



MUSLIM ARTS COLLEGE

A Muslim Minority Institution - Estd 1982

Affiliated to Manonmaniam Sundaranar University, Tirunelveli, Recognized u/s 2(f) & 12(B) of UGC Act.
Azhaglamandapam, Thiruvithancode - 629 174, Kanyakumari District, Tamil Nadu, India.
Phone : +91 4651 248397, 248842 / website : www.muslimartscollege.in / email : muslimartscollege@gmail.com



IT POLICY

Muslim Arts College develops an inclusive technological plan, takes into consideration the current and future technological requirements of the institution. Adherence to policies and guidelines the users are expected to follow the established policies and guidelines of the institution regarding IT resource usage.

- The budget allocation of the institution includes the purchase of necessary hardware, software and other technology resources. For the technical support and its maintenance, the institution also allocates sufficient staff and resources.
- The institution ensures that technology equipment and software are procured from reliable vendors.
- Technical updates and ongoing professional development programs are done continuously to keep the faculty updated with emerging technologies.
- The implementation of firewalls, encryption technologies anti-malware software and routine data backups ensure data security and privacy.
- Regular maintenance and updates are performed to ensure optimal performance of technical systems.
- Suggestions from users are taken into consideration to make improvements and enhancements.
- The IT policy includes restrictions on accessing certain websites, downloading unauthorized software or engaging in excessive personal use of IT resources during work hours.





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- Users should exercise caution and responsibility while using the internet through IT resources. This includes avoiding accessing or distributing inappropriate, offensive or discriminatory content.
- Users must also be mindful of the potential risks associated with phishing attacks, malware and spam emails.
- The users should utilize email, messaging or any other communication tools provided by the institution in a professional manner.
- The email account of the institution is only allowed to use for institutional purposes.
- Users should regularly update and maintain strong, unique passwords for their accounts to prevent unauthorized access. Passwords should not be shared or stored in an insecure manner.
- Unauthorized access to personal data or academic records is prohibited.
- Back up of data is performed at regular intervals to ensure the availability of important data.

By adopting these strategies, the institution ensures that technology is deployed and maintained in a way that supports its mission, goals and overall operations. Overall, acceptable use of IT resources involves using technology responsibly, ethically and in a manner that aligns with the institution's mission and guidelines.




PRINCIPAL
MUSLIM ARTS COLLEGE
THIRUVITHANCODE - 629 174