



Government of Maharashtra  
**ISMAIL YUSUF COLLEGE OF ARTS, SCIENCE & COMMERCE**  
(Affiliated to University of Mumbai)

Jogeshwari Station Road, Jogeshwari - East, Mumbai - 400 060

Email: [principaliyc@rediffmail.com](mailto:principaliyc@rediffmail.com)

Website: [www.ismailyusufcollege.in](http://www.ismailyusufcollege.in)

# Information Communication Technology Policy

## 1. Purpose

The ICT Policy of Ismail Yusuf College is established to guide the use, management, and maintenance of the college's information and communication technology resources. This policy aims to maximize the benefits of ICT in enhancing teaching, learning, and administrative efficiency while ensuring data security, proper usage, and compliance with legal standards.

## 2. Scope

This policy applies to all students, faculty, administrative staff, and any other individuals who utilize the ICT resources of Ismail Yusuf College, including the 7 computer labs, 259 computers, 100 Mbps Wi-Fi network, and 31 smart boards.

## 3. ICT Infrastructure

### 3.1 Computer Labs

- The college has 7 computer labs, 259 computers, are primarily intended for educational purposes, including computer-based learning, research, skill development & administration.
- Labs will be scheduled to maximize student access while ensuring that resources are used efficiently. Faculty members are responsible for scheduling lab time in coordination with the ICT department.

- Regular maintenance and updates of the computers and software will be conducted to ensure they remain functional and up-to-date.

### **3.2 Wi-Fi Network**

- The college provides a 100 Mbps Wi-Fi network with 27 routers makes internet accessible throughout the departments. This network is intended to support academic research, learning, and administrative tasks.

### **3.3 Smart Boards**

- The college's 31 smart boards are to be used to enhance classroom instruction through interactive learning tools. Faculty members are encouraged to integrate these technologies into their teaching methods.
- Training will be provided to faculty on the effective use of smart boards to maximize their educational impact.

## **4. Usage Guidelines**

### **4.1 Acceptable Use**

- ICT resources should be used in a manner that is ethical, legal, and aligned with the college's mission. Activities that disrupt the educational environment, infringe on the rights of others, or violate laws are prohibited.
- Personal use of ICT resources should be minimal and must not interfere with academic or administrative operations.

### **4.2 Security and Data Protection**

- Users are responsible for maintaining the security of their login credentials and not share passwords with others.
- Sensitive information, including personal data and academic records, handled in accordance with the college's data protection policies and applicable laws.

- All users must report any security breaches or suspicious activities to the ICT department immediately.

#### **4.3 Software and Licensing**

- All software installed on college computers must be legally licensed. Unauthorized software installations by users are prohibited. Requests for additional software must be approved by the ICT department.

#### **4.4 Internet and Network Usage**

- The college's internet and network services are provided for academic and administrative purposes. Excessive use of bandwidth for non-academic purposes is discouraged.
- The ICT department may implement measures to prioritize critical educational and administrative traffic over recreational usage.

#### **4.5 Maintenance and Support**

- Support services will be available to assist users with technical issues, with a priority given to issues affecting academic and administrative functions.

#### **5. Training and Development**

- Ongoing training will be provided to faculty, staff, and students to ensure they are proficient in using the college's ICT resources, including smart boards, computer labs, and digital learning platforms.
- The college will organize workshops and training sessions to keep users informed about new technologies and best practices in ICT.

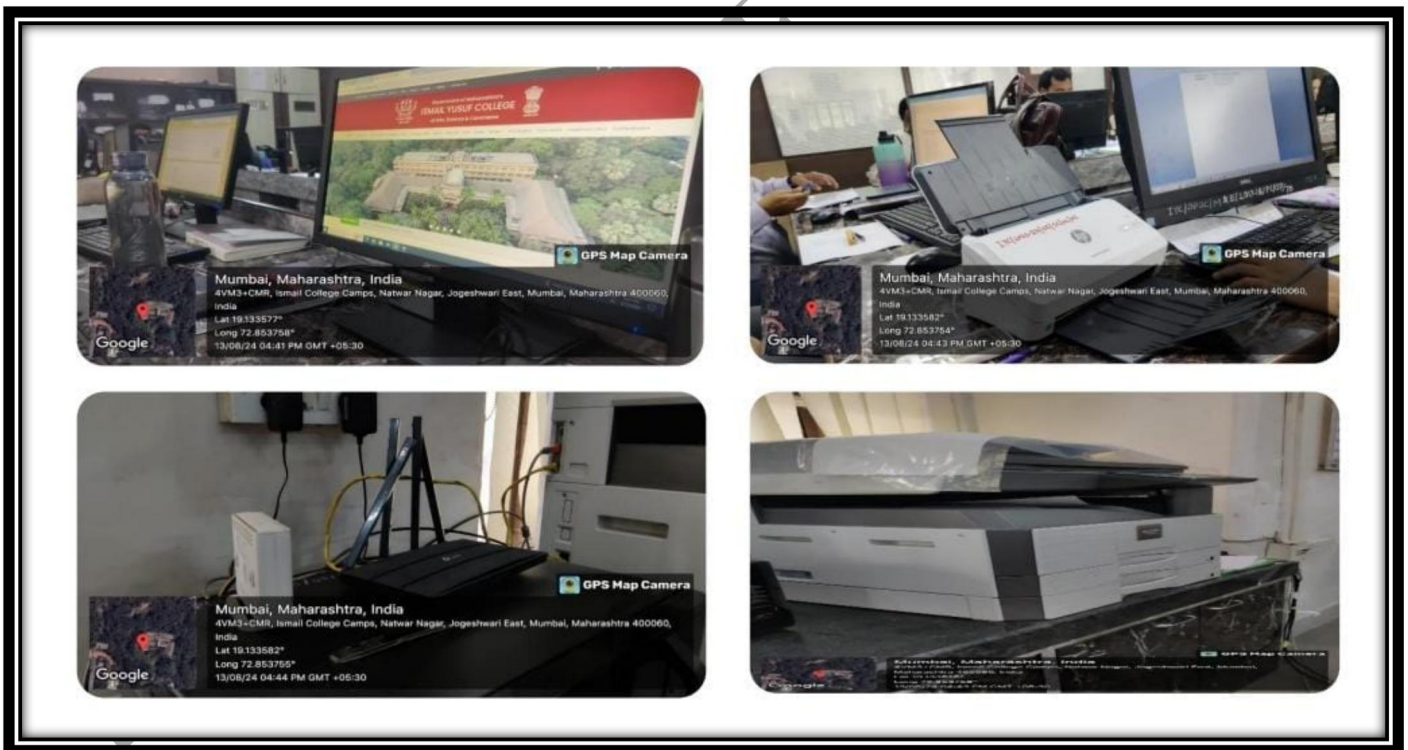
## 6. Monitoring and Compliance

### 6.1 Monitoring

- The college reserves the right to monitor the use of its ICT resources to ensure compliance with this policy. Monitoring will be conducted in a way that respects user privacy while protecting the college's assets.

### 6.2 Compliance and Enforcement

- Non-compliance with this policy may result in disciplinary action, including restricted access to ICT resources, suspension, or other penalties as determined by college administration.
- Users who engage in illegal activities using the college's ICT resources will be subject to legal action.



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