Maharashtra Shikshan Samiti's

Maharashtra Mahavidyalaya, Nilanga

ICT Facilities Policy

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ICT Facilities Policy

A) Introduction

ICT infrastructure is central to administration as well as teaching learning processes. After the advent of Information and Communication Technology, many academic processes are being managed and monitored through ICT enabled devices. Modern computing devices have become an indispensable part of technological education. Digital infrastructure is one of the key components in various aspects of teaching learning processes. Most of the aspects of higher education are now being operated and monitored through modern computing technologies. Admission process, submission of files, the process of eligibility, submission of internal marks and many other such academic functions are being carried out in online mode. These days ICT is playing a huge role of providing access to valuable resources as well as for generating, analysing and storing data. The evaluation, the analysis of the results and collection of feedback can also be done effectively with help of information and communication technology. Students and teachers can easily interact with each other with help of the modern technologies. The website of the college is one of the important places where students can have access to information and dissemination of data can be efficiently done. There are many other aspects of higher education that are being efficiently managed through ICT technology.

B) The objectives of the policy:

1. To gradually expand ICT infrastructure in the college.
2. To maximize the use of ICT tools for efficiently carrying out various tasks of administration.
3. To explore and experiment the use of ICT in all the aspects of academic works.
4. To provide guidelines for using ICT in college.

C) There are two types of ICT Facilities

1. ICT Service Facilities
2. ICT infrastructure Facilities

1. ICT infrastructure Facilities

- **Computers:**

    Maharashtra, Mahavidyalaya, Nilanga will strive for purchasing and maintaining sufficient number of computers and laptops for administrative purposes. The college will try to increase the number of Computers and laptops as per the requirement in the coming years. The college will try to have sufficient number of other computing devices like servers and cloud-based services required for efficient and speed in administration.

- **Printers, scanners and copiers:**

    As the technology of printing, the documents, scanning and copying has become cheaper and user-friendly, Maharashtra Mahavidyalaya will purchase and provide access to all the teaching and non-teaching staff to the devices for the academic and auxiliary functions. The advanced printing and scanning devices will be purchased as per the requirements.

- **Smart Boards. Smart TVs and LED Projector:**

    To make the teaching-learning process equipped with advanced ICT tools, college will purchase required number of smart boards, Smart TVs and LED projectors during the next five years. For the projection of PowerPoint presentations and audio-visual resources, the college will create a semi-digital Seminar Hall where students can watch videos and documentaries based on their Syllabi units.

- **Broadband**:

    In order to provide free access to the teachers and the students to the resources available on the internet and to provide connectivity to all the stakeholders in the college, Maharashtra Mahavidyalaya will strive towards expanding the existing internet bandwidth as well as try to provide access to other modern technologies.

- **Computer Labs and Labs With Cloud Facilities**:

    The college runs a UG programme in computer science, and a PG program in computer science as well as the college also runs a Bachelor of Vocational Course in web printing technology. As such, there is a requirement for having computer labs with latest hardware and software installed on the computers. All the computers in the laboratory will be attempted to be connected through local area. Network and attempt will also be made towards connecting all the devices to the cloud computing services. The computer laboratories will be equipped with smart TVs and speakers for demonstration of the computing skills by the teachers.. The college will have separate computer laboratories for Computer Science Department, Department of Mathematics and the Department of Vocational Courses.

- **CCTV Surveillance**:

    For the security of the students and infrastructure and for vigilance purposes, the college will install CCTV cameras in the campus. The areas which will be under the CCTV surveillance will be the main building, Building no. 02, Library and sports complex.

2. ICT Service Facilities

- **ERP Software for Administration**: the college will continue to use ERP software for various aspects of administration from admission to auditing purposes. The office administration will use the software where all the

data of the stakeholders can be easily. Share and additions to the data could be done by various employees.

- **Library Automation Software**: the information and communication technology is being used in various fields of academics. Library will also be a run with help of library, automation software and various online resources will be made available to the students and the teachers in the library. The college will subscribe to online resource depositories and libraries.

