



*Ahmednagar Jilha Maratha Vidya Prasarak Samaj's*  
**NEW ARTS, COMMERCE AND SCIENCE COLLEGE**  
**PARNER – 414 302**  
**Dist.-Ahmednagar (MS), India**

# **Information and Communication Technology (ICT)**

## ***Policy and Procedures***



## Information Communication Technology (ICT)

**“It has become appallingly obvious that our technology has exceeded our humanity.”**

**-Albert Einstein**

Information and Communication Technology (ICT) policy is designed for understanding procedures for the creation and use of ICT facilities to achieve quality and excellence in global standards by providing the access to up-to date ICT facilities. The ICT facilities includes dedicated internet, sufficient number of Computers, Laptops, Printers, copiers, scanners, LCD projectors, interactive boards, Virtual classrooms, wired and wireless networks, worldwide web, emails, CDs, DVDs, memory sticks, etc. ICT facility is employed for efficient teaching –learning process. ICT Policy provides the guidelines for effective use in day to day academic and administrative practices. HEI is committed to optimize the learning experiences using ICT.

### **Objectives:**

1. Create ICT facilities and provide access in stakeholder services.
2. Facilitate effective communication for the learning enrichment and student engagement.
3. Develop linkages with a view to facilitate participation in national, regional and international networks strengthening teaching, learning and research.
4. Create employment opportunities for the youth and improve their employability through ICT based educational initiatives.
5. Strengthen ICT infrastructure in terms of classrooms, laboratories and virtual laboratory.
6. Use appropriate technological systems to improve communication and interaction between HEI and its constituent institutions.

### **Scope of the ICT Policy:**

1. Students enrolled at the various programmes and courses;
2. Teaching and non-teaching Staff;
3. Other Stakeholders of HEI such as alumni, parents, visitors, etc.

### **Guiding Principles:**

1. ICT facilities are reviewed and monitored for optimal use from time to time.
2. Budget received under various heads like UGC, SPPU and RUSA towards ICT recurring and non-recurring facilities are allocated to various departments and labs based on their priority and need of the students.
3. Finance Committee looks after the purchase and maintenance of ICT facilities.



4. HEI have 4 leased line connections of ACT Fiber Net and 24 routers which support Wi-Fi to the whole campus. The recurring expenditure of the Internet service will be met from restructured fee amount monitored.
5. Institution Website is updated by Computer science dept while outsourcing the server space and maintenance.
6. The purchases of new ICT equipment will take place normally through Government Firms and if they cannot provide the required products, purchases are done through quotation process as per norms, i.e., by selecting lowest quotations from the bidder and the amount will be met from various sources of funding agencies.
7. The stock registers duly maintained by the department will be verified by the stock verification committers and stock lists are cross checked with stock registers. After verification of the consumable & non consumable items, items will be listed out for condemnation & repair.
8. ICT facilities are updated and upgraded as per the demands and needs of the users.
9. The computers and electronic materials listed as e-waste will be given to the approved agency for safer disposal after obtaining permission from the CDC.
10. Department of Computer science in association with IQAC organizes FDP's on utilizing various ICT tools and resources to the faculty and students every year.
11. ICT resources (hardware, software, or a digital resource) are provided to a user considering the key parameters for its efficiency and effectiveness are:
  - a. **Access:** Provide unrestricted access and services to its stakeholders for teaching, learning and research activities.
  - b. **Efficiency and Effectiveness:** Use ICT with a view to increase efficiency in delivery of services and improve effectiveness in achieving the expected results.
  - c. **Security:** Use of ICT by stakeholders to protect individual privacy as per the applicable law.
  - d. **Accountability:** ICT application in the college shall improve accountability of the system for its operation.
  - e. **Sustainability:** Reduce the costs of ICT related energy consumption as well as promote the sustainability of ICT solutions and sustainability through the application of ICT.
  - f. **Learner Centered:** Provide ICT tools that empower the students and enable them to be responsible for their own learning.
  - g. **Pedagogy Driven:** Develop ICT resources that would support subject and course specific pedagogical innovations and create new learning experiences in classroom practices.



- h. **Quality Assurance:** Integrate quality assurance strategies and their continuous development into ICT processes and services.

## **Areas of ICT Application**

### **A) Administration and Admissions:**

- a) ICT helped largely in bringing the efficiency in office administration of HEI.
- b) College has fully digitized system in practice with the help of VRIDDHI ERP software.
- c) HEI employed ICT in enrollments, attendance, finance, student support, library management, internal and external communications.
- d) ICT facilities proved to be very effective in organization of events viz., guidance talks, seminars, and conferences at national and international level.
- e) Admission process of college is ICT enabled and became efficient and effective due to ICT.
- f) For achieving efficiency and transparency of the admission process the admission process is ICT enabled.
- g) Publication of admission related information over the Internet for better reach and visibility.
- h) Provide online registration facility for prospective students.
- i) Maintain a follow up and help prospective students through online support system and FAQs.

### **B) Human Resources:**

- a) The increasing student numbers poses a challenge to an academic institution.
- b) Support the non-teaching staff by standardizing routine administrative activities, and automating their process flow.
- c) Provide advance learning and up-gradation opportunities to the teaching staff through online training programmes and support.
- d) Build an online community of teaching and non-teaching staff to provide horizontal communication channel.
- e) Document and share innovative practices through Knowledge Management System

### **C) Teaching, Learning and Evaluation:**

- a) The use of ICT to provide support to the teaching learning process
- b) A major benefit of ICT for the teachers is that they can make their classroom teaching more effective by making its judicious use.



