	Bharata Mata College of Commerce and Arts Chunangamvely, Aluva	Policy No. 1
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		Revision No.00
		Date 22.10.2025
		Effective from 22.10.2025
	Digital Policy	

The institution has established a comprehensive digital policy to ensure the responsible, secure, and efficient use of its IT resources.

This policy applies to all students, faculty, and staff, guiding the ethical and academic use of digital infrastructure, including computer laboratories, smart TVs, the FTP server, and campus-wide Wi-Fi. All users are expected to utilize these resources solely for educational, research, and administrative purposes, refraining from any form of misuse or unauthorized activity.

To safeguard data and maintain privacy, access credentials are confidential, and sensitive information stored on institutional servers is protected through secure login protocols and restricted permissions. IT facilities are regularly maintained and periodically updated to align with evolving technological standards, ensuring uninterrupted and reliable service.

While the campus Wi-Fi is primarily for faculty and administrative operations, student access is provided under regulated conditions to maintain network security and bandwidth efficiency. The usage of all digital resources is monitored to prevent violations, and non-compliance with the policy may result in appropriate disciplinary measures. The policy also emphasizes fostering digital literacy among all members of the institution, promoting safe, efficient, and effective utilization of technology to enhance academic quality, facilitate innovation in teaching and learning, and strengthen overall institutional operations.

Prepared by Jofia Johnson	Reviewed By Principal	Approved By Executive Director