



“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 2022-23

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.

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.

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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.

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