

बाबू राम सिंह महाविद्यालय

खाड़पाथर, पो0-मुर्घवा (रेनुकूट) सोनभद्र-उ0प्र0

(सम्बद्ध-महात्मा गाँधी काशी विद्यापीठ, वाराणसी)



पंजीयन संख्या-1482/2002-03

दूरभाष - (05446) 256569

फैक्स नं0-(05446) 255777

पत्रांक.....

दिनांक.....

ICT POLICY

Tony Ambasthe
पत्रांक
बाबू राम सिंह महाविद्यालय
खाड़पाथर मुर्घवा (रेनुकूट)
सोनभद्र (उ० प्र०)

Declaration

Realising the critical role of Information and Communication Technology (ICT) in higher education, we are committed to the application of ICT for enhancing administrative efficiency and to optimise teaching-learning experiences.

The ICT Policy for the college states that:

- Access, economy, efficiency, effectiveness, relevance, transparency, privacy, accountability, sustainability, learner-centre approach in teaching, and quality assurance – shall be the guiding principles of the ICT Policy.
- The ICT applications cover the areas - system management; research; teaching-learning; student evaluation; support services; community engagement; student data management; human resources development; networking and quality assurance.
- As an ongoing process, ICT applications shall take note of the rapid pace of technology changes.
- ICT system management must ensure integrity, security, and legitimate applications of ICT.
- Use ICT effectively for building national and international networks to ensure innovative changes in providing quality education.
- The College shall take appropriate measures for the capacity building of academic, administrative, and professional staff to effectively use ICT in all areas/ dimensions of the college.

Tolly Ambasthe
प्राचार्य
बाबू राम सिंह महापात्र
बाड़वाथर मुधगांव (रहस्य)
मुनसद (उ-म-)

The college ICT infrastructure includes well-furnished ICT knowledge centre with sufficient computers and high speed internet connectivity, wi-fi connectivity in campus; research specific software and video-conferencing facilities. Besides these, college also has some department specific ICT Labs like education department ICT lab with computer and internet facility.

3. ICT Policy-Objectives and Scope

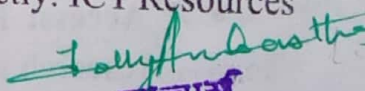
Objectives:

The key objectives of the ICT Policy are to

- Make the College more accessible to the present and prospective stakeholders and empowering them through enhanced access to information and quality services by improving education using ICT.
- Facilitate effective communication for the learning enrichment and student engagement.
- Develop international linkages with a view to facilitate participation in national, regional, and international academic activities and strengthening teaching, learning and research in the College.
- Create employment opportunities for the youth and improve their employability through ICT based educational initiative and industry focused curricula and to help them participate in the ICT revolution, derive economic benefits, and eventually become self-reliant.
- Promote and strengthen new Information Technology Enabled Services (ITES) in the college.
- Create effective ICT infrastructure for impeccably connecting and integrating all ICT Service Providers and End Users.
- Use appropriate technological systems to improve communication and interaction between college office and various departments.

Scope of the ICT Policy:

This policy applies to stakeholders of college including students enrolled in various academic programs, guardians, office staff, faculties and other institutions connected with the college directly or indirectly. ICT Resources will be used by the users including but not limited to:


नाचार्ड
बाबू राम सिंह महा विद्यालय
बाइबाथर मुधगा (रु.रु.रु.)
खेतभवा (उ.प्र.)

