Maratha Vidya Prasarak Samaj's
KARMAVEER SHANTARAMBAPU KONDAJI WAVARE ARTS, SCIENCE AND COMMERCE COLLEGE, CIDCO
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Affiliated to Savitribai Phule Pune Institute   Id. No. PU/NS/ASC/047/1993
AISHE C-42086   NAAC Re-accredited 'A' Grade (III Cycle 2017-22, CGPA 3.20)
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Information, Communication and Technology Policy

Introduction:

Information and Communication Technology (ICT) is a huge term which covers utilisation of various communication technologies such as internet for research, social media, websites and other digital instruments which enable access and to collect the relevant data, information and knowledge. The Information and Communication Technology Policy (ICT Policy) is an appearance of broadly committed and plan of action which helps Information Communication Technology to use effectively in all activities of Institute. The Institute is dedicated and profoundly involved in the application of Information Communication Technology to augment administrative efficiency to optimise learning experiences and with innovative method. The ICT Policy framework will help the Institution in various activities like strategic planning, effective management and in development learning process.

Objectives:

➢ To complete timely up gradation, replacement, repairing of the ICT resources.
➢ To prevent mishandling of ICT resources and services.
➢ To set standardized maintenance and utilization practice for ICT resources.
➢ To ensure proper safety at the workplace to avoids any accident.
➢ To utilize ICT resources as effective, relevance, transparent and Lerner oriented.

The ICT Policy of institute is prepared for preservation and utilization of ICT and physical resources for academic and students-oriented activities.

Scope of ICT Policy:

This policy applies to people, 'users' who are using ICT resources provided by the Institution, including but not limited to;
▪ Students enrolled at various department and class of the institute
▪ Staff (teaching and non-teaching) employed by the mother institute
▪ Temporary, casual, adhoc or agency staff working for or on behalf of the mother institute or institute.

The ICT Resources Covered by the Policy:

This policy applies to ICT resources and systems made available to the users by or on behalf of the institute including but not limited to;
▪ Personal computers, laptops and terminals
▪ Peripherals like printers, scanners, copiers or xerox machines and multimedia devices
▪ Mobile devices - smart phones and tablets

▪ networks with wired, wireless, dialup and/or internet connections, wifi etc.
▪ Internet services such as world-wide-web, you tubes, blogs and social media, emails etc.
  and other messaging, social networking or collaboration services.
▪ System and application software, services and databases
▪ Removable media such as CDs, DVDs and USB drives any other data storage device

Infrastructure and System Maintenance:

The ICT assets are managed to ensure for integrity, security and availability for valid educational and administrative purposes. As the Institute seeks to promote academic freedom and free exchange of ideas, some guidelines for the use of ICT are required.

Institution's Responsibilities
- ICT systems and infrastructure is managed and maintained by the Institute's ICT Committee.
- Institute makes regular budgetary provisions for the maintenance and implementation of the ICT infrastructure setup.
- The institute ensures compliance to the appropriate system and data security, antivirus and password management for ICT Infrastructure and related activities as per the policy and norms.
- Institute has implemented processes towards upkeep and maintenance of its systems and servers.
- Institute leverages Open-Source applications as applicable and deemed necessary towards providing services and reducing the total cost of running the ICT infrastructure.
- Institute has clarified that it will never accept any responsibility for any loss or damage of data/ activities/opportunities arising from the use of its ICT resources and/ or due to the planned/unplanned maintenance of ICT infrastructure.

Use of physical infrastructure:

- The measures are taken of physical availability of ICT equipment's and it is not compromised for any misused of ICT equipment at the Institute campus.
- The institute's ICT equipment's are falls under two categories (a) The Institute/ Faculty/ Department/ Staff equipment and (b) the backbone equipment.
- Physical security of the ICT equipment's is the responsibility of the respective unit.
- The following guidelines are followed to by all concerned.
  o All the faculties and departments are defined as an 'owner' of each product (e.g. a computer, laptop, printer in an office) or group (in a computer lab or IT lab) of equipment and that individual is responsible for its security
  o All backbone equipment's are the responsibility of ICT Committee.
  o All the students and staff are identified themselves (either physically or electronically) for access to any common computing facilities

- o Students and other staff are not tampering with any components of computer systems for whatever reason.
- o No computer equipment and related accessories are carried out of the computer labs without explicit permission from an authority
- o The heads of the department and in the Institute are maintain ICT asset registers in order to monitor and track the assets.

Responsibilities of Users:

The electronic data of the institute reside on Institute's servers or on desktops, laptops of faculty and departments and mobile devices belonging to individual users. In this case, users must be aware of policy issues governing their protection and access. The following policy statements thus apply.

- All Institute data should be stored on server along with data stored on user desktops, laptops and mobile devices, it is the responsibility of the user to ensure its security, confidentiality and integrity with regular backup, password protection etc.
- All access to data stored in the databases must be through standard system provided for the various information systems. Any attempt to gain access through any other means other than those sanctioned by the institute constitutes security breech.
- Requests for access to all administrative data and the systems in general need to be authorised by the relevant Data Owner after recommendation by the principal of institution or the faculty or department head.
- In case of confidential information, it is protected by technical security mechanisms (physical or electronic) using passwords etc. and these mechanisms fail or are absent, users themselves are obliged to protect confidential information from public access.