- c) The students benefit for interaction beyond the classroom through ICT.
- d) ICT enabled teaching-learning encompasses a variety of techniques, tools, contents and resources aimed at improving the quality and efficiency of TLP.
- e) To register and complete the online courses and programmes such as NPTEL, SWAYAM, MOOCs, etc.
- f) Creation of question banks, conduct of test, quiz, analysis of results and evaluation of student performance.
- g) ICT process helps in effective CIE.

**D) Research:**

- a) Use of ICT in research could take a variety of forms, including qualitative and quantitative data analysis, data visualization and reporting in refereed journals and social media.
- b) Researchers will be able to ensure the credibility of research through use of appropriate tools to check plagiarism.
- c) Researchers can collaborate with local and regional partners to further develop research and e-Infrastructure capability.
- d) Strengthen the use of ICT by providing centralized and structured access to online databases, journals and learning resources over the Internet (e.g. MOOCs, INFLIBNET, NLIST, DELNET NPTEL, SWAYAM, etc.).
- e) Administrative support to the researchers for management of research grants.
- f) Participate in regional, national and global discussions on collaborative research using ICT.

**E) Student Support:** In admissions to programmes, hostels, online courses, online examinations, issuing certificates, reports, recommendation letters, registration for placements, etc.

**F) Community Engagement:** ICT facilities can be used to enhance its engagement with the society through extension activities viz., NSS and sports activities, awareness about health and other societal issues,

**G) Library:**

ICT has transformed library services globally. ICT has also contributed immensely to the performance of librarians in the discharge of their duties such as in cataloguing, reference services, circulation management, serials control etc. ICT has contributed to the library in the following specific ways.



1. **Library management softwares:** Libraries utilize softwares designed to manage different library routines and processes. Most of these softwares are integrated and have modules for the different activities or tasks carried out in the library like cataloguing, statistics, acquisition processes, serials control etc. The softwares available at college library are DSPACE, USERTRACKING, SOUL, BRAILLE, and CSMEDIA.
2. **OPAC:** This means Online Public Access Catalogue and is the computerized version of the library catalogue or a database of the library holdings. The advantage of the OPAC over manual methods is ease of use and the fact that it saves space. It provides access to the catalogues of a library on the local intranet, extranet or even the internet.
3. **Office Operations:** Word processing, accounting, database management and communication through e-mail are all enabled in the library through ICT.
4. **Networking:** Library users can access information of various types such as online databases, e-journals, e- books, government publications digitally through networked systems. Access may be allowed online remotely through the internet.
5. **Electronic Document Delivery:** Libraries may not rely anymore on postal services to send documents to users or carry out interlibrary lending. Libraries send documents through electronic networks that can deliver documents in various formats e.g. PDF straight to users' desktops.
6. **Access to Database:** Library provides support for online access to digital databases to the learners and researchers; these are INFLIBNET, NDL, DELNET, and NLIST.
7. **Online user education or tutorials:** Libraries can use the internet or CD –ROMS to educate their users or carry out information literacy programmes. Virtual tours can be offered online making user education more convenient for all.
8. **E-reference services:** The stakeholders are supported by e-reference services for easy access of books, references and research articles.
9. **Library cooperation and resource sharing:** A central union catalogue can be better managed through ICT, thus libraries can create and share bibliographic records and other information resources in digital format.



10. **Institutional Repositories:** Institutional repositories are publications that originate locally from within the university community such as M.Phil./Ph.D. theses, dissertations, reports, conference papers and seminar papers. ICT has made it possible not only to provide better access to these resources but also to ensure the preservation of the resources.
11. **E- libraries:** Digital libraries depend on information recorded on digital formats like CD-ROMS. Virtual libraries are libraries that do not exist in physical space or structure but can be accessed via networks. E.g. Nigerian Virtual Library
12. **Social Media Networks:** Social media networks like twitter, Facebook and LinkedIn, are some interactive internet services that are presently serving as communication forum for librarians and their uses. These networks can be deployed for educational uses. Discussion groups, list serves and communities also assist library services.
13. **E- mails:** This is a means of communication between the library and the users.
14. **Library websites:** A medium of communication for libraries to their users. It is also used to promote the library and publicize it.
15. **Online searching:** Searching of Online databases, browsing and surfing the internet through search engines and subject directories to supplement library sources.
16. **Advantages of Using ICT in the library**
  - ICT makes library work easier, faster, cheaper and more effective.
  - To manage information overload as information retrieval is made easier in computerized systems.
  - Remote access is enabled through networked systems.
  - Computerization saves space and reduces paper.
17. **Challenges of using ICT in libraries**
  - Poor funding of ICT infrastructures
  - Constant change of software and hardware
  - Erratic power supply
  - Insufficient bandwidth
  - Lack of technical IT knowledge by library staff
  - Copyright and intellectual property rights management



The stakeholders are responsible for data security and are guided for the security of the data of the institution. All HEI Web pages should follow copyright laws. Publishers of content must obtain permission from copyright holders to use text, photos, graphics, sounds, or movies to which the HEI does not hold copyrights.

### **Committee:**

- **Committee Chairman**
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We strive to follow a scheme of continuous improvement and upgradation in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

**Date:** 30.12.2018

**Place:** Parner