- Students enrolled in the various departments of the college
- Permanent staff employed in college
- Temporary, casual or daily base staff working in college
- Contractors, consultants and suppliers working for, or on behalf of, the College
- Visitors/ delegates/foreigners visited India for the study of J. Krishnamurti philosophy in the college
- Hostel staffs in the college
- Researchers who occasionally visits the college for their research purpose

ICT Resources Covered by the Policy:

The ICT policy applies to ICT resources and systems made available to the users, by or on behalf of, the College including but not limited to:

- IT resources in knowledge center
- Personal computers, laptops and terminals in college
- Peripherals e.g. printers, copiers, scanners and multimedia devices
- Mobile devices e.g. smart phones and tablets
- Networks with wired, wireless, dialup and/or internet connections
- Internet services e.g. world wide web, blogs and wikis
- Email and other messaging, social networking and collaboration services such as blogs, chats and forums
- Application software, services and databases
- Removable media including CDs, DVDs and memory Drive

4) Guiding Principles for ICT Application

An ICT Application is an ICT resource (hardware, software, or a digital resource) provided to a user by the College. The College and the ICT Center/Knowledge Center, while providing an ICT Application or taking decisions regarding the ICT related activities will be guided by the following principles.

Tolly Subash
प्राचार्य

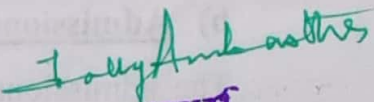
बाबू राम सिंह महा पाठक
 बाड़वाथर मुख्यालय (हद)
 सोनमठ उ-३०)

through ICT.

- **Economy:** Application ICT to improve economy in the practice of the College. The College will use ICT to reduce operation costs and improve teaching, learning and research quality and reduce expenditure of office by enhancing its quality using ICT.
- **Efficiency and Effectiveness:** Use ICT with a view to increase efficiency of the college in delivery of services and improve effectiveness in achieving the expected results of the college.
- **Relevance:** Improve relevance of the learning experiences of the students in the college, and continuously use and adopt relevant ICT resources for the college.
- **Transparency:** Use ICT to foster openness in the college system management and delivery of services to the stakeholders.
- **Privacy:** Use of ICT within the college to protect individual privacy as per the applicable law.
- **Accountability:** ICT application in the College shall improve accountability of the system for its operation.
- **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.
- **Learner Centered:** Provide learner-centered pedagogy based on ICT tools that empower the students of the college and enable them to be responsible for their own learning.

5) Areas of ICT Application

The following is a description of areas where ICT resources may be developed and made available to stakeholders for their efficient use.


प्राचार्य
बाबू राम सिंह महा नगव
बाड़नाथर मुख्या (रु. १२)
सोनमठ (उ. प्र.)

visualization and reporting in refereed journals and social media. The college will endeavor to make its ICT resources available for creating conducive research environment for research scholars in various departments in the college. The College may undertake a range of activities to support research using ICT, but not limited to the following:

- Provide data capture, analysis, and management tools for both qualitative and quantitative data.
- Ensure the credibility of research through use of appropriate tools to check plagiarism.
- Organise training and capacity building activities to help researchers to use latest tools for research.
- Strengthen the use of ICT by providing centralised and structured access to online databases, journals and resources over the Internet (e.g. MOOCs, INFLIBNET, NKN, NPTEL etc.)
- Provide improved administrative support systems to the researchers for efficient and effective management of research grants and other funding resources.
- Provide access to college research publications and other digital assets through a central repository
- Publish online editions of College journals for better reach and visibility
- Participate in regional, national and global discussions on collaborative research using ICT.
- Provide infrastructural and technological support in conducting research areas based national and international online seminars and workshops.

Tally Ambasthe
प्राचार्य
बापू राम सिंह महा विद्यापीठ
वाडपाथर मुधुग (रा. रा.)
सोनमद (उ. प्र.)

efficiency, and transparency of the admission process. The University may use colleges ICT resources and human resources during the admission process. ICT can be used in the following areas:

- Publication of admission related information over the Internet on College platform for better reach and visibility
- Provide online registration facility on college platform for prospective students
- Maintain a follow up and help prospective students through online support system and FAQs

c) Human Resources

The increasing competitive environment and growing student population is a major challenge to an academic institution. In this scenario, ICT can be used as a facilitator to increase effectiveness and efficiency of the services offered by the College. The College may undertake a range of activities to support human resources using ICT, but not limited to the following:

- Support the non-teaching staff by standardising routine administrative activities and automating their process flow.
- Provide advance learning and up-gradation opportunities to the teaching staff through online training programmes/ Seminar/workshops/ capacity building programmes.
- Build an online community of teaching and non-teaching staff to provide horizontal communication channel.
- Develop Knowledge Management Systems to capture and maintain the expertise for later use, particularly for curriculum development.
- Document and share innovative practices through Knowledge Management System.

d) Teaching and Learning

The use of ICT to provide support to the teaching and learning process has become an entrenched activity in educational institutions. A major benefit of ICT for the teachers is that they can make their classroom teaching more effective by making its judicious use. The students are

Tolly Ambasthe
का. अ. अ. अ.
बाबू राम सिंह मरा व. ग. अ. अ.
बाइवाथर पुष्पा (रेकॉर्ड)
सोनमद (७० प्र०)

also benefited due to possibilities for interaction with faculties beyond the classroom through ICT. ICT enabled teaching-learning encompasses a variety of techniques, tools, contents, and resources aimed at improving the quality and efficiency of the teaching-learning process. Teachers in the college system today can use a variety of media and technologies inside and outside the classroom to make their teaching effective. ICT are used by teachers to catalyze the transformation of information into student learning. While using Internet related resources in the classroom, every care may be taken by the faculties to address the appropriateness of the content and avoid inappropriate contents therein. The College may undertake a range of activities to support teaching and learning through use of ICT, but not limited to the following:

- Facilitate teachers to engage in selection and critical evaluation of digital content and resources (from Massive Open Online Courses - MOOCs, NPTEL etc.) to embed teaching-learning process.
- Encourage teachers to contextualise open educational resources available on the Internet for the students of the College.
- Encourage teachers to develop digital learning resources of their own. Facilitate teachers to collaborate and undertake projects to develop high quality digital learning materials for the students. The digital resources may include documents, presentations, animations, audio recordings and video clips.
- Create appropriate online learning space through economic and freely available Learning Management System (LMS) to share the learning modules created by the teachers. Through LMS students will have authorised access to relevant modules.
- Provide recorded sessions across the campuses through podcasts (for audio sessions) and webcasts (for video sessions).
- Facilitate synchronous (e.g. chatting) and asynchronous (e.g. e-mail and forum) communication channels between teacher and student and among students for off-campus academic discussion.

Tony Ambasther
प्राचार्य
बाबू राम सिंह महा विद्यालय
बाड़पाथर मुधुगा (देहरादून)
बोतमट (उ.प्र.)

off-campus such as internships, fieldwork.

- Organize training on effective use of ICT for teaching and learning for every teacher. Such training may be organized within the college or faculty members may be deputed to attend external ICT based workshops.
- Organize and provide training on effective use of ICT and social media in the College for the students.

e) Student Performance Evaluation

Student performance evaluation is the most critical aspect of any college system. In semester system college teachers are responsible for the evaluation of their students in the college under university procedure and guidelines. Use of ICT in evaluation can improve administration of tests in both online and offline scenario. The objective of the student evaluation system using ICT should include: providing an efficient mechanism to conduct examinations, improve transparency and credibility of the system. It helps in declaring the results error-free and in timely manner, and evaluate the students in a valid and reliable manner. ICT can be used in various evaluation activities like-

- Provide facilities and helping students in online registration for examination and share results online.
- Students should be informed about examination schedules and changes to schedules, if any, online.
- Create online systems for internal assessment and integrate with final student examination.
- Encourage teachers to use online testing system for internal assessment.
- Provide feedback to students on their performance on regular basis, in on-line mode.
- Create question banks and share them through a repository.
- Use ICT for improving the credibility of the examination by putting practices in place to check impersonation and other malpractices.

