4.3.1 IT Policy Document of the institution

URAN EDUCATION SOCIETY' S

COLLEGE OF MANAGEMENT AND TECHNOLOGY, URAN

IT POLICY

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Developed

By

Department of B. Sc.I.T

UESCMT, URAN

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Introduction

With the convergence of technologies, a comprehensive overview has become necessary possible information technologies to improve the quality of education in Uran Education Society's College of Management and Technology, Uran. The purpose of this policy is to provide guidance for support UESCMT stakeholders in optimizing the use of IT resources. This policy is also used for privacy purpose and usage guidelines for those who access UESCMT.
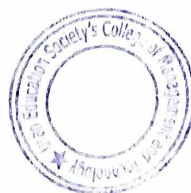
Objectives

> IT policy aims to plan, catalyze, support and maintain IT and IT measures and processes to improve access, quality and efficiency of education higher education system.
> The purpose of the IT policy is to train adult students to participate creatively, development of the information society, which involves all socio-economic national development and global competitiveness.

Policy Goals

To achieve the objective goals of the IT Policy in College Education we need follow:

> To create an environment to develop a technology community that can apply, use and benefit from information technology.
> To create an environment that fosters cooperation, collaboration and sharing create demand for optimal utilization of potential and optimal income IT in higher education.
> To promote the development of local and localized high-quality content and enables students and teachers to participate in the development and critical use of shared digital resources.
> To facilitate the development of teachers, resource workers and professional networks colleges catalyze and support resource sharing, gradual grading and continuation teacher training; Teaching, counseling and academic support for students; and resource sharing, management and networking of higher education leaders and administrators, which improves the effectiveness of teaching and learning.
> To promote research, evaluation and testing of IT tools and IT-based practices inform, direct and use IT opportunities in higher education and also promote a critical understanding of ICT, its benefits, threats and limitations.
> To motivate and enable huge participation of all social groups in strengthening activities higher education process using information and communication technology appropriately.

Responsibilities and Roles

IT Department

The IT department has the following tasks:

Management and Maintenance: Ensure proper functioning of IT resources, include hardware, software and networks.

Security and Access Control: Implementation of IT equipment security and regulatory measures access to roles and responsibilities.

Regular Assessments: Conduct periodic evaluations to determine necessary additions and improvements.

Faculty and Staff

Faculty and staff are expected to: Use IT tools consistently for educational and administrative purposes institute and mission.

Promptly report any IT-related issues or malfunctions to the IT Department.

Students

Students are encouraged to: Use IT facilities for academic purposes and comply with the policies and guidelines set forth by the institute.

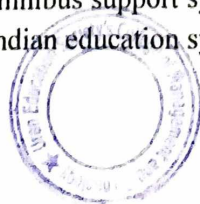Report any IT-related issues promptly to the IT Department.

Importance and role of ICT in an educational institution

ICT consists of hardware and software tools, networking and means of collecting, storing, processing, transmitting and presenting information such as voice, data, text, images and videos and related services.

ICT tools includes all systems, content, resources, platforms and services, digital and those that can be digitized or delivered forms that can be used to implement educational goals, improve access, and allocation of resources, capacity building and management of the education system.

They also include the digitization, deployment and management of content, development and implementation of platforms and processes to develop and build capacity forums for communication and exchange of information.

Information and communication technologies have enabled the convergence of a large number of people technology-based and technology-mediated resources for teaching learning. This is how it turned out ICT can be used as an omnibus support system for education. ICT skills to meet the various challenges faced by the Indian education system:

- ICT can be usefully used to disseminate information and catalyze adaptation, reception, translation and distribution of scarce educational resources different media and formats. This will help promote its wide availability and widespread use to use.
- ICT can address teacher capacity building, ongoing support for teachers and strengthening teacher training the ability of the education system to manage and improve, which was difficult so far due to the size of the higher education system and the limited reach of the mainstream systems methods of training and support.

IT Policies

General IT Ethics Policy

Purpose

The institute is an educational institution that promotes continuous learning, experimentation and the development of a mature student. The College is committed to respecting people's privacy and freedom and expects everyone to behave responsibly, in using IT systems and resources legally, ethically and effectively college These systems are designed to promote quality education, professions and careers development and self-discovery, as well as scientific activity.
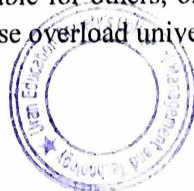
The purpose of this policy is to define the responsible and ethical use of information technology Resources available at UESCMT for guidance of faculty, students and staff.

Statement of Policy

The institutes provide access to information technology resources faculty, staff, students, and certain other users to support the mission of the college. The authorized user of information technology resources at the university is responsible for their use resources in an efficient, ethical and legal manner and in harmony with the College as a whole to practice.

Scope

- Respect the rights of others by following the university-wide policy on sexuality and race and other forms of harassment and protecting the privacy of others. For example, it is prohibited to send harassing messages via e-mail or social media or transmit or disclose personal or private information.
- Access computers, accounts and data only if you are authorized to do so and use them for approved purposes. For example, the user should not use the information of institute or another person's computer account.
- Maintains the integrity of data processing systems, electronic data and communications networks. For example, you should not change the settings of your desktop computer in such a way that it becomes unusable for others, or use too many online resources, such as music videos, which can cause overload university network bandwidth.

> Respect and obey all applicable local, state and government laws. An example is this it is prohibited to use university IT resources to attack computers on another network viruses, worms or other forms of attack.

Privacy

While the College values and respects the privacy of staff, faculty, students and other users, the nature of electronic records limits the extent to which the College can provide guarantees to the user privacy despite security protocols, communication via the Internet - and on-site a university campus network—may be vulnerable to interception and modification. Therefore, the College cannot guarantee that the absolute privacy of any information held by the College can be maintained online or on a data carrier.

Personal Use

Personal use means non-academic, non-administrative use of university information systems. Such use is at our sole discretion; it does not perform or relate to an essential job function for academic discussion. Information obtained through personal use is "personal information".

Passwords and User IDs

System accounts, passwords, and usernames play an important role in protecting files and privacy for all users. Because users are responsible for all use of their accounts, users must do so takes special care to prevent unauthorized use of its accounts. It involves change passwords regularly and eliminating "automatic" logins.

Data Storage and back-ups

The college maintains a centralized data warehouse for data stored on college user accounts to the network. This includes all data that the user creates and stores in the college's online storage equipment It also includes saved emails, attachments, files and folders.

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