- **Website, Emails, and Web-Based Services**: for easy communication and efficient administration. The college will maintain its website regularly as well as every employee will have a separate email ID which is officially recognised and notices and circulars will be sent through emails.

- **Social Media Groups and Pages**: the college will have its presence on social media platforms in order to communicate its achievements and offers to its stakeholders as well as in order to have better communication within specified groups. The teachers will be encouraged to create social media groups.

- **YouTube Channel and Facebook Page**:in order to share the videos of the various activities conducted in the college and the lectures recorded by the teachers. The college will have its own YouTube channel. The college will also try to connect with stakeholders and alumni students through a Facebook page of the college. On the YouTube channel, and on the Facebook page, College will post the achievements, reports of the activities and the college will also share its offers and opportunities..

- **Online Grievance Registration**: the college will create online grievance registration mechanism for the students. Give grievance registration mechanism will collect the grievances registered by the students on the website of the college and resolve the issues as per the grievance read wrestle mechanism decided by the college.

- **Online Feedback Submission**: on the website of the college, the links to the Google forms meant for submission of feedback from the stakeholders will be posted. The feedback submitted on the website will be analysed and taken for discussion in the meeting of the internal quality assurance cell and in the college development committee meeting.

- **Online Alumni Registration**: on the homepage of the college website link to the Registration to the alumni Association will be provided. The students will be able to register their names and submit their suggestions feedback and their willingness to contribute to the college. The alumni Association committee will collect the responses and analyse them. The feedback and suggestions will be brought to the notice of internal quality assurance cell for improvements in quality initiatives.

D) The Uses of ICT in Higher Education

1. **Administration**: currently, digital technology is being used for admission processes, circulation of notices, facility for downloading various forms, formats and syllabi, expanding access to the institutions, collection, distribution and maintenance of stakeholders' data, for speeding up communication, reducing the cost of correspondence as well as dissemination of important information or other such administrative functions.

2. **Teaching and learning**: in the current times, digital technology can be applied for teaching and learning in three modes – independent teaching or learning, teaching in collaboration with digital technology and digital technology for lifelong learning. Various media houses and organisations as well as reputed institutions of higher education have uploaded a lot of data for lifelong learning.

3. **Resources**: the most visible aspect of digital technology is the way it has made available the well-guarded resources for free. Now, there are millions of books, documents, encyclopaedias, dictionaries and audio-

visual resources available ways to download for free or, at a minimum cost.

4. **Evaluation**: for the majority, the valuation process in the universities is of two kinds. There are theoretical, written examinations and application-based practical examinations. The use of digital technology in evaluation process is still in its primary stages. There are not many tools which are available to evaluate the skills of the students online.

5. **Research**: digital technology is proving helpful for research in two ways: providing valuable inputs to research through online journals, books etc. and facilitating collaborative research so that, the researchers can work from their own laboratories and collaborate without needing to visit the places personally.

6. **Creativity**: it can surely help a teacher to fulfil the task of making the students creative. Digital technology can help by two ways in this regard – providing tips and tools in the creation of digital and non-digital arts like videos and, short films, documentaries or other graphic designing arts. Secondly, it is also helpful in providing necessary resources which feed the creation and creativity of a learner.

7. **Sharing / publishing**: The definite two characteristics of web 2.0 he is that the users are able to share their emotions, opinions, data, ideas and by this way they can interact with each other in an unprecedented way. Digital technology provides a lot of platforms where the students can share their ideas opinion is with others.

8. **Extension**: extension is called as one of the three primary functions of higher education. Digital technology can help in extension activities academically also. Higher educational Institutes are now creating different kinds of open online courses for different sections of society like employees, elderly population, language learners, lifelong learners and others.

9. **Training**: in the digital era, the digital migrants and the digital citizenship both need to be trained properly to carry out the necessary tasks in their respective fields. Digital platforms can be of great use in providing online courses and necessary information to the employees working at different areas without necessitating them to leave their places.

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