Kopargaon Taluka Education Society's

K. J. Somaiya Arts, Commerce and Science College, Kopargaon

CRITERION-4: INFRASTRUCTURE AND LEARNING RESOURCES

Key Indicator- 4.3: IT Infrastructure

List of Supporting Documents

4.3.1 QlM: Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection. Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth.

ICT Policy Document

Kopargaon Taluka Education Society's

K. J. Somaiya College of Arts, Commerce and Science, Kopargaon, (M.S.) 423601

Information and Communication Technology (ICT)

Policy and Procedures

Internal Quality Assurance Cell

(IQAC)

Information and Communication Technology (ICT)

Introduction:

Information and Communication Technology (ICT) has become an essential aspect of modern education, revolutionizing the way knowledge is imparted and acquired. The ICT policy of our institution is carefully crafted to ensure the provision of up-to-date facilities and promote excellence in education by adhering to global standards.

The ICT facilities encompass a wide array of resources, including dedicated internet connectivity, an adequate number of computers, laptops, printers, copiers, scanners, LCD projectors, interactive boards, Smart Boards, virtual classrooms, wired and wireless networks, worldwide web access, emails, CDs, DVDs, memory sticks, and more. These resources are strategically employed to foster an efficient teaching-learning process.

Our ICT Policy has clearly defined objectives that guide our efforts:

1. Creating and facilitating access to ICT facilities for all stakeholders.
2. Ensuring effective communication to enrich the learning experience and engage students.
3. *Establishing linkages with national, regional, and international networks to strengthen* teaching, learning, and research.
4. Leveraging ICT-based educational initiatives to create employment opportunities and enhance youth employability.
5. Enhancing the ICT infrastructure in classrooms, laboratories, and virtual learning environments.
6. Utilizing appropriate technological systems to enhance communication and interaction between the Higher Education Institution (HEI) and its constituent institutions.

Scope:

The scope of our ICT Policy extends to students enrolled in various programs and courses, teaching and non-teaching staff, and other stakeholders such as alumni, parents, and visitors.

The guiding principles governing the implementation of our ICT Policy areas follows:

1. Regular review and monitoring of ICT facilities to ensure optimal use.
2. Allocating budgets received from various sources to different departments and labs based on their priorities and students' needs.
3. Oversight by the Finance Committee for the procurement and maintenance of ICT facilities.
4. Maintaining leased line connections and routers to provide Wi-Fi access to the entire campus.
5. Procuring new ICT equipment from government firms or through aquotation process to meet the needs of various funding agencies.
6. Regular stock verification and maintenance of stock registers for proper management of consumable and non-consumable items.
7. Regularly updating and upgrading ICT facilities based on user demands and requirements.
8. Ensuring proper disposal of e-waste in accordance with guidelines after obtaining permission from the appropriate authorities.
9. Updating the institution's website through the Computer Science department with the help of outsourced server space and maintenance.
10. Organizing Faculty Development Programs (FDPs) in collaboration with the IQAC to train faculty and students in utilizing various ICT tools and resources.

ICT resources provided to users are selected based on key parameters such as access, efficiency, effectiveness, security, accountability, sustainability, learner- centeredness, pedagogy-driven approaches, and quality assurance strategies.

Areas where ICT is applied within the Institution:

A) Administration and Admissions:

- ICT streamlines office administration processes, including enrollment, attendance, finance, and communication.
- Fully digitized systems are employed, utilizing VRIDDHI ERP software.
- ICT is effectively used in organizing events, guidance talks, seminars, and conferences at the national and international levels.

- Admission processes are made efficient and transparent through ICT- enabled procedures.

B) Human Resources:

- ICT supports non-teaching staff by automating routine administrative tasks and providing opportunities for online training.
- An online community is built for teaching and non-teaching staff to facilitate horizontal communication.
- Innovative practices are documented and shared through the Knowledge Management System.

C) Teaching, Learning, and Evaluation:

- ICT aids the teaching-learning process, enabling effective classroom teaching and interaction beyond the classroom.
- Various techniques, tools, contents, and resources are employed to improve the quality and efficiency of teaching-learning practices.
- Online courses and programs are registered and completed through platforms like NPTEL, SWAYAM, and MOOCs.
- Question banks, tests, quizzes, analysis of results, and student performance evaluation are conducted using ICT.

D) Research:

- ICT is utilized for qualitative and quantitative data analysis, datavisualization, and reporting in refereed journals and social media.
- Researchers ensure the credibility of their work by using appropriate tools to check plagiarism.
- Collaboration with local and regional partners is facilitated and administrative support is provided for managing research grants.

E) Student Support:

- ICT is applied in admissions, online courses, examinations, issuance of certificates and reports, recommendation letters, and registration for placements.

F) Community Engagement:

- ICT facilities enhance engagement with society through extension activities like NSS, sports activities, and awareness programs.

G) Library:

- ICT has revolutionized library services, including cataloging, reference services circulation management, and serials control.

- Various library management software like DSPACE, USERTRACKING, BRAILLE, are used.
- Online Public Access Catalogue (OPAC) allows easy access to libraryholdings.
- Word processing, accounting, database management, and communication are enabled through ICT in the library.
- Networking allows users to access various online databases, e-journals, and government publications.
- Electronic document delivery and access to databases are provided.
- Online tutorials and virtual tours facilitate user education.
- Social media networks are used for communication and educational purposes.

ICT offers numerous advantages, including improved efficiency, ease of information retrieval, remote access, space and cost savings. However, challenges like poor funding, changing software and hardware, power supply issues, insufficient bandwidth, lack of IT knowledge, and copyright management need to be addressed.

The stakeholders are responsible for data security and compliance with copyright laws when using content from external sources.

Committee:

Chairman:

Dr. B. S. Yadav (Principal)

Members:

Dr. B. B. Bhosle

Prof. V.C. Thange

Dr. K. L. Giramkar

Mrs. N. B. Shinde

Mr. P. S. Bhadane

Mr. P. G. Gudaghe

K. J. Somaiya College of Arts, Commerce & Science ★ Estd. 1964 Kopargaon

The institution's ICT Policy is subject to continuous improvement and upgradation to remain relevant and compliant. Regular reviews are conducted toensure continued effectiveness.

Date: 30.06.2018

Place: Kopargaon

Prof. V. C. Thange

Co ordinator
IQAC, K. J. Somaiya College
Kopargaon, Dist. A.Nagar

K. J. Somaiya College of Arts, Commerce & Science
Estd. 1964 Kopargaon

Dr. B. S. Yadav

Principal
K. J. Somaiya College of Arts
Commerce & Science, Kopargaon