ICT Policy

Marathwada Mitra Mandal's
INSTITUTE OF MANAGEMENT EDUCATION RESEARCH AND TRAINING (IMERT), Pune
S. No. 18, Plot No. 5/3, CTS No. 205, Behind Vandevi Temple, Karvenagar, Pune – 411052

Since 1994

1. INFORMATION & COMMUNICATION TECHNOLOGY (ICT) POLICY

1.1 Objectives

- The Information and Communication Technology Policy aims to provide standards for IMERT's appropriate, safe, and efficient use of communication technologies. This policy seeks to protect data integrity and privacy while ensuring that all information communication resources are used in a way that advances the administrative, academic, and operational goals of the institute.

- ICT Policy aims to ensure responsible and efficient use of technology, promote e-Governance and digital literacy.

1.2 Scope

- This policy is applicable to all IMERT's internal stake holders, employees, faculties, staff members and students. It covers all information communication channels that are utilized by the institute, such as social media, email, messaging apps, and other digital platforms.

- Applications of information and communication technology (ICT) include networking, quality assurance, student data management, student assessment, and teaching.

1.3 Communication and Use of Technology for Communication

- All users are expected to interact in a courteous and professional manner, abstaining from inappropriate, derogatory, or discriminating language.

- Use of technology for communication is restricted to authorized staff members and official institute functions exclusively.

- Permit restricted personal usage of the institute's communication resources as long as it doesn't conflict with official duties or go against any rules.

- Require that all academic and administrative correspondence be sent from official institute email addresses.

- Make sure that sensitive data is never sent via email unless it is approved.

- Use the official social media accounts of the institute to advertise its events, accomplishments, and activities.

- Establish rules for members of the institutes for appropriate use of their personal social media accounts, particularly while they are representing the institute.

1.4 Digital platform for Admission

- The institute posts information about admissions on its website in order to increase visibility and reach.

- The institute uses ERP to provide potential students an online registration option.

1.5 Teaching & Learning Practices

- College has a G Suite for education (Basic plan). ICT enabled teaching-learning encompasses use of features of Google classroom as part of G Suite for Education.

- Students have access to the facility using official Email ld.

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- Faculties are supposed to share educational materials on Google Classroom.
- Attendance at online lectures using a Official Email ID is required.
- Peripherals for computers are issued upon registration in the outward register.
- The College promotes the usage of an online assessment platform among educators.

1.6   Unacceptable uses of ICT

- Try to gain access to machines that the person in question is not permitted to use.
- Unauthorized entry into a different user's files.
- Unauthorized use of pen drives.
- Willful and illegal entry into