



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

### **Shri Pancham Khemraj Mahavidyalaya, Sawantwadi (Autonomous)**

*(Affiliated to University of Mumbai)*

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

The **Information and Communication Technology (ICT) Policy** aims to establish procedures for the effective creation, maintenance, and use of ICT facilities to achieve quality education and global standards. ICT facilities include internet connectivity, computers, laptops, printers, scanners, LCD projectors, interactive boards, virtual classrooms, wired and wireless networks, emails, and digital storage devices.

The institution is committed to using ICT to enhance **teaching-learning, administration, research, and stakeholder services.**

#### **Objectives**

1. Provide ICT infrastructure and access for all stakeholders.
2. Facilitate effective communication for student engagement and learning.
3. Promote collaboration with national and international academic networks.
4. Improve employability through ICT-based educational initiatives.
5. Strengthen ICT infrastructure in classrooms, laboratories, and virtual labs.
6. Enhance institutional communication and interaction through technology.

#### **Scope**

The policy applies to:

- Students enrolled in various programmes
- Teaching and non-teaching staff
- Other stakeholders such as alumni, parents, and visitors

#### **Guiding Principles**

- ICT facilities are regularly reviewed and upgraded based on institutional needs.
- Funds received from agencies such as University Grants Commission and Rashtriya Uchchar Shiksha Abhiyan are utilized for ICT development.
- Procurement of ICT equipment follows institutional purchase procedures and quotation norms.

- Internet connectivity and Wi-Fi services are maintained across the campus.
- ICT resources are used responsibly ensuring **security, accountability, and sustainability**.
- Regular **Faculty Development Programmes (FDPs)** are conducted to train users in ICT tools.
- Obsolete electronic equipment is disposed of responsibly through approved e-waste agencies.

### **Key Principles of ICT Use**

- **Access:** Provide easy access to ICT resources for teaching, learning, and research.
- **Efficiency:** Improve administrative and academic processes.
- **Security:** Ensure protection of institutional and personal data.
- **Accountability:** Maintain transparency in ICT operations.
- **Learner-Centered Approach:** Encourage student-driven learning using digital tools.
- **Pedagogy-Driven Use:** Integrate ICT with innovative teaching practices.
- **Quality Assurance:** Continuously improve ICT services and infrastructure.

### **Areas of ICT Application**

#### **1. Administration and Admissions**

- Digitized administrative processes using ERP systems.
- Online admission, communication, and student record management.
- ICT support for seminars, conferences, and institutional events.

#### **2. Human Resource Development**

- Automation of administrative tasks for staff.
- Online training and professional development opportunities.
- Knowledge sharing through digital platforms.

#### **3. Teaching, Learning and Evaluation**

- ICT-enabled classrooms and digital learning resources.
- Use of online platforms such as NPTEL, SWAYAM and Massive Open Online Courses.
- Creation of question banks, online tests, quizzes, and continuous internal evaluation.

#### **4. Research**

- Use of ICT tools for data analysis, plagiarism checking, and research collaboration.
- Access to online databases such as INFLIBNET, National Digital Library of India and DELNET.
- Administrative support for research project management.

## 5. Student Support

- ICT services for admissions, online examinations, certificates, placements, and communication.

## 6. Community Engagement

- ICT support for extension activities such as awareness programmes, NSS initiatives, and social outreach.

## 7. Library Services

ICT plays a vital role in library management through:

- Library automation software (e.g., **SLIM-21**)
- Online Public Access Catalogue (OPAC)
- Access to e-journals, e-books, and digital databases
- Electronic document delivery and institutional repositories
- Online user education and information literacy programmes

**Advantages:** Faster information access, remote services, efficient library management.

**Challenges:** Limited funding, infrastructure constraints, power supply issues, and need for technical expertise.

## Data Security and Copyright

All stakeholders must follow **data security practices and copyright laws** when using institutional ICT resources. Permission must be obtained before using copyrighted digital content.

## ICT Committee

- Chairman
  - Dr. Umesh Ramchandra Pawar
- Member(s)
  - Mrs. Vibha Gawande
  - Mrs. Akshata Godkar
  - Mrs. Snehal Naik