Tolly Ambasthe
प्राचार्य

बाबू राम सिंह महा विद्यालय
बाडपाथर मुधगा (रेनुकुट)
बोनमद उ ५०)

student performance, evaluator performance etc.

f) Student Support

A support mechanism helps the students to excel and achieve their full potential. The traditional student support systems need to be supplemented with ICT to increase its scalability and availability. The College may undertake a range of following activities to support students through use of ICT:

- Class-coordinators/ mentors play an important role in student support system. An online communication and information distribution channel between a class-coordinator/mentor and his/her students need to be provided.
- Online support is required to drive College centralized training and placement activity. It should integrate placement related services at college level, while providing college-level programme-specific services to students through the activities such as Placement training, Placement related activities and management of students' portfolios.
- Continuous strategic contacts can be maintained with alumni using ICT. An exhaustive alumni database needs to be prepared and made available to all the department for use.
- Use ICT to provide various supplementary skills to students including soft skills, personality development. A blended learning approach can be adopted to facilitate such skills.
- Facilitate the data mining on learning analytics for student support.
- Use ICT in campus hostel to provide required information regarding hostel accommodation and to handle related complaints and feedbacks.
- ICT can be used to encourage students to actively participate in extracurricular activities. Individual student participation in these events can be recorded and made a part of their individual portfolios.

g) Community Engagement

ICT facilities can be used by the College to enhance its engagement

Tally And as the
प्राचार्य
बाबू राम सिंह महा प्रधान
बाडगायत कुमारी (होद)
मोनमद 3-प्रो

the society through extension activities. It may undertake a range of activities to support its extension activities through use of ICT, but not limited to the following:

- NCC, NSS and sports activities can be supported with dedicated ICT systems to increase students' participation.
- Social media platforms can be used to create awareness about health and other societal issues.
- College can create educational modules on societal issues (e.g. environment science) for general public and host them as open learning resources.

h) Administration

Apart from research and teaching, a major application of ICT can be used in administration of the College. It will develop a strategic plan to provide access to its key resources to all the department and its students and teachers. The College may undertake a range of activities to support administration through use of ICT, but not limited to the following:

- Store the documents in digital form and provide authorised access
- Standardise and automate the activities involved in academic administration for class and course management
- Standardise and automate the administrative processes of the college through an integrated system.
- Provide need-based automation support to college staff to perform specific tasks
- Promote the use of office computing to support general office tasks

i) Quality Assurance

The transparency brought by ICT encourages quality assurance in an organization. The college will certainly and with definite focus work towards the quality assurance (encouraged using ICT) in administration, teaching- learning and evaluation. The college may undertake a range of

Prof. Dr. Jolly Ambekar
प्राचार्य
बाबू राम सिंह महा विद्यालय
वाडवाथर पुष्पा (राष्ट्र)
सोनमठ (उ.प्र.)

following:

- ICT will help to improve the quality of administration and bring in transparency in the related processes through automated systems. They will also make the respective processes person independent. The increased speed of operations will provide timely information.
- ICT will be used to facilitate data mining on learning analytics of students for programme improvements; to encourage cooperation amongst teachers; to standardise study material across the campuses through learning modules and LMS.
- The college will enhance transparency in evaluation process and the quality of evaluation using ICT for collaboratively preparing question banks, developing automatic question paper generation systems, conducting online examinations wherever feasible, and for providing timely feedback to students etc.
- The quality assurance initiatives need to be supported by appropriate mechanisms for online feedback from various stakeholders and its analysis using ICT.
- Databases of teachers and domain-experts will be maintained and made available as per their teaching, evaluation, and research requirements.

6) ICT Infrastructure and System Maintenance

The valuable ICT assets must be managed to ensure their integrity, security and availability for valid educational and administrative purposes. Since the college follows J. Krishnamurti philosophy and promote academic freedom and free exchange of ideas, some guidelines for the use of ICT are required. The guidelines are as follows.

a) College Responsibilities

- ICT systems and infrastructure will be managed by the ICT/Knowledge Center.
- College will create adequate budgetary provision for maintenance of the ICT infrastructure and to implement this Policy.

Tomy Subash
साक्षात्
बापू राम सिंह महाविद्यालय
बाड़वाथर गुधम (रेनूकुट)
घोनामर (उ० प्र०)

and password management systems.

