



KURIAKOSE ELIAS COLLEGE MANNANAM

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ICT POLICY



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ICTs refer to Information and Communication Technologies, which encompass all communication technologies, such as the internet, wireless networks, cell phones, computers, software, video conferencing, projectors, social networking and other media applications. These services allow users to manage, store and transmit data easily. Incorporating ICTs into regular education can result in improved student learning and teaching techniques. As the essential information no longer needs to be manually handled, online interactions can enhance learning without time constraints. Additionally, it becomes much easier to perform evaluations and create reports.

Objectives

- To increase the college's accessibility to current and potential stakeholders.
- To provide students with better access to course materials and teachers, thereby facilitating effective teaching and learning processes.
- To encourage both teachers and students to expand their prior knowledge and become confident ICT users.
- To create job prospects for students through ICT-based educational initiatives, assist them in participating in the ICT revolution, reap economic benefits and ultimately become self-sufficient.
- To improve administrative efficiency through ICT-enabled processes.

Policy Statements

- A well-managed filtering system at Kuriakose Elias College restricts access to inappropriate material, thereby providing necessary protection.
- Establish rules for the ownership and sharing of digital content created within the institution.
- Set guidelines for the appropriate use of social media by students and staff in a manner that reflects the college's values.
- The entire ICT resource management is overseen by the ICT committee, which includes the Manager, Principal and IQAC of the college.
- Schedule regular reviews and updates of the ICT policy to ensure that it remains relevant and effective.



Implementation

The College provides the following ICT facilities:

- Computers, laptops and terminals.
- Peripherals such as interactive panels, projectors, printers, photocopiers, scanners, licenced software and multimedia devices.
- Networks with wired, wireless, dialup and/or internet connections.
- Online repositories for lectures, course materials and research journals.
- Language Skills Centre, Media Hub, Data Science Studio, Video Conferencing Facility and a well-furnished Computer laboratory.
- Access to online courses through the platform of SWAYAM.

Student and staff login details and passwords are kept confidential to prevent any malpractices. Before connecting privately owned ICT devices to college networks, approval is made mandatory to avoid any misuse. The use of ICT tools by students is strictly under the guidance of teachers. Regular checks are conducted to ensure that the ICT policy is being followed, that includes monitoring the use of digital resources, compliance with cyber security protocols and adherence to ethical guidelines.