



Gokhale Education Society's
H.P.T. Arts and R.Y.K. Science College, Nashik-05

Prin. T. A. Kulkarni, Vidya Nagar, Nashik- 422005

"Higher Education for All"

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Permanently Affiliated to Savitribai Phule Pune University (ID No.: PU/NS/AS/001(1924))

NAAC Re-Accredited: 'A' Grade, ISO 9001:2015 Certified College, Best College award by SPPU 2019-20



Information and Communication Technology (ICT)



POLICY

Introduction:

The integration of Information and Communication Technology (ICT) in higher education institutions is crucial for enhancing the learning experience and promoting academic excellence. ICT facilitates access to a vast array of educational resources, enabling students to engage in self-directed learning and develop critical thinking skills. Moreover, ICT enables institutions to streamline administrative processes, improve communication, and foster collaboration among students, faculty, and staff. The use of ICT also enables the creation of virtual learning environments, allowing for flexible and remote learning opportunities that cater to diverse student needs. By leveraging ICT, higher education institutions can stay competitive, improve student outcomes, and prepare graduates for success in the digital age.

Rationale and Scope:

H.P.T. Arts & R.Y.K. Science College, located in Nashik-422005, is committed to integrating technology into its educational environment to enrich the learning experience for both students and faculty. In pursuit of this goal, the college has established an IT Policy to serve as a framework for the responsible, effective, and secure utilization of technology resources and services.

The primary objective of this policy is to ensure the appropriate use of technology, with specific guidelines in place to safeguard confidential information, personal privacy, and intellectual property. By upholding these standards, the college demonstrates its dedication to fostering a culture of innovation and collaboration, thereby supporting the growth and success of all members of the academic community.

The IT Policy plays a crucial role in promoting responsible and ethical behavior in the use of information and communication technology (IT) for teaching, learning, and research within the college. It is applicable to all individuals within the college community, including students, faculty, staff, and administrators.

By adhering to the principles outlined in the IT Policy, members of the college community can leverage technology in a manner that is both effective and ethical, ultimately contributing to the overall academic excellence of the institution.

Objectives of IT Policy:

- To enhance the integration of information technology in teaching, learning, and assessment processes
- To facilitate convenient access to the internet and communication networks for educational and research initiatives
- To encourage blended learning by effectively utilizing information and communication technology (ICT)
- To provide diverse e-learning resources and digital content across various platforms to support both teaching and administrative staff
- To ensure access to high-quality e-learning resources and digital content to enrich the educational experience
- To safeguard the privacy and security of electronic data and information
- To offer training and professional development opportunities for skill enhancement
- To improve administrative efficiency by adopting dedicated ERP solutions
- To foster digital literacy among students, faculty, and staff
- To design and implement Code of Ethics for use of ICT by different stakeholders

Operational Scope:

1. **Hardware and software resources:** The college will provide suitable hardware and software resources, through management of Gokhale Education Society to facilitate the integration of technology tools in teaching, learning, and research. Additionally, the college will consistently assess and enhance its hardware and software resources to align with the evolving needs of its community members. Review of the requirements for ICT infrastructure will be taken at the end of academic year.
2. **College Website and social media platforms:** College will update its website on regular basis to create effective communication channel with stakeholders. College is committed to use social media channels for academic purpose and sharing information. This would include WhatsApp, YouTube and other social media platforms.
3. **Network and internet usage:** The college will offer access to the internet and other communication networks for educational and research purposes. Measures

will be put in place to guarantee the security and reliability of the college's network and internet connections.