- While the College will take all the necessary care to maintain its systems and servers, it accepts no responsibility for any loss or damage, consequential or otherwise, or loss of data from the use of its ICT Resources or due to the maintenance of its ICT Resources.
- Wherever possible, the College will use Open-Source applications for providing services and reduce the total cost of running the ICT infrastructure.

b) Unacceptable uses of ICT resources of the College by the Users

Unacceptable use of the college ICT resources may include but are not limited to the following.

- Attempt to access computers for which the concerned individual is not authorized
- Unauthorized access to another user's files
- Attempting to circumvent Network Access Control, including bypassing proxies and firewalls
- Monitoring or interception of network traffic without permission
- Probing for the security weaknesses of systems by methods such as port scanning, password cracking, without permission
- Unauthorized extension or retransmission of network traffic including the installation of unauthorized wireless access points, routers or switches
- Unauthorized modification of college data
- Unauthorized download, installation or running of programs or utilities that may flood the network, causing denial of service to other users
- Sharing of network access credentials with third parties for the purposes of defeating network authentication.
- Using the network to break into other networks

Tally
प्रचार्य
बाबू राम सिंह महा प्रचार्य
बाडवाथर गुहा (रुद्र)
धौनमद (उ. प्र.)

- Creation, retention or transmission of material with the intent to cause annoyance, inconvenience or needless anxiety
- Infringement of Intellectual property rights including copyright, trademark, patent, design and moral rights
- Sending electronic mail that purports to come from an individual other than the person actually sending the message using for example, a forged address
- Using the resources for unsolicited advertising or transmission of electronic mail with intent to defraud, often referred to as "spamming"
- Deliberate unauthorized access to networked resources, local or remote
- Deliberate activities that may result in either wasting of support staff time in support of systems or corrupting or destroying other users' data violating the privacy of other users
- Denying services to other users
- Actions or inactions which intentionally, or unintentionally, aid the distribution of computer viruses or other malicious software
- Download, installation and use of unlicensed software on the college network and computers
- Any activity which comes within the purview of cyber laws

c) Use of physical infrastructure

The following guidelines will be adhered to by all concerned.

- All the students and staff shall be required to identify themselves (either physically or electronically) for access to any common College computing facilities
- Only authorized staff will be permitted to open computer or related systems

Handwritten signature: Jolly Ambasthe
जॉली अम्बास्ते
 बाबू राम सिंह मल्ल व शांति
 बाइपाथर पुष्पा (कनिष्ठ)
 मोनमद (उ. प्र.)

- No computer equipment and related accessories shall be carried out of the computer labs without explicit permission from an authority
- In charge of ICT center will maintain ICT asset registers in order to monitor and track the assets.

c) Data Security

The purpose of these guidelines is to identify and disseminate the framework and principles that guide institutional actions and operations in generating and sharing data and information.

- The electronic data of the college either reside on college central servers or on desktops, laptops and other mobile devices belonging to individual users. In either case, users must be aware of policy issues governing their protection and access.
- All College data residing on the central network storage must be kept backed up on a regular basis. Frequency of backup needs to be determined by the frequency with which the data changes and the effort required to recreate the information if lost.
- Backup must be tested periodically to ensure that they support full system recovery. All restore procedures must be properly documented and tested on a regular basis, at least annually. Backup media must be stored in an off-site location and retrievable within 24 hours, 365 days a year.

Ensure content Validity:

- The college controlled sites must be registered according to the guidelines
- Office and website in charge are responsible for the content on all of their Web pages
- Content must be continuously updated. It will follow all sections of this policy, as well as national laws and codes
- Visible credits such as "Site powered by..." or "Site created by..." are prohibited

Copyright:

- All College Web pages should follow copyright laws

Sally Ambekar
प्राचार्य
 बाबू राम सिंह महा विद्यालय
 बाइपाथर मुधुग (राजूर)
 धोनेमद (४० प्र०)

- Publishers of content on college website must obtain permission from copy right holder to use text, photos, graphics, sounds, or movies to which the College does not hold copyrights.

