



ST. XAVIER'S COLLEGE OF EDUCATION(AUTONOMOUS)

Digha Ghat P.O., Patna – 800 011, Bihar, India
NAAC Accredited with 'A' Grade (3rd cycle)

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Affiliated to Aryabhata Knowledge University, Patna

Information Technology (IT) Policy

In today's generation of technology, Information and Communication Technology (ICT) has become the most important part of teaching, learning and assessment. The digital age learners are most benefitted when they will be provided with best technological platforms to explore the learning opportunities. Keeping this into consideration the institute has made the IT policy so as to provide the best educational opportunities to the learners, teachers and the staff so that the technology can be used to the fullest for teaching, learning, assessment and administration.

Scope and Function under the IT Policy

- Assessing and articulating the need and demand of the IT infrastructure.
- Finalizing the Purchases and procurement of the new IT infrastructure.
- Providing the in-house or expert training on the new software to all the stakeholders from peer team and expert.
- Monitoring the Installation and maintenance and of CCTV and Storage system.
- Monitoring the Installation and maintenance of Internet Facility – Internet and Wi-Fi.
- Procurement and Installation of important Software and Hardware.
- Individual Login Credentials for Staff and Students

Cyber Safety and Security Measures

- The Computers and other Login Devices like CCTV etc. are protected with Login and Admin credentials.
- Only Open and Licensed software are used for the purpose of the teaching, learning and administrative uses.
- All the computers are secured with licensed and paid Anti-virus System.
- The purchasing of the equipment, Computers, Laptops, Projectors, CCTV and other IT infrastructure is done from authorized vendors only.
- Cyber security campaign are organized time to time for increasing Cyber Safety among the students and the staff.
- Use of SSL certificates is prioritized in the College Website and Email Services.

The IT Policy of the institution thus promotes ethical and safe use of IT and internet resources as per the rules of the government. All the stake holders- students, teachers, and staff are made aware of the responsible use of the IT infrastructure facilities. The IT policy keeps on updating as per the new government policy, UGC, and NCTE guidelines regarding the use of ICT and IT resources.

PRINCIPAL
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(Autonomous)
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