



BISHOP CHULAPARAMBIL MEMORIAL COLLEGE

(B.C.M. College)
KOTTAYAM
(NAAC REACCREDITED)

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INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

The ICT Policy at the Bishop Chulaparambil Memorial College, Kottayam is committed to preparing its students to participate in the college with creativity and sustained growth of a knowledgeable society leading to all-round development and global competitiveness as per the vision and mission of the college.

Accessibility, economy, efficiency, relevance, transparency, privacy, accountability, sustainability, learner-centric, pedagogically driven and quality assurance – shall be the guiding principles of the ICT Policy of the institution.

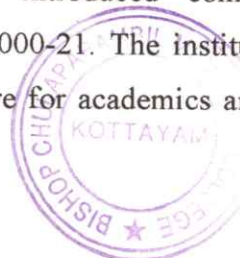
1. Preamble

The Chulaparambil Memorial College continuously strives to use modern information and Communication Technology (ICT) to attain higher efficiency and cost-effectiveness in all activities in the institution. The ICT Policy of the Bishop Chulaparambil Memorial College involves the resources, its usage, operation, and maintenance policies. The policy is intended to cover the following areas of operation.

- ❖ Introduction of ICT-enabled courses like SWAYAM, MOOC, and COURSERA in a phased manner.
- ❖ Computing resources, procurement and its maintenance, access, control and usage.
- ❖ Computing facilities – accessibility problems encountered and availability within departments.
- ❖ Networking on campus.
- ❖ Development, maintenance and up-gradation of the software used in the administrative sections

About The Institution

The Bishop Chulaparambil Memorial College introduced computers for academic and administrative purposes from the academic year 2000-21. The institution has a well-established Computer Centre, which serves as a resource centre for academics and a maintenance centre for



other computing resources in the college. With the paradigm shift in pedagogy and ICT usage, the college has ensured the computing facilities and its resources in the academic and administrative sectors.

Over the years, with the changes in communication and technology, the up-gradation of the computer centre involves the students' usage, maintenance and the ICT facilities for the teaching and learning by the teaching fraternity and in the administration for ease of operation.

The campus is LAN and Wi-Fi enabled and is accessible in the administrative offices, examination wing, departments, library and hostels.

Learning Management System (LMS)

With the increasing use of e-contents in the teaching-learning process, blended mode of teaching becoming prevalent, it was necessary to have an LMS (Learning Management System) with e-content development, storage, and delivery system.

The college has therefore set up a facility for e-content development by the faculty and an LMS server for the storage and delivery of the e-contents. The college has also provided enhanced e-content delivery facilities in the classroom, added smart classrooms and upgraded the existing smart classrooms with interactive panels.

The college has also made provisions in each department with desktop/ laptop, printers, and web cameras, to enable the creation and delivery of e-contents for online classes and efficient management of the mentoring and assessment process.

It was therefore deemed fit with the increasing use of ICT and its expansion to implement a more appropriate ICT Policy for the BCM family.

Utility of Printers & other Associated Peripherals

- Methods of Upgradation / disposal of obsolete or unusable ICT facilities



- CCTV Surveillance System monitors the use/abuse of ICT facilities by stakeholders of the institution.
- Smart Classroom / Interactive panel systems in ICT usage
- ICT Learning-resources, storage and delivery system
- Services to be made available by the computer centre.
- Green Computing Practices within the institution
- ICT and risk management in the institution

The ICT Policy

The ICT policy shall include the following aspects.

1. Introduction of ICT enabled courses like SWAYAM, MOOC, COURSERA

Government's MOOC platform - MOOC platforms have gained fast popularity in India. Many Indian students have started enrolling on MOOC platforms to develop more profound knowledge in their respective subjects. Considering the popularity and relevance of MOOCs, the Government of India has also launched an indigenous platform-SWAYAM. Introducing such initiatives allows students and staff to enrol in additional courses and enhance their skills.

2. The Computing Resources, Procurement, Maintenance, Access, Control and Usage

The College may procure the computing resources against the indent order placed by the Computer Centre or the individual departments for their laboratories. The procurement process of the computing resources shall be as per the prevailing rules and regulations of the College/Government. Procured software should be maintained generally by the software provider for at least one year.

Software purchased should be appropriately documented and maintained. The third parties providing tailored software must give the complete source code of the software. Every up-gradation of software package must be supported by proper documentation, and licensed software purchases must be upgraded to new versions.



The respective departments shall work out the specifications for the procurements of computing resources for them as per existing rules and regulations of the College/Government.

The post-warranty maintenance of the Servers and the UPSs shall be carried out through the Annual Maintenance Contract (AMC). The PCs and Laptops in the Computer Centre and those provided to the departments/ sections by the Computer Centre shall be maintained by the System Administrator of the Computer Centre. Appropriate spare stock can be purchased as and when the need arises.

Maintenance Of Peripherals

1. The maintenance of the peripheral devices is to be done through AMC, a third party or by the staff depending upon the cost and specification of the device. Temporary facilities can be made available from the Computer Centre.

2. Addressing the Accessibility Problem

To address the problem of accessibility of the ICT facilities, the college has set up a computer laboratory in the college which is managed by the computer centre

Requirements

1. The computer centre will remain open from 9.00 am to 5.00 pm.
2. Adequate number of technical personnel shall be employed.
3. Work hours shall be periodically looked into based on workforce availability and other constraints.

Computing Facilities Within Departments

The individual departments shall be allowed to set up computing facilities only where specialised computing resources are necessary. Permission for setting up such a facility shall be obtained from the Principal with proper detailing of the need.



