Information and communication technology policy.

"येथे बहुतांचे हित"

Information and Communication Technology (ICT) Policy

Marathwada Mitra Mandal's College of Commerce (MMCC)

202/A, Deccan Gymkhana, Pune 411004

Revised from AY 2023-24

Objectives of ICT Policy.

- The Information and Communication Technology (ICT) applications cover the areas-teaching-learning, student evaluation, student data management networking and quality assurance.
- As an ongoing process, ICT applications shall take note of the rapid pace of technology changes.
- ICT policy management shall be integrated with the overall institutional development plan.
- ICT system management must ensure integrity, security and legitimate applications of ICT.

ICT resources covered by policy.

- Desktop computers, laptops and terminals.
- Peripherals e.g., printers, scanners and multimedia devices like web camera, speakers, PA system.
- Mobile devices e.g., smartphones and tablets using college provided Wi-fi devices.
- Network switch wired, wireless, dialup and/or internet connections.
- Internet services e.g., world wide web, blogs and wikis.
- G Suite for Education, social networking or collaboration services such as blogs, chats, MMCC YouTube channel and forums.
- Application software, services and databases.

Updation of ICT resources

Particulars	**Technical details**	**Updation Reasons**	**Frequency of Updates**
Desktop	C2D machines I3 I7	SPPU Syllabus change Installation of latest softwares	Yearly / As per requirement
Laptop	I3,I7	Moveable resource for presentation	Yearly
Printer	Laser Jet Dual Printer Network Printer Color Printer	Submission of files (For students) Administrative work	Quarterly
Identity card printer		Library I card printing	Half Yearly
Photocopier		For examination paper printing	Quarterly/ As per requirement

Cheque Printer		Cheque printing useful for accountant	Quarterly
Projectors and TV	Benq smart projector model EX600 Samsung 85 inch TV	For teaching Purpose For advertising purpose	Half Yearly / As per requirement
Smart Panel	Benq	Internet connection, Screen casing , Android 11 , Touch screen response time less than 10 ms , Speakers ,Remote control ,pen for writing on board	Half Yearly / As per requirement
CCTV	Digital video recorder (DVR) Network video recorder(NVR)	Used for safety and security purpose	Quarterly
Speaker	Portable audio system	Voice amplification. For seminar ,workshop, NSS camp, class room teaching	Quarterly
Attendance machine	COSEC Argo Face recognition machine	Thumb recognition machine Thumb and face recognition	Quarterly
Software	NVDA Shree lipi Whatso Techprofuse Microsoft 365 Firewall	Software for blind student Keyboard for Blind student Marathi typing useful in office To send messages in bulk to the students during admission Domain purchase Latest version Security purpose during internet access For admission purpose Prevention against damage of data	Monthly / As per requirement

	Vruddhi software Antivirus Sequri End Point (company name) Tally Prime	Cloud based accounting software	
Library software	ILMS software Method for Tracking Daily Library Footfall DSpace	Established in-house Institutional Repository using DSpace- Open Source Software Institutional repository	Yearly

Area of ICT applications

Admissions:

- College publishes admission related information over the website through an information brochure for better reach and visibility.
- College provides an online registration facility for prospective students through ERP.

Teaching and Learning:

- College has a G Suite for education (Basic plan). ICT enabled teaching-learning encompasses use of features of Google classroom as part of G Suite for Education.
- Students have access to the facility using mmcc.edu.in Email Id. The Email Ids are created using the nomenclature –
    - Student First Name
    - Year
    - Program Name
    - Roll Number
- College encourages teachers to develop digital learning resources of their own. They post learning resources on Classroom.
- Online lecture attendance through google id is compulsory.
- Computer peripherals are issued after entry in the Issue register.

Student Evaluation

- College creates online systems for internal assessment through Google Classroom

by publishing quiz, assignments, etc. that have evaluation parameters and its weightage.

- The College encourages teachers to use an online evaluation system.
- The teachers are encouraged to create question banks and share them through repositories.

□ Unacceptable uses of ICT resources

- Attempt to access computers for which the concerned individual is not authorized.
- Unauthorized access to another user's files.
- Use of pen drive without permission.
- Deliberate unauthorized access to networked resources local or remote.
- Movement of computer peripherals .
- Record of movement of computer peripherals is maintained in the laboratory.

□ Student Online Activities

- Students participate using mmcc.edu.in email id in curricular /Co-Curricular /Extra Curricular activities in online mode during exceptional times to ensure all round development. Google id provided to the student will expire after three years from the admission year.

□ Ensure content Validity

- Individual units at the department level are responsible for the Content on all of their Web pages.

Prepared by:	Verified by:	Approved by:
Prof. Vishakha Wagh Asst. Prof. BBA(CA)	Dr. Swapna Kolhatkar IQAC Coordinator	Dr. Devidas Golhar Principal

M.M.C.C. College of Commerce Pune - 4

Revised from AY 2023-24