POLICY ON INFORMATION & COMMUNICATION AND TECHNOLOGY (ICT)

MARIAN COLLEGE KUTTIKKANAM
(AUTONOMOUS)

MAKING COMPLETE

Contents

Establishment:	8 May 2012
Last Amended:	03 Nov 2015
Date Last Reviewed:	04 Dec 2018
Responsible Officer:	Principal in collaboration with HODs/ Director or Dean of School

1. Preamble

This is a draft policy on IT infrastructure and Policy placed before the stakeholders for creative inputs which may facilitate its qualitative improvement. The IT Policy aims at offering guiding principles within which the institution may expand and upgrade IT infrastructure and facilities to meet the growing needs of Marian College as a premier educational institution and key player in the IT industry.

The main objective of IT Policy is to(promote and develop state of art IT infrastructure at Marian College Kuttikkanam for the use of the Faculty and Students) provide a fair and transparent policy framework to help facilitate the process of growth and encourage the participation of all stakeholders, effective utilization of IT in automating the day-to-day activities college and in upgrading, expanding and developing the IT facilities of the college to international standards. The college aims at creating new infrastructure assets as well as in managing and efficiently utilizing existing assets and Human Resources. The College, therefore, proposes to provide and facilitate an increasing use of IT by all the stakeholders. The policy also visualizes sustainable use of IT within the campus and practices to promote effective utilization of acquired IT facilities. The IT policy seeks to achieve the following:

- Equip Marian College Kuttikkanam with the global standard ICT facilities.
- Make the faculty and especially the student community familiar with the latest developments of the above facilities and the use of the same.
- Make the teaching learning process more effective and empower the faculty through the use of the ICT.
- Greater transparency in the decision making process with respect to matters connected with IT infrastructure development
- Ensuring the spirit of ownership and participation of all stakeholders in utilizing the IT facilities within the campus
- Savings in costs in the effective utilization of IT in the daily activities of the college.
- Cost effective in-house IT application development using our own human resources

- Create synergy in the process of decision making and implementation through carefully designed automation systems.

2. Scope

It shall cover the following areas of infrastructure development/improvement.

- Articulating a vision on IT infrastructural development
- Purchase of new software and hardware.
- Give adequate training for the best use of the above facilities to all the stakeholders.
- Principles and processes to be followed in the induction software systems.
- Conduct periodical performance audit of Software systems and hardware
- Equip in-house software development team in the campus.
- Exploring the possibilities of Software Consultancy and Development

3. Objectives

IT Policy has been developed around the following main principles:

- Efficient use of existing IT facilities and optimal allocation of additional resources
- Payment for services wherever applicable
- Resolving the issues of software rights /ownership
- Transparent process of procurement and allocation of its resources.
- Need analysis for IT facilities
- Enabling institutional entrepreneurship
- Use of ICT in decision making and documentation

5. Constitution of ITC

The policy will be anchored through the Marian IT Committee at the implementation level. The Committee shall co-ordinate and facilitate the identification, development, and implementation of, IT based proposals including facilitation for obtaining clearances and approvals.

5.1 Constitution of ITC

Marian IT Committee shall consist of the following members

1. Manager/Administrator of the College shall be the Chairman of the committee
2. Principal of the College who shall be the President of the Committee. *(ex-officio)*
3. Four representatives from the teaching faculty of whom at least one shall be a woman staff member to be nominated by the Principal of the College.
4. Computer lab Administrator
5. Two representatives of the student community of whom at least one shall be a girl student to be nominated by the Principal.

From among the above members the Principal shall designate one as the Secretary of the Committee.

5.2 Meetings and Quorum

There shall be at least two meetings of the ITC held in any academic year. The date, time and venue of the meeting shall be decided by the Principal and communicated to the members at least two days in advance through a letter with the proposed agenda of the meeting. Minimum one third members shall be the quorum required for the meeting.

5.3. Conduct of meeting

The meeting shall be chaired by the Manager whenever he is present and the Chairman has the power to control the proceedings as per the given agenda. The Chairman of the meeting shall decide the agenda of the meeting and any issue for discussion shall be taken up only with his permission. The decisions shall be taken by majority voting if no consensus emerges.

5.4. Minutes of the meetings

The minutes of the meeting shall be prepared by the Secretary selected by the committee. The full signature all the members present shall be obtained in the minutes prepared.

6. Powers and functions of ITC

6.1 Powers of ITC

The ITC has only recommendatory authority. The recommendations made by the Committee shall be presented to the Governing Board for its approval.

6.2 Functions of ITC

The ITC shall review and plan the implementation of proposals for infrastructure development in accordance with the master plan of the College. The following are the special tasks assigned to the ITC;

1. Study and prepare a master plan for the implementation of ICT infrastructure at Marian college Kuttikkanam and submit the same before the governing board for its approval.
2. Study the budget allocation for IT infrastructure development and making suggestions for the optimal use of the same.
3. Reviewing the report of the IT infrastructure and Software Audit and suggesting further measures necessary for the purpose of optimal use of resources.
4. Reviewing the IT maintenance mechanism and suggesting modifications if any.
5. Recommending proposals for new software developments and purchases
6. Obtaining feedback on IT facilities.
7. Optimise the use of ICT facilities in the campus by implementing best strategies.
8. Equip and empower faculty and students through adequate training programs, technical know-how of the same in the campus on a periodical basis.
9. Make sure the ICT infrastructure is not lost or damaged and proper maintenance is carried out at appropriate time.
10. The above facilities are made available among the needy in fair manner.

11. Make available the latest technologies in the campus as early as possible and give adequate training for the use of the same.

7. Policy Review

Review of any of the provisions of the IT policy may be done by the ITC or a sub committee appointed by the Principal for this purpose. The proposal for review or change of any provision shall be submitted to the ITC for its recommendations and the same shall be presented to the Governing Board for getting the final approval. Any change proposed in the policy shall be effective only from the date of passing it by the Governing Board. The Governing Board shall also have the authority to propose or effect any change in the policy on its own.

Principal
Marian College, Kuttikkanam