Excellence**

MIC Arts & Science College is dedicated to fostering a technologically advanced, secure, and ethical ICT environment that supports academic and administrative excellence while promoting digital literacy and innovation.