Information and Communication Technology (ICT) Policy of Rani Durgavati University

Rani Durgavati Vishwavidyalaya
रानी दुर्गावती विश्वविद्यालय

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Preface

      The technological pace of the world is advancing in leaps and bounds Being an integral part of our life technology governs nearly all the concerned domains .Education, being no exception, is highly influenced by it and is upgrading drastically to match up the scenario.

      The Jabalpur University acknowledges this transition and is consistently working to provide an IT compliant environment in the institution for the staff, teachers and students. The institution focuses on delivering quality services through e-governance. It endeavours to produce technocrats, enhance employment, develop national and international linkages for educational exchange and focuses on paperless working environment through ICT enabled initiatives.

      The university leadership believes that integration of ICT in administration, teaching, learning and evaluation will enhance the quality and transparency in the work culture of the institute.

Kapil Deo Mishra

Vice Chancellor, RDVV, Jabalpur

1. Introduction

Information and Communication Technology (ICT) is an umbrella term that encompasses various communication technologies such as internet and other digital media which facilitate global access and sharing of information and knowledge. The Information and Communication Technology Policy (ICT Policy) is an expression of broad intent and plan of action to putting ICT to use effectively in all universityactivities. The Rani Durgavati University is committed and deeply engaged in the application of ICT to enhance its academic, social and administrative efficiency. The ICT Policy Framework, as described below, will help university mainly in strategic planning, change management and learning process development.

2. The University Context

Rani Durgavati Vishwavidyalayawas established under Jabalpur University Act on the 12th of June 1956. Since then the University has chartered an illustrious history of 65 golden years of academic achievements and intellectual leadership. It was envisaged by the decision makers that the spread of education especially higher education would lead to deeper socio-economic development. The achievements of the University has been recognized and documented by the National Assessment and Accreditation Council in 2014, when it awarded a high rating of "B". We are striving for an even better rating in next accreditation. District Jabalpur, Katni, Mandla, Narsinghpur, Dindori comes under the jurisdiction of the R.D. University. More than 200 government and private colleges are affiliated to the University. The university offers more than 100 academic UG and PG programmes in faculties - medicine, vocational, ayurved, mathematical science, law, science, arts, commerce, social sciences, agriculture and life science. The University's academic and research excellence has been appreciated and endorsed by different apex authorities. The University is recognized under Section 12(B) of UGC Act, 1956 and belongs to a state government university.

The University is continuously reengineering its academic and administrative processes by deploying the latest ICT tools. The University's ICT infrastructure is huge which includes more than 500 computers; 1GBPS centralized internet connectivity, wi-fi connectivity in institutions; latest general and discipline specific software and e-content development facilities. The University is a part of National Knowledge Network (NKN) of the National Mission on Education through ICT (NMEICT) project with the availability of one GBPS bandwidth connectivity. The majority of the University's teaching and administrative departments are connected with the optical fibre cable to the Computer Centre to share the internet connectivity.

3. Objectives and Scope

a. Objectives:

The key objectives and deliverables of the ICT Policy are to

- Make the University more accessible to the present and prospective stakeholders and empowering them through enhanced access to information and quality services while improving e-governance through the use of ICT.

- More effective communication with students, guardian and other associated to enhance the quality of academic services offered.

- Develop national and international linkages for strengthening teaching, learning, research, placement and start-ups.

- Enhance employment opportunities through ICT enabled educational initiatives.

- To achieve 100% e-governance and paper-less working environment. Facilitate world class ICT infrastructure for seamlessly connecting and integrating all ICT Service to support the End Users.

- Online and paper-less communication and interactive working environment.

b. Scope of the ICT Policy

This policy applies to people, denoted as 'users' in this Policy, using the University ICT Resources including but not limitedto:

- Students enrolled at the affiliated colleges and university teaching departments

- All category of the staff members of the University;

- Contractors, consultants and suppliers working for, or onbehalf of, the University;

- University administration activities like online Degree, Marksheet, TC, Fee etc.

- Visitors to the University.

C. The ICT Resources Covered by the Policy

This policy applies to ICT resources and systems made available to the users, by or on behalf of, the University including but not limited to:

- Personal computers, laptops and terminals;

- Peripherals e.g. printers, copiers, scanners and multimedia devices;

- Mobile devices e.g. smart phones and tablets;

- Networks with wired, wireless, dialup / broad band internet connections;

- Internet services e.g. world wide web, facebook, blogs and wikis etc.;

- Email and other messaging, social networking or collaboration services such as blogs, chats and forums;

- Application software, services and databases;

- Fixed and removable media including CDs, DVDs, pen drive, CCTV, Projector etc.

4. Guiding Principles for ICT Application

An ICT Application is an ICT resource (hardware, software, or a digital resource) provided to a user by the University. The University and the ICT Center, while providing an ICT Application or taking decisions regarding the ICT related activities will be guided by the following principles.

