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Prabodhan Education Society's  
**VIDYA PRABODHINI COLLEGE**  
OF COMMERCE, EDUCATION, COMPUTER AND MANAGEMENT  
Vidya Nagar, Alto-Parvari, Goa  
(Affiliated to Goa University & Approved By NCTE)  
Recognised by U.G.C. under Section 2 (f) and 12 (B) of the UGC Act 1956  
*Excellence Everywhere Everytime*

# INFORMATION AND COMMUNICATIONS TECHNOLOGY POLICY



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## THE COLLEGE CONTEXT

Vidya Prabodhini College of Commerce, Education, Computer and Management, located in Porvorim- Goa, offers a three year B.Com. and a Four Year integrated B.A.B.Ed Programme. **The College has achieved NAAC Assessment Accreditation (Grade B+, CGPA of 2.73 on a Seven Point Scale in the First Cycle and is having a permanent affiliation to Goa university for both the programmes and is recognized under 2(f) and 12 (B) of the UGC Act 1956.**

The objective of Vidya Prabodhini College of Commerce, Education, Computer, and Management to be a centre of academic and professional excellence must be accomplished via the use of Information and Communication Technology as a key mediator. In light of the foregoing, the College prepared an Information and Communication Technology (ICT) policy that defines an agenda, as well as the framework and criteria for integrating ICT services within the College. It additionally comprises an implementation strategy with the goal of encouraging the development of strategic ICT infrastructure as well as the enhancement of administrative and academic business operations. **Accurate, timely, relevant, and properly protected information is essential to the success of the College's academic and administrative activities.** The Information and Communication Technology Policy applies to all students, teaching and non-teaching staff, and all other users authorized by the College who will use information and communication technology to improve the quality of teaching and learning, research, and other activities.



**“Excellence, Everywhere, Everytime”**



## 1. INTRODUCTION

We at Vidya Prabodhini College of Commerce, Education, Computer and Management Parvari, Goa, recognize the importance of Information and Communication Technology (ICT) in improving administrative efficiency and optimizing learning experiences.

The Vidya Prabodhini College ICT Policy states that:

- Access, efficiency, effectiveness, relevance, transparency, privacy, accountability, sustainability, learner-centred, educational activity and quality assurance shall be the guiding principles of the ICT Policy.
- The ICT cover the areas like system management, research, teaching and learning, student evaluation, support services, community engagement, student data management, human resource development networking and quality assurance.
- ICT policy management shall be integrated with the overall institutional development plan of the College.
- Use ICT effectively to ensure innovative changes in providing quality education.
- The College shall take appropriate measures for the capacity building of academic, administrative and professional staff to effectively use ICT in all College operations.

## 2. Aim of ICT Policy

- To maintain, secure and ensure legal and appropriate use of Information Technology Infrastructure established in the Vidya Prabodhini College of Commerce, Education, Computer and Management, Parvari, Goa.
- To formulate strategies for protecting the confidentiality, integrity and availability of the information that accessed, created, managed and / or controlled by the Institution.
- The contents of the Information Technology Policy include Data, Information systems, Computers, Network devices and Intellectual property.





### 3. Objectives of ICT Policy

- To provide digital technology to all Students, Teaching and Non-Teaching staff.
- To provide access to information quickly.
- To prepare staff and students to participate creatively to the establishment, sustenance and growth of knowledge society.
- To contribute to the development of the institution.
- To create awareness of latest trends in IT technologies among Teaching and Non-Teaching staff.

### 4. Focus of ICT Policy

- Developing ICT infrastructure.
- Adoption of ICT in Teaching – Learning and Evaluation process.
- Utilizations of ICT tool to provide skills to enhance competency level of students.
- To offer learning resources to Students, Teaching and Non-Teaching staff.
- To build competency level of administrative staff.

### 5. Strategies to be Adopted

- Developing Digital Content.
- Sharing and dissemination of digital content.
- Monitoring of digital implementation.
- Developing Institution Information System.

### 6. The ICT Resources Covered by the Policy

This policy applies to ICT resources and systems made available to the users by or on behalf of the College including but not limited to:

- personal computers, laptops and terminals
- peripherals such as printers, copiers, scanners and multimedia devices



- mobile devices such as smart phones and tablets
- networks with wired, wireless, dialup and/or internet connections
- internet services such as world-wide-web, blogs and wikis
- e-mail and other messaging, social networking or collaboration services such as blogs, chats and forums.
- system and application software and services.
- removable media such as CDs, DVDs and USB drives

## 7. Components of ICT Policy of Vidya Prabodhini College

### 7.1. Network Policy

The network policy refers to the formulation of operational provisions governing network use and operation. To maintain the security, efficacy, and efficiency of the institutional network, the Vidya Prabodhini College uses a consistent set of standards, installation methods, processes, procedures, and operational criteria in its development, usage, and management. The network's priorities are safety, security, economy, reliability, and capability. The ICT Staff is responsible for maintaining the Campus LAN and WiFi. All academic departments, offices, and classrooms must be covered by the LAN. The WiFi facility shall be provided in the entire campus. While the ICT Laboratory will be responsible for the procurement, installation, administration, and maintenance of networking equipment.

### 7.2. Policy Provisions:

- The institution manages and administers its network through System Administrator and Computer Lab Assistant.
- All physical connections to the network are made in accordance with Institution Privacy Policy.





### 7.3. Electronic Data Disposal Policy

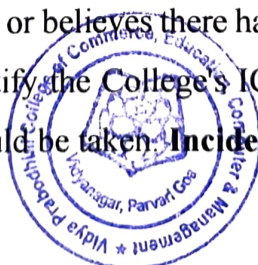
Data confidentiality is an issue of legal and ethical concern. Hence, this policy. It provides for proper cleaning or destruction of sensitive / confidential data and licensed software on all computer systems, electronic devices and electronic media being disposed. Before they are disposed, the devices must be properly sanitized of confidential data and software and / or properly destroyed. Any official records must be appropriately retained. Staff and students who violate the Institution policy may be subject to disciplinary action for misconduct.

### 7.4. Internet Connectivity

ICT shall play a critical role in providing and managing high speed internet facilities for students, Teaching and Non- Teaching staff members in the premises including wired and wireless connections.

### 7.5. Centralized Storage

ICT Department of Vidya Prabodhini College offer centralized storage for all Teaching and Non-Teaching Staff to maintain/store backups of their official data. All staff and faculties who have access to centralized data for the purpose of storing official data must maintain confidentiality by taking all necessary precautions to prevent unauthorized exposure of confidential information. All Teaching and Non-Teaching staff are encouraged to make full use of the College's centralized storage. Any staff member who suspects or believes there has been or is likely to be a breach of data should immediately notify the College's ICT department, who will advise the College on what action should be taken. **Incidents can be reported via: Email (vpict@gmail.com).**





### 7.6. Social Media Account and Whats App Group

College Social Media Account is our most powerful communications channel and has a significant impact on how we engage with our audiences, how we deliver our messages, and how we enhance our reputation.

All Teaching, Non- Teaching Staff members, ICT Department must use the Social media channel and Whats App Groups created on behalf of the College in a responsible manner having due regard to the rights and reputation of the college and of others.

In particular, ICT Department, are required to comply with the following rules:

- Do not post any material which breaches the intellectual property rights of third parties (e.g. logos, written works, diagrams, pictures, music, video/film clips, etc.); where necessary the express permission of the rights holder should be obtained.
- Ensure that information posted is accurate and not misleading.
- Do not post material which is confidential and proprietary to the college or which could have the effect of damaging the reputation of the college or the privacy or reputation of any third party.
- Do not post material for the purpose of embarrassing people or which will bring that person or the college into disrepute.
- Respect college time and property: College IT Resources are reserved for the use of Staff and Students for College related purposed, research and study.
- Social media account and Whats App group created on behalf of the College shall be operated within the rules established in this Policy.





### 7.7. Green Computing Practices

With an increasing awareness for environmental responsibility, Vidya Prabodhini College consistently prioritizes the optimal use of all computing resources. All Teaching, Non- Teaching Staff, ICT Department must adhere to the green computing standards outlined below.

- Obsolete equipment disposal by following “Upgradation and disposal of obsolete or unusable IT infrastructure” policy.
- Use of certified energy efficient and environment friendly equipment.
- Sharing printers, computing resources and storage over network.
- Keeping monitors in sleep mode or turn off mode when not in use.
- Activating power management feature on computers and peripherals.
- Use of email for circulation of office documents and memos.
- Reduce paper waste by printing as little as possible, Use of double sided printing.
- Refilling toner cartridge wherever possible and buy back of batteries by authorized vendors

### 7.8. Addressing the Accessibility Problem

The objectives of having ICT laboratory are:

- Making resources available nearest to the Students, Teaching and Non-Teaching staff.
- Providing services, like email, Web service, File service etc.
- Conducting computer lab sessions, computer skill tests for recruitment purpose in the ICT Laboratory.
- Organizing lab sessions for training programs on use of smart boards and Workshops for the departments in the Lab
- The ICT laboratory shall remain open from 8-30 am. to 5-00 pm.



## 7.9. Printers & Printer Usage

The policy on the supply of printers shall be as follows:

- One laser printer shall be provided to each of the following: Principal, Vice-Principal, Heads of the Departments, Chairperson of College Exam Committee, Librarian, Accountant, Administrative Sections.
- In addition, the College may provide one printer to faculty members based on requirement.

## 7.10. Support, Assistance and Services provided by ICT Department to Students

- To conducts training and orientation for the students and new recruited faculty members about the use of smart boards installed in the College.
- To orients the students about basic of computer skills and cyber security.
- To telecast programs as per the instructions Governments of India and Goa.
- To regularly update the College website on regular basis about student information
- To orient students and assist the first-year students to register on GUMS portal to obtain the Permanent Registration Number from Goa University
- To assist first-year students to obtain unique identity number by registering them on Academic Bank of Credit.
- To help the students about their queries of IAIMS portal and complete the mapping of students on the portal at the beginning of each semester.
- To collect feedback from the student with regard to the curriculum and teaching learning and evaluation.
- To issue for Identity cards for the students during the commencement of each academic year.
- Any other help related to ICT facilities required by the students from time to time.





### 7.11. Risk Management of ICT infrastructure

With growing dependency on ICT infrastructure, the threats and vulnerabilities to ICT infrastructure are of great concern today. ICT infrastructure faces several risks and the risk exposure may vary from time to time. It is necessary to perform ICT infrastructure risk assessment in regular basis like Periodic and Scheduled backup of data in geographically separated location, Keeping IT infrastructure under surveillance, Periodic assessment of risks due to obsolescence of critical ICT infrastructure, Use of Anti-virus tools for protecting desktops and network devices from malwares and all other security controls.



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