7) Capacity Building for ICT Use

The College will take the following measures for the development of human resource in ICT.

- For enhancing the efficiency of the ICT/ Knowledge Center , college will provide opportunity for continuously training to enhance skills so that the staff can meet the changing needs of the users. The ICT Centre shall put in place training and development plans to address the skill competencies of the staff.
- College will designate some staff as technical staff. These staffs will act as links between knowledge centre and various departments.
- Provide technical training, on efficient use of ICT services, to all teaching and non-teaching staff of the college.
- Provide training to the faculty on content development and to develop e-learning modules.
- Provide functional training to all teaching and non-teaching staff to improve their ICT competency.
- Train researchers in the college to enable them to use ICT in their research work.
- Train all the faculty members in the use of ICT for administration and for teaching and learning purposes.
- Train all the members of ICT cell in software, hardware, and general knowledge of networking.

8) Quality Assurance of ICT Resources and Services

To enhance and maintain the quality of ICT and ICT services, the ICT/Knowledge Center shall perform the following activities.

Quality norms for ICT services

Handwritten signature: Jayashankar
प्राचार्य
 बाबू राम सिंह महा. गान्ध.
 बाइराथर मु. (रु. २०)
 सोनमठ (उ. प्र.)

- Continuously monitor the quality of ICT infrastructure and ICT services by technical staff.
- Provision for online complain regarding technical problems acknowledged or reported by users.
- Try to resolve 80% of all the technical problems within eight working hours after a complaint is received.
- Conduct at least 3 training sessions/workshops in coordination with ICT Advisory committee/cell in a year to equip the end-users with relevant and practical ICT skills to facilitate effective and efficient use of ICT resources by them.
- Ensure that 80% of digital network services (LANs/WANs) operate 24x7 in all departments of the college.
- Formulate and operationalize ICT policies within a reasonable time after their approval.
- Organize workshops, in coordination with ICT Advisory committee/cell at least two in every six (6) months, on latest trends and practices in ICT for students and faculties.
- Establish an on-line help desk.

Disaster recovery (DR) plan

The College will establish a disaster recovery planning capability which will develop and maintain coordinated plans, procedures and technical measures that would enable essential systems to be recovered following a disaster and provide assurance that these plans, procedures and measures are effective. A framework for disaster recovery may consider the following standards:

The college will develop Standards for DR Planning based on generally accepted good practices.

Continual improvement:

will establish a DR team to implement continual improvement

Tolly Ambastha
प्राचार्य
 बाबू राम सिंह परा गान्ध
 बाईपाथर कुंज (हस्त)
 सोनभद्र (उ.प्र.)

of the DR planning capacity, the DR Plans and Standards. The DR Plans shall be peer-reviewed every two years and to follow any significant change to the architecture. The DR Plans shall be regularly audited for its compliance with the Standards.

Disaster preparedness:

Recovery capabilities and plans shall be tested every two years in accordance with the Standards. The College will identify capability and capacity measures designed to mitigate the consequences of a disaster. The College will acquire and maintain resources necessary to ensure viability of the DR procedures.

Reporting and review:

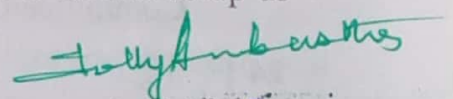
Compliance of the DR Plans with the Standards will be reported through the In-charge, ICT Center.

Information System Audit

The College will conduct Information System Audit, at least once in two years, to ensure that the hardware, software, networks, ICT management, services etc., are all according to standards.

9) Managing ICT Policy

The domain of ICT is an evolving one and is a major challenge for the college. Considering the frequency of technology upgradation and obsolescence, the College will review and update its ICT Policy every three years. For managing ICT policy the College will have a formal setup as follows.



प्राचार्य
बाबू राम सिंह पन्ना ११५७
बाड़वाथर मुधवा (रू.कूट)
सोनभद्र (उ.प्र.)