Access: Provide secured unrestricted access to University services to stakeholders through ICT.

Economy: Reduced operational costs migrating services and applications on the cloud.
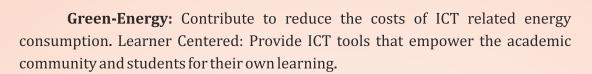
Efficiency and Effectiveness: Increase University's efficiency in delivery of services to the stakeholders using ICT.

Relevance: Improved relevance of the learning experiences of the academic and non academic community at the University.

Transparency: More transparent and openness environment in University system management and delivery of services to the stakeholders.

Privacy: Use of ICT within the University jurisdiction to protect individual privacy as per the applicable law.

Accountability: ICT application in the University shall improve accountability of the system for its operation with authorized access facility.

Green-Energy: Contribute to reduce the costs of ICT related energy consumption. Learner Centered: Provide ICT tools that empower the academic community and students for their own learning.

Pedagogy Driven: Develop ICT resources that would support subject and course specific pedagogical innovations and create new learning experiences in classroom practices.

Quality Assurance: Ensure quality services to all the stakeholders of the university. Security: Implementation of all security mechanism at all level of activities.

5. Areas of ICT Application

The following is a description of areas where ICT resources may be developed and made available to stakeholders for their efficient use.

a. Teaching

The government is promoting and encouraging online and off-campus education alongwith traditional teaching learning methodology. The university is continuing evolving facilities to impart on-line education and evaluation on regular basis.

b. Research

To provide increased research environment, the university is facilitating e-library access, e-journal access and other ICT facility to researchers to compute, analyse data and information, and prepare reports for the dissemination of research results. Participation in Shodh Ganga etc. to share research contribution and achievements of the university. Organise training and capacity building activities to help researchers to use latest tools for research. Structure this effort as ICT Ecosystem for Research. Organizing online conference/seminar to provide opportunity to present their research at their end.

- Strengthen the use of ICT by providing infrastructure to to access online resources over the Internet. (e.g. MOOCs, INFLIBNET etc.).

- Provide improved administrative support systems to the researchers for efficient and effective management of research grants and other funding resources.

- Provision to publish on-line journal and other academic repository.

c. Admissions

Provision for ICT infrastructure for transparent admission process will be ensured.

- Online application process using ICT resources.

- Publication of merit list using ICT tools.

- Online availability of the courses and other related information.

- Conduction of online Entrance Tests for admission, if provision in ordinance is available.

- OMR supported evaluation facility and preparation of final merit list considering the reservation policy and other norms.
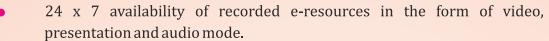
d. Human Resources

- Recurrent Training to all the staff using ICT tools to upgrade their skills. Facilitation of on-line training to ensure access and communication of information using ICT tools.

- Online repository of staff related information and documents.

- Paperless process of Leave and other process related to the staff of the university.

e. Teaching and Learning

The use of ICT will be encouraged as add-on tool support online teaching and learning. It will also enhance the quality of classroom teaching also. The student will be able view recorded as per their convenience. ICT enabled teaching-learning encompasses a variety of techniques, tools, contents and resources aimed at improving the quality and efficiency of the teaching- learning process. Teachers can integrate a variety of media and technology in their academic lecture delivery. This may server the following

- Facility to access the quality lecture and presentation developed by reputed organization e.g. NPTEL,

- Integration of Learning Management System for imparting education and evaluation process.

- Encouragement to the teachers to use computer/laptop and other media as much as possible to make their lecture more effective.

- 24 x 7 availability of recorded e-resources in the form of video, presentation and audio mode.

- Synchronous and asynchronous communication channels among the teachers and learners.

- Allow online completion academic activities and submission of assignments, progress reports etc. in off-campus scenariossuch as internships, fieldwork.

- Recurrent training for use of ICT and social media to the users.

f. Student Performance Evaluation

Student performance evaluation is the most critical aspect of University system as the gatekeeper of academic quality and credibility of the organization. Use of ICT has improved administration of tests in both online and offline scenario. The objective of the student evaluation system using ICT should include: providing an efficient mechanism to conduct examinations, improve transparency and credibility of the system, help declare the results error-free and in timely manner, and evaluate the students in a valid and reliable manner. The University may undertake a range of activities to support student evaluation through the use of ICT, but not limited to the following:

- Provide facilities for online registration for examinations, andshare results online.

- Students should be informed about examination schedules andchanges to schedules, if any, online.

- Create online systems for internal assessment and integratethe same with final student examination.

- Encourage teachers to use online testing system to beprovided by the University for internal assessment.

- Provide feedback to students on their performance on aregular basis, on-line. Create question banks and share them through a repository.

