



JOYA GOGOI COLLEGE

জয়া গগৈ মহাবিদ্যালয়

Affiliated to Dibrugarh University



Metric Number:	Heading
4.3.1	Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth
POLICY DOCUMENT ON ICT USE	
Page No. : 1-2	


Principal & Secretary
Joya Gogoi College
Khumtai




Co-ordinator, IQAC
Joya Gogoi College
Khumtai-785619
Golaghat, Assam.



(Effective from 4th January 2021)
POLICY DOCUMENT ON
INFORMATION AND COMMUNICATION TECHNOLOGY
USAGE & MANAGEMENT

1. INTRODUCTION:

Joya Gogoi College endeavours to use the Information and Communication Technology (ICT) for higher efficiency, effectiveness and cost effectiveness of its activities. The ICT (Usage & Management) Policy of the Institution defines the resources, usage, operation and maintenance policies in this regard.

2. SCOPE:

❖ Joya Gogoi College first started the using of computers during the year 2003 with the purchase of a few desktop computers meant primarily for the academic use. Over the years, the institution has seen the substantial growth in terms of use of ICT facilities in both academic and administrative aspects. A well-furnished Computer Laboratory was also established. The Capt. Jintu Gogoi, Vir Chakra Library was also ICT enabled for facilitating the delivery of e-library facilities for the faculties and students. The college campus is Wi-Fi enabled. Some classrooms, conference hall, auditorium etc. of our Institution have been equipped with ICT facilities to facilitate the ICT enabled classes. The institution has adequate facility of internet connection in addition to one broadband connection. Our College website (<https://jgcollege.org/>) also provides the information and communication to various stakeholders.

❖ After the COVID-19 pandemic it is necessary to facilitate the blended mode of teaching. Based on this our Institution has planned to take initiative for developing the Learning-Management System (LMS).

❖ The institution encourages its faculty members to attend capacity building programmes so as to equip themselves in the field of ICT usage and keep themselves updated for facing upcoming challenges.


Principal
Joya Gogoi College
Khuntal, Golaghat



- ❖ It is in this backdrop that the institution has drafted and adopted the present ICT Policy Document.

3. THE ICT (Usage & Management) Policy:

- ❖ The institution shall, from time to time identify the various sources to fund the procurement of various ICT resources.
- ❖ The IQAC and IT cell of the Institution shall identify the need of ICT facilities among relevant stakeholders and strive to provide them.
- ❖ The process of procurement of new ICT resources shall be dictated by the prevailing government rules and regulations and in line with the policy of the Institution.
- ❖ The institution shall set up some computer laboratories and emphasis is to be given towards making ICT resources.
- ❖ The institution shall strive to provide both the faculty members and office staff with training and capacity building opportunities on ICT usage.
- ❖ The Computer Lab and other ICT facilities units of the Institution will normally open from 8.30 am to 4.30 pm.
- ❖ Dedicated Computer Labs will be set up in the departments where specialized computing resources are necessary by duly assessed by the College authority. The Departmental Labs may be funded by funding agencies through research projects or through College funds.
- ❖ Maintenance of the Desktop, Computers and Laptops shall be ensured by IT cell. Maintenance of such devices and other ICT facilities will be done through Annual Maintenance Contracts, third party or by the staff depending upon the cost and critical nature of the maintenance needed.
- ❖ The IT cell of the Institution will be responsible for upkeep and updating all relevant software for use in ICT facilities.
- ❖ Due to growing concern in environmental responsibility, the institution shall adopt green computing practices.
- ❖ The institution shall have the right to control the access to the various computing resources and databases in the institution.
- ❖ Accessing undesirable/illegal/harmful/copyright infringing materials using the Institution's computing resources is prohibited. The access of those materials or websites shall be blocked as soon as possible.
- ❖ The users shall maintain the discipline and shall not cause any damage to the ICT resources.
- ❖ Disciplinary action shall be taken against any users violating any of these rules.
- ❖ The ICT facilities of the Institution shall be kept under CCTV surveillance.
- ❖ The IT cell will be notified by College authority time to time.
- ❖ The institution shall strictly follow all the relevant provisions in the IT Act of Country.


Principal
Joya Gogoi College
Khairhat, Golaghat