# Government Degree College, Timarni

## INFORMATION TECHNOLOGY (IT) POLICY

## Introduction

The Govt. Degree College Timarni Information Technology (IT) Policy sets forth the policies that govern the responsible usage of all users of the college's information technology resources. This comprises the IT facilities allocated centrally or by individual departments. Every member of college is expected to be familiar with and adhere to this policy. It is obvious that our IT system and associated facilities are provided principally for academic purpose directly related with the work of the institution, staff and students. This policy has set rules for its use.

## Vision of the IT Cell

To be recognized as a leader in providing the Information Technology usages at the education institution.

## Mission of the IT Cell

We intend to help our stakeholders (students, faculties, employees, Government and other associated organizations/people) to be informed and dedicated to providing information and IT facilities.

## Introduction of the IT Cell

Information Technology is the backbone of the success of every organization especially for an education institution. The IT cell of the College has been constituted with an objective to create a speedy and rapid functioning of the administrative work and academic activities. The cell is working with the existing infrastructure and manpower. The cell is trying to foster the growth of the College by maximizing the usages of Information Technology. The IT Cell look after the College work related with the Automation, Electronic Information Exchange, it also includes complete College Websites' functioning such as uploading, unloading of information etc. The IT Cell also focus on the official E-mail id(s) management of the students, teachers and employees, online form filling and fee deposition (for admission and examination).

## Objectives of the Cell

- Facilitating the growth of the college  by speedup the work of Campus Network

- Facilitate college  Campus with Wi-Fi facility

- Establish College data Centre and mapping it with State Data Centre so information can be easily accessible for policy making.

- Community welfare by providing timely information on the College website and social media.

- Promotion of Information Technology education and Information Technology-based education

- Automation and digitalization of the Affiliation Department and Examination Department.

- Easy and safe access of information between students and faculties.

- Support e-Procurement related activities at the College.

- ERP implementation for accounts Department, examinations Department and admission in college and College Departments.

- Promotion of IT and IT enabled services for avoiding the duplication of the work with the help of the campus network and Internet.

- Online availability of the Information through College website.