- Use ICT for improving the credibility of the examination by putting practices in place to check impersonation and other malpractices.

- Use ICT to analyse evaluation data for preparing reports on student performance, evaluator performance etc.

g. Student Support

A support mechanism helps the students to excel and achieve their full potential. The traditional student support systems need to be supplemented with ICT to increase its scalability and availability. The University may undertake a range of activities to support students through use of ICT, but not limited to the following:

- Class-coordinators play an important role in student supportsystem. An online communication and information distribution channel between a class- coordinator and his/herstudents need to be provided.

- Online support is required to drive University's centralized training and placement activity. It should integrate placement related services at University level, while providing institute-level programme-specific services to students through the activities such as Placement training, Placement related activities and management of students' portfolios.

- Continuous strategic contacts can be maintained with alumni through the use of ICT. An exhaustive alumni database needs to be prepared and made available to all the constituent institutions for use.

- Use ICT to provide various supplementary skills to students including soft skills, personality development. A blended learning approach can be adopted to facilitate online learning of such skills.

- Facilitate the data mining on learning analytics for student support.

- Use ICT to provide required information regarding hostel accommodation and to handle related complaints and feedbacks.

- ICT can be used to encourage students to actively participate in extracurricular activities. Individual student participations in these events can be recorded and made a part of their individual portfolios.

h. Community Engagement

- ICT facilities will be used for the purpose of feedback and other communication with all associated individual and institution.

- In the decision making process the feedback of the student, community, guardian will be considered.

- Automate the generation of various compliance reports.

i. Quality Assurance

The quality assurance in all the academic and administrative activities is one of the main mandate of the university. Integration of ICT in administration, teaching, learning and evaluation will enhance the quality and transparency.

ICT will help to improve the quality of administration analyzing the feedback and outcome at the intermediate level.

The ICT tools will be able to provide timely information and data, which will be helpful to improve the quality as well preparation of positive environment.

Evaluation using ICT tools will also be helpful to provide the feedback with ultimate goal to enhance the quality.

6. ICT Infrastructure and System Maintenance

This will be one of the important activity for the successful execution of ICT policy. All the aim and objectives may be achieved only if the timely upgradation of infrastructure and maintenance is available.

a. University's Responsibilities

- ICT infrastructure will be managed and controlled by the University's Computer Center.

- Appropriate annual budget provision will be made for recurring and non-recurring expenditure on the ICT infrastructure.

- All the provision will be made for secure and authentic access of the information and data.

- 24 x 7 availability of the internet connectivity will be ensure with a proper power backup.

- Encouragement of open source software for the implementation of ICT supported activities.

b. By the Users

- Maintenance of proper log book for used resources.

- Prevention from unauthorized access of resources.

- Will not share authentication details with others.

- Use of internet connectivity for authorize uses only.

- Prevention from unauthorized modification of university's data.

- Prevention from unauthorized download, installation or running of any resource.

- Using the network to break into other networks.

- Infringement of Intellectual property rights including copyright, trademark, patent, design and moral rights.

- Prevention from unauthorized access of e-mails by others.

- Proper mechanism to prevent deliberate unauthorized access to networked resources.

- Prevention of any activity which comes within the purview of cyber laws.

c. Physical infrastructure

- Appropriate physical infrastructure will be acquired and upgraded as per the need of the university.

- The physical infrastructure will be acquired as per the norms of the university/government.

- Only authorized staff will be permitted to open computer or related systems The physical infrastructure shall not tampered by any user.

- Accessories shall not becarried out of the physical resources without explicit permission from an authority

- Proper asset register will be maintained by the section incharge of the university.

d. Data Security

- All the mechanism will be incorporated to provide data security at all the levels of uses. Proper backup facility will also be implemented in case of the accident or deliberate failure.

e. Web content publishing

- The university will provide a official website for uploading of notices, result, adhisuchana, academic notices and important required links of other institution etc. This will be regularly updated.

- Contents received from only authorized persons of the university will be published.

- All University Web pages should follow copyright laws.

f. Disaster Recovery (DR) plan

The University shall establish a disaster recovery planning capability which will develop and maintain coordinated plans, procedures and technical measures that would enable essential systems to be recovered following a disaster and provide assurance that these plans, procedures and measures are effective., local or remote.

7. Managing ICT Policy

The University will review and update its ICT Policy every three years. For this the University will have a formal setup as follows.

The ICT Center will be headed by a senior technical officer. The support staff of the ICT Center will have expertise in ICT related fields such as network administration, data center administration, web site design and LMS management etc.

The University will constitute an ICT Advisory Council under the chairmanship of the Vice-Chancellor, and some heads of constituent institutions and ICT experts from the field as members. A document, describing the available ICT services and their possible use, will be circulated periodically to all concerned Centre.

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