Teaching and Learning:

The use of ICT in higher education institute is to provide support to the teaching and learning process. The key benefits of ICT use by teachers are that they can make their classroom teaching more effective. The students are also benefited due to interaction through ICT. ICT empowered teaching-learning process by a variety of new techniques, tools, contents and resources and improving the quality and efficiency of the teaching-learning activities. Teachers in the higher education system are used a variety of media, methods and technologies inside and outside the classroom to make their teaching effective. ICT are used by teachers to catalyze the transformation of latest information among students. At the time of using Internet related resources in the classroom, every care is taken for appropriateness of the content and avoid inappropriate contents. The Institute undertake the various activities to support teaching and learning through use of ICT, but not limited to the following:

- Facilitate teachers are engage in selection and critical evaluation of digital content and resources to embed them teaching-learning process.
- The Institute encourage teachers to use open educational resources available on the Internet for the students of Institute.
- The Institute encourage teachers to develop digital learning resources of their own. The digital resources include documents, presentations, animations, audio recordings and

video clips. Institute setup a media wing to help teachers and develop institutional repository.

- The Institute create suitable learning space through Learning Management System (LMS) to share the learning videos created by the teachers.
- The Institute facilitate synchronous (e.g. chatting) and asynchronous (e.g. e-mail) communication channels between teacher and student for off-campus academic discussion.
- The Institute allow online completion academic activities and submission of assignments, progress reports etc. in off-campus scenarios such as internships, fieldwork in case of emergency.
- Organize training on effective use of ICT for teaching and learning for teacher. Such training may be organized within the institute or faculty members may be deputed to attend external workshops.

The Information Communication Technology Policy is as follows:

The ICT applications cover the areas of system management, research, teaching and learning, student evaluation, support services, community engagement, student data management, human resource development, networking, institution administration and quality assurance

ICT policy management shall be integrated with the overall institutional development plan.
▪ ICT system management must ensure integrity, security and legitimate applications of ICT.
▪ Use ICT effectively for building local, national and international networks to ensure innovative changes in providing quality education.
▪ The Institution shall take appropriate measures for the capacity building of academic, administrative and teaching staff to effectively use ICT in all operations

The Institute's IQAC committee plays key role in recommending, providing and maintaining the ICT, physical, academic and support facilities of the institute. The institute ensures about the availability of infrastructure in appropriate manner for academic growth and then decide the future plan. There is a respectable communication and co-ordination among the mother institute, College Development Committee, Principal and IQAC for the academic activities and recommendations to the institute.

The parent institute, Maratha Vidya Prasarak Samaj, Nashik has already appointed the various agencies for maintenance services of the computers, printers, laptops, and so on. In case of breakdowns standard procedure is followed to bring the equipment/machine in working condition. A brief description is presented below on maintenance and utilization of some facilities.

For purchases of institute level, the departments are submitting the material requisition application as per their requirements to IQAC which is discussed during the IQAC meeting and then the applications are forwards to the purchase committee for recommendation. The purchase committee after discussing on received applications and requirement of departments,

forwards it to the administrative office for quotations and then follow the purchase procedure as per the instructions of mother institute.

Standard Operating Procedures are existing for maintaining and utilizing physical, academic and support facilities. Laboratories are well equipped and maintained regularly without disturbance the academic schedules. The in-house maintenance and repairs are addressed by the respective department computer operators who are well qualified and trained.

The academic requirement of computers is taken care and additional Nos. are also procured to enable the usage for the research and the project work. Stipulated procedures are documented and executed for the maintenance of the systems. Many classrooms in the institute are ICT enabled. The devices are maintained on a regular basis. Department constantly monitors and keep up the usage of the systems. Additional ICT equipment is procured and kept ready for the replacement while the damaged one is sent for repair. This will enable smooth classroom delivery without causing disturbance to the lecture.

1. Laboratory and ICT: These committees comprise of faculty from the relevant streams/courses. Prior to the semester, list of equipment needing maintenance is forwarded to the principal for necessary approval and sanction. Requisition for new material be it equipment, consumables or software is routed through the committees.

(All Labs and Computer Centre): Each laboratory has one teacher as lab In charge and an Attendant. Lab in-charge is responsible to maintain and upgrade the laboratory with necessary equipment from time to time to cope with change in the syllabus. Dead stock verification (Physical Verification) is carried out to verify working/nonworking/missing equipment etc. Preventive maintenance and performance monitoring is carried out.

2. IT Facilities: All departments in the institute have PCs, essential software and peripherals. The Technical Expert and the system administrators maintain the IT facilities in the institute. In case of major maintenance issues, maintenance vendor Multinet Computers is hired by the parent institute for maintenance of IT facilities.

3. CCTV, Security etc.: To maintain internet connectivity and CCTV security system, network and system administration team is appointed. LCD projectors, Computers, Photocopy machines and printers are maintained with the help of external agencies. A Security staff is employed to safeguard the whole premises.

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