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No. B.22017/2/2012-GAC

Dated Aizawl, the 18th September, 2023

**INFORMATION COMMUNICATION TECHNOLOGY
& DOCUMENTATION COMMITTEE**

GUIDELINES FOR USING INTERACTIVE SMARTBOARDS

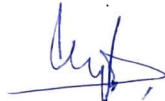
Each Department is responsible for the smartboard set(s) allotted to them. Each set comprises of:

- | | | |
|------------------------------------|----------------|------------------|
| ✓ 1 interactive flat panel display | ✓ 1 cable | ✓ 1 UPS inverter |
| ✓ 2 styluses | ✓ 1 stand | ✓ 6 batteries |
| ✓ 1 remote controller | ✓ 1 wall mount | |

The following guidelines have been put in place to ensure the safety and longevity of these costly equipments:

1. The smartboard should be unplugged from the switch after every use by the faculty.
2. The stylus and remote control are NOT to be left behind in the classroom.
3. Each smartboard comes with a set of 6 batteries for uninterrupted power supply. The ICT & D Committee shall send out monthly reminders to the Departments to check the status of the batteries.
4. The equipment must be protected from direct sunlight and rain. Only a clean, dry, soft cloth must be used to clean the smartboard. Heavy duty cleaning must be done only after consulting the ICT&D Committee.
5. Teachers must remember to close nearby windows and curtains at the end of each day.
6. The smart classrooms must be locked at the end of each day and the keys must be kept in the care of the HA. The concerned Department may keep a spare key. The smart classrooms shall remain locked on/during certain special occasions which will be decided by the Principal in consultation with the ICT&D Committee.
7. Every teacher must ensure that only *clean (i.e. virus-free)* pen drives are inserted into the smartboards.
8. In case of repair and maintenance issues, the concerned Department must inform the ICT&D Committee at the earliest.

The ICT & Documentation Committee may amend these guidelines as and when necessary.


18/9/23
(LALBIAKZUALA)
Principal,
Govt. Aizawl College.
Aizawl : Mizoram

Memo No. B.22017/2/2012-GAC

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Copy to -

1. Vice Principal (Admn) for information
2. Vice Principal (Acad) for information
3. All teaching faculty
4. Administrator, GAC Website
5. Guard File.

Sd/-Principal,
Govt. Aizawl College.
Aizawl : Mizoram

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