Shri Gajanan Shikshan Sanstha's
SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA
"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

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ICT and Internet Usage Policy

Introduction:

The Information and Communication Technology (ICT) Policy of Shri Sant Gajanan Maharaj College of Engineering establishes a framework for leveraging technology to enhance the educational experience, research endeavours, administrative efficiency, and overall growth of the institution. This policy underscores our commitment to utilizing ICT resources responsibly, inclusively, and innovatively.

Vision and Mission:

Vision: To create a dynamic learning and working environment empowered by ICT, fostering academic excellence and technological innovation.

Mission: To integrate ICT across all elements of the institution, enriching education, enabling research, and supporting collaborative endeavours.

Scope and Applicability:

This policy applies to all academic departments, administrative units, students, faculty, staff, and stakeholders engaging with ICT resources within Shri Sant Gajanan Maharaj College of Engineering.

ICT Infrastructure:

The institute maintains a robust and secure ICT infrastructure that encompasses state-of-the-art networks, servers, and hardware, software, and connectivity standards. This ensures the availability and reliability of resources. SAP Servers available at the institute include HP RX2660 SAP DEV SERVER, HP RX2660 SAP QAS SERVER, HP RX2660 SAP PRD SERVER, HP RX2660 SAP PRD CLUSTER SERVER, HP Proliant DL360G5, IBM x226 Server (IDES Server), along with other available servers such as IBM eServer x225 Series (Oracle Server) and IBM x346 Rack-mountable 2U server (Web Server). Internet dedicated leased line connectivity is provided at a speed of 600 Mbps.

High-speed internet access is essential to support real-time collaboration, research, and learning. SSGMCE ensures that the connectivity infrastructure is not only robust but also capable of accommodating the growing demands of an evolving digital landscape. Multiple internet connections from different ISPs are in place to ensure 100% uptime. Vodafone (OFC): 300 Mbps; RAILTEL (OFC): 300 Mbps.The institute has implemented stringent security protocols to safeguard against unauthorized access, cyber threats, and data breaches. Our security measures include Palo Alto PA820 firewalls, consisting of gateway-level antivirus and anti-spam. The PA-820 is classified as a next-generation firewall, offering advanced features such as application-level filtering, intrusion prevention, URL filtering, and the ability to identify and control applications and users within network traffic. The institute maintains state-of-the-art hardware, including computers, laptops, tablets, smartphones, and printers. Various software applications are utilized for tasks ranging from office productivity to specialized tools.

E-Learning and Teaching:

Faculty strive to enhance teaching methodologies through technology, including virtual labs and interactive presentations that foster student engagement and active participation. By incorporating multimedia elements such as videos, animations, and interactive quizzes, engaging learning materials are created to capture students' attention and make abstract concepts more accessible. Utilizing digital platforms for assignments, discussions, and assessments encourages opportunities for students to interact with peers and teachers beyond the classroom.

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Online Learning Platforms:

Faculty provide online learning platforms that enable the hosting of course content and assignments, creating a virtual learning environment that complements traditional classrooms. Various types of content, such as lecture notes, presentations, videos, audio recordings, and interactive multimedia, are uploaded by teachers. Students can access these materials at any time, enabling self-paced learning. Students are encouraged to opt for skill development courses through online platforms like Coursera, edX, and Udemy. Additional resources, such as eBooks, articles, and research materials, supplement the core curriculum.

Digital Content Guidelines:

The institute encourages the creation and sharing of digital learning resources by faculty, ensuring content quality, accessibility, and adherence to intellectual property rights. Every digital learning resource is designed with clear learning objectives in mind. Faculty align the content with course outcomes, ensuring that the resources contribute meaningfully to the attainment of educational goals.

Student and Faculty Support:

The institute offers robust technical support channels for students and faculty to address ICT-related inquiries and challenges.

Data Security and Privacy:

The institute gives priority to preventing unauthorized access, upholding accurate record-keeping and ensuring compliance with pertinent data protection laws. A data classification system is implemented to categorize information based on its sensitivity, coupled with the assignment of appropriate access controls. This ensures that only authorized personnel can access specific data types. The access control mechanism is role-based, constraining data access to individuals based on their assigned responsibilities. Moreover, to enhance security, sensitive data, including passwords, undergoes encryption, providing an added layer of protection by rendering data unreadable to unauthorized users. If a data breach occurs, we have a clear protocol in place. This involves prompt containment, thorough investigation, and notifying affected parties as required by the relevant laws. To guarantee data availability, regular backups are maintained, aligned with established backup policies, offering a contingency solution in case of server crashes or unforeseen data loss.

Access and Accessibility:

The institute is committed to providing equal access to ICT resources and the internet for all users, including those with disabilities, by adhering to accessibility standards and best practices. This is achieved by providing captions and transcripts for multimedia content like videos and audio to make the content usable for people with various disabilities.

ICT Ethics and Usage:

The institute promotes ethical behaviour in the digital realm by discouraging plagiarism, encouraging responsible online interaction, and emphasizing proper citation practices.

Internet Usage Guidelines:

Internet access is a valuable resource for research and educational purposes. All users are expected to utilize the internet for activities that support their academic and professional responsibilities.

- Users are prohibited from accessing, downloading, or distributing inappropriate, offensive, or illegal content through the college's internet network.
- Personal internet use should be limited and must not interfere with work-related tasks or consume excessive bandwidth.

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- Users are responsible for ensuring the security of their online interactions, such as refraining from sharing sensitive information and using secure authentication methods.
- The institute reserves the right to monitor internet usage and may block access to websites deemed harmful or unrelated to academic pursuits.
- Unauthorized downloading, installation, or sharing of copyrighted software, media, or materials is strictly prohibited.
- Social media platforms should be used responsibly and in accordance with the institute's social media policy.
- In order to facilitate efficient professional duties, email facilities are provided to all faculty members using the format teachername@ssgmce.ac.in. Upon joining the college, each staff member is issued a document containing their username, password, and basic instructions for accessing their email.
- A courteous and polite tone is to be maintained in email correspondence at all times.

Collaboration and Communication:
Communication platforms such as email, messaging apps, and discussion forums are utilized to facilitate real-time interactions among students, faculty, and administrators.
E-Examinations and Assessments:
Online assessments are implemented to prevent cheating and ensure a fair evaluation.
Professional Development:
Faculty and staff are empowered by offering training, workshops, and resources to enhance their ICT skills, fostering continuous improvement and innovation.
Research and Innovation:
ICT is integrated into research activities, providing access to data analysis tools, simulation software, and platforms for collaborative research endeavours.
Monitoring and Compliance:
Mechanisms are established to monitor policy effectiveness, conduct audits, and ensure compliance with ICT and internet guidelines.
Continual Improvement:
The institute is committed to regular updates of the ICT and Internet Usage Policy to reflect evolving technological trends and feedback from stakeholders, promoting a culture of continuous improvement.
References and Resources:
This policy draws inspiration from relevant regulations, standards, and resources that inform our approach to integrating ICT and the internet effectively. The institute follows the Web Content Accessibility Guidelines (WCAG) 2.0 to guide its approach to ICT and internet integration, ensuring the accessibility of our digital content to individuals with disabilities. The policy adheres to the security principles outlined in the ISO/IEC 27001 standard for information security management.

Dr. S. B. Somani
Principal