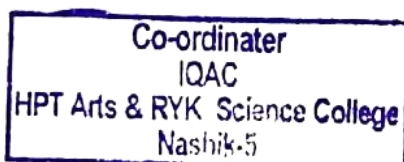
4. **E-learning and digital content:** The college will offer access to e-learning resources and digital content to enhance the teaching and learning experience. Additionally, the college will promote the development and utilization of digital content by its faculty and students, while also providing clear guidelines for their creation and utilization. College will encourage blended learning in regular curriculum delivery.
5. **Conduct of webinars and other e-resources:** College will promote use of ICT in connecting resources from distance through webinar by using various online platforms.
6. **Data privacy and security:** The college is committed to safeguarding the privacy and security of electronic information and data. Our policy provides clear guidelines for data backup and recovery, password protection, and the protection of confidential information. These measures are essential to ensure the integrity and confidentiality of our data assets.
7. **Staff development and training:** The college is committed to offering training and professional development opportunities for staff to facilitate the seamless integration of IT into teaching and learning. Staff members are strongly encouraged to engage in IT-related training and professional development programs in order to expand their knowledge and skills in this area.
8. **Promotion of Digital literacy:** The college will promote digital literacy among students, faculty, and staff and encourage the use of IT in teaching, learning, and research. The college will provide resources and opportunities for students, faculty, and staff to develop their digital literacy skills.

The IT policy will be regularly reviewed periodically by IQAC and updated to ensure that it remains relevant and in line with the latest technological advancements.

08/08/2021



Dr. P. U. Ratnaparkhi



Dr. V. N. Suryawanshi

PRINCIPAL
H.P.T. ARTS & R.Y.K. SCIENCE COLLEGE
Nashik - 05.

Code of Ethics for ICT Use

in H.P.T. Arts & R.Y.K. Science College, Nashik

Preamble

As a responsible institution of higher learning, H.P.T. Arts & R.Y.K. Science College, Nashik recognizes the importance of Information and Communication Technology (ICT) in enhancing the learning experience and promoting academic excellence. This Code of Ethics outlines the principles and guidelines for the responsible use of ICT resources within the college community.

Scope

This Code of Ethics applies to all students, faculty, staff, and visitors who use ICT resources, including but not limited to:

1. Computers, laptops, and mobile devices
2. Internet and network services
3. Email and online communication tools
4. Software and digital resources
5. Online learning platforms and virtual classrooms
6. Social Media Platforms

Principles

1. **Respect for Others:** Users shall respect the rights and privacy of others, refraining from actions that may cause harm, harassment, or disruption to others, physical or emotionally or both.
2. **Academic Integrity:** Users shall uphold academic integrity, avoiding plagiarism, cheating, and unauthorized collaboration.
3. **Responsible Use:** Users shall use ICT resources responsibly, avoiding actions that may compromise the security, integrity, or availability of college systems and data.
4. **Compliance with Laws and Regulations:** Users shall comply with all applicable laws, regulations, and college policies related to ICT use.
5. **Protection of College Resources:** Users shall protect college ICT resources from unauthorized access, use, or damage.

Guidelines

1. **Password Security:** Users shall maintain the confidentiality of their passwords and accounts, and shall not share them with others.
2. **Email and Online Communication:** Users shall use college email and online communication tools for official purposes only, and shall avoid sending unsolicited or inappropriate messages.
3. **Software and Digital Resources:** Users shall use licensed software and digital resources, and shall not engage in software piracy or unauthorized copying.
4. **Online Learning Platforms:** Users shall use online learning platforms and virtual classrooms for academic purposes only, and shall respect the intellectual property rights of others.
5. **Social Media:** Users shall use social media responsibly, avoiding actions that may bring the college into disrepute or compromise the privacy of others.

Consequences of Non-Compliance

Failure to comply with this Code of Ethics may result in disciplinary action, including but not limited to:

1. Warning or counselling
2. Temporary or permanent suspension of ICT privileges
3. Academic penalties, including failure in a course or program
4. Disciplinary action, including expulsion from the college

Amendments and Updates

This Code of Ethics may be amended or updated as necessary, and users shall be notified of any changes.

Acknowledgement

By using ICT resources at H.P.T. Arts & R.Y.K. Science College, Nashik users acknowledge that they have read, understood, and agree to comply with this Code of Ethics.

Effective Date

This Code of Ethics is effective as of **08/08/2021** and supersedes all previous codes and policies related to ICT use in the college.

Contact

For any questions, concerns, or reports of non-compliance, please contact the Computer Science Department or the College Administration.



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