Networking

The Campus, LAN and Wi-Fi facility shall be maintained by the computer centre and cover all the academic departments, offices, hostels, and the library. The Wi-Fi facility shall be provided on the entire campus in a phased manner depending upon the availability of funds. Appropriate technologies shall be used for networking. While the procurement, installation, administration, and maintenance of the networking equipment shall be the responsibility of the computer centre, it shall not be responsible for the computing resources in the residential facilities for students on campus.

Development, Maintenance and Up-gradation of Software

A software up-gradation team shall be in force to ensure systematic development, maintenance and up-gradation of software. This team will also monitor the security flaws and update the college website.

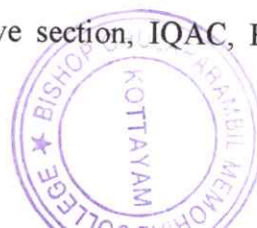
Green Computing Practices

The College is committed to ensuring green practices in all functional units. The following green initiatives shall be put into practice.

- ❖ Disposal of outdated systems.
- ❖ Use certified energy-efficient and environment-friendly equipment.
- ❖ Keep monitors in sleep mode or turn-off mode when not in use.
- ❖ Activating power management feature on computers and peripherals.
- ❖ Use email for office documents and memos.
- ❖ Reduce paper waste by printing as little as possible.
- ❖ Use double-sided printing.
- ❖ Refill cartridges from authorised dealers only.

Printers & Printer Usage

Getting documents printed is an integral part of computing activity though costly. Therefore, it is necessary to take specific steps to supply and use printers. The printer shall be provided to each of the following Rooms: Principals Room, Reception, Administrative section, IQAC, Examination



Wing, Departments, NCC office, and Library. The departments shall procure printer stationeries through the department fund.

Up-gradation and disposal of obsolete or unusable ICT infrastructure and associated resources

The System Administrator shall assess the status of the resources periodically and shall be empowered to declare a computing resource obsolete and to recommend its disposal and replace the same with the consent of the Head of the Institution and Bursar. The college can create an MoU for its disposal with appropriate agencies. The obsolete resources are referred to as e-Waste.

Control and Usage of ICT infrastructure

The following rules and regulations of the college apply to

1. The right to control the access to the various computing resources and databases will solely be with the college authorities.
2. Accessing undesirable/illegal/harmful/copyright infringing materials using the college computing resources is prohibited, and access to those materials/websites will be blocked to the extent possible.
3. The users shall not cause any damage to any resource of the computer centre.
4. Food items/ drinks are not allowed in the computer centre.
5. Disciplinary action can be initiated against those who break the code of conduct.

Risk Management of ICT infrastructure

- Keeping IT infrastructure under surveillance at all times.
- Use fire alarm, smoke alarm and fire extinguishers in case of fire.
- Regular updating of software with security patches, Anti-virus tools for protecting servers, desktops and network devices from malware.
- Regular updating of the firewall.
- Periodic assessment of risks due to obsolescence of critical ICT infrastructure.

Services To Be Provided



- Maintain the Common Computing Facility for use by the students of the different academic programmes.
- Provide computing resources to the Faculty Members, Departmental Offices, Library and the Administration
- Develop, procure and maintain the software required for administrative and other purposes of The college
- Set up and maintain the Campus LAN and WiFi
- Provide Internet, email, database services etc. to the users with institutional IDs
- Conduct of Online examinations.

Guidelines

This policy applies to all staff and students of BCM College, hereafter referred as members of BCM Family.

- ✦ Free Wi-Fi access is provided to the institutional members.
- ✦ User ID AND Password to login through BCM Internet portal 172.16.16.16:8090 should be kept confidential with the user ID and not to be shared with anyone.
- ✦ Enterprise Resource Management (ERP) – Teachers and Students are given access through the issue of institutional mail ID.
- ✦ G-SUITE- All students and faculty are provided with a college mail ID. All communications both within and outside of the College shall be through the institutional mail ID
- ✦ GOOGLE CLASSROOM & GOOGLE MEET – Login should be through institutional mail ID
- ✦ Only licensed software like Microsoft, Tally, Microsoft Office and Microsoft Windows is permitted.
- ✦ All updates regarding college activities and updates shall be done through the college official Facebook page and YouTube channel.
- ✦ New students are to upload details with photographs in the college ERP
- ✦ Faculty members are to apply for leave on the ERP of the college
- ✦ Examinations/regular supplementary /improvement should be applied through the institutional ERP.
- ✦ Student Attendance to be updated daily on the ERP



- ✦ A-forms and B-forms should be completed within the stipulated time through the ERP of the College.
- ✦ Feedback forms are to be filled and completed within ten days from the date of completion of the said semester.
- ✦ Timetable of the semester shall be handed over to the system administrator two days before the commencement of classes
- ✦ Watching movies, music channels and other entertainment programmes during working hours shall be avoided. Members shall not install pirated software on college system. Any attempt to damage the IT infrastructure shall not be tolerated, and action should be initiated with a minimum punishment of twice the asset's cost.
- ✦ Always be fair and courteous to the members of the BCM Family. Also, remember that you are more likely to resolve institution-related complaints by speaking directly with the members or by informing your superiors than by posting complaints on social media.
- ✦ Express only your personal opinions. Never represent yourself as a spokesperson of BCM College.
- ✦ Any conduct that adversely affects the institution or any members of the BCM Family may result in disciplinary action.
- ✦ While posting photos and videos, it is urged that permission be obtained from the concerned persons in the videos or photos before posting or publishing them on social media.
- ✦ Using YouTube or other video-sharing sites is welcomed only for academic purposes.
- ✦ Downloading movies and pirated softwares are not expected from the BCM family members and shall not be done from the College.

Ultimately, you are solely responsible for whatever you post online.




Principal
Bishop Chulaparambil Memorial College
Kottayam