



**Mahatma Gandhi Vidyamandir's**

**Smt. Pushpatai Hiray Arts, Science and Commerce Mahila  
Mahavidyalaya, Malegaon Camp. Dist. Nashik (M.S.)**

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

## Contents

Introduction.....	
Objectives.....	
Regulatory Principles.....	
ICT Application Areas.....	
Administration and Admission .....	
Teaching Learning Evaluation .....	
Research.....	
Student Support.....	
Community Engagement .....	
Library.....	

**Introduction:**

In order to attain quality and excellence in accordance with international standards by granting access to cutting-edge ICT facilities, information and communication technology (ICT) policy is intended to help comprehend processes for the establishment and use of ICT facilities. An adequate number of computers, laptops, printers, scanners, LCD projectors, wired and wireless networks, the internet, emails, CDs, DVDs, and memory sticks are included in the ICT facilities. ICT resources are used to facilitate effective teaching and learning. ICT Policy offers guidance for their successful application in routine academic and administrative activities.

**Objectives:**

- Develop ICT infrastructure and offer users access to services
- Encourage effective communication for student engagement and learning enrichment.
- Create connections in order to make it easier to join national, regional, and worldwide networks that support teaching, learning, and research.
- Through ICT-based educational programmes, provide adolescents with work prospects and enhance their employability.
- Strengthen the educational, research, and virtual lab ICT infrastructure.
- Improve communication and interaction between MGV and its member institutions by using the proper technology systems.

**Regulatory Principles:**

1. ICT facilities are periodically examined and monitored for best utilisation.
2. According to priority and student demand, funds obtained under several headings, including UGC, SPPU, and RUSA, for ICT recurring and non-recurring facilities are distributed to various departments and laboratories.
3. The Finance Committee oversees the installation and upkeep of ICT facilities.
4. Institution Website is updated by Mahatma Gandhi Vidyamandir, Nashik periodically
5. New ICT equipment is typically purchased through MGV authorities. If these authorities are unable to supply the needed goods, purchases are made through a quotation process in accordance with the rules, which involves choosing the supplier with the lowest price and funding the purchase from a variety of funding agencies.
6. The stock verification committee will review the properly maintained stock registers kept by the department, and stock lists are cross-checked with stock registers.

7. According to user expectations and needs, ICT facilities are updated and enhanced.
8. After receiving clearance from the CDC, the approved body will receive the computers and other electronic devices identified as e-waste and dispose of them safely.

### **ICT Application Areas:**

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

- ICT has contributed to the improvement of an office administrative efficiency.
- With the aid of the CAMPUS 360 software, the college has implemented a totally digital system.
- ICT was used by the college for internal and external communications as well as for enrolment, attendance, finances, student support, and library administration.
- ICT resources have shown to be highly useful in organising conferences, seminars, and guiding presentations at both the national and international levels.
- The college admissions process is ICT enabled and has benefited from ICT's efficiency and effectiveness.
- Information about admission should be published online for increased exposure and reach.

#### **B) Teaching Learning Evaluation:**

- The use of ICT helps to make the teaching and learning process very effective
- One of the main advantages of ICT for teachers is that they may increase the effectiveness of their classroom instruction by using it wisely.
- Through ICT, students may interact outside of the classroom
- ICT-enabled teaching-learning includes a range of methods, resources, and materials targeted towards enhancing teaching-learning processes effectiveness and quality.
- For enrolment in and attendance at online programmes and courses like NPTEL, SWAYAM, MOOCs, etc.
- Preparing question banks, giving tests and quizzes, analysing the outcomes, and rating student achievement.

### **C) Research:**

- There are several ways that ICT may be used in research, including qualitative and quantitative data analysis, data visualisation, reporting in peer-reviewed publications, and social media.
- By using the right techniques to detect plagiarism, researchers will be able to guarantee the validity of their work.
- Researchers can work together with regional and local partners to develop their capacity for research and e-Infrastructure.
- Promote more ICT usage by giving users centralised, organised access to online databases, journals, and learning materials (such MOOCs, INFLIBNET, NLIST, DELNET, NPTEL, SWAYAM, etc.).
- Administrative assistance for the management of research funds for the researchers.
- Take part in regional, national, and international conversations on ICT-based collaborative research.

### **D) Student Support:**

- When applying for programmes, taking online classes or exams, submitting reports or letters of reference, registering for placements, etc.

### **E) Community Engagement:**

- Through extension activities like NSS, extracurricular activities and sports events, raising awareness of health and other social concerns, and other means, ICT facilities may be leveraged to strengthen its involvement with society.

### **F) Library:**

- Software is used in libraries to control various processes and operations. The majority of these programmes are integrated and feature modules for the many duties performed in libraries, including cataloguing, statistics, acquisition procedures, serials control, etc.
- INFLIBNET, NDL, DELNET, and NLIST are four digital databases that the library supports for learners and scholars to access online.
- ICT allows for the use of word processing, accounting, database administration, and email in the library.

We make an effort to pursue a plan of constant improvement and upgrading in our practises and processes, and we regularly examine the policy to determine its on-going applicability and to track compliance.

Date: 24/07/2017

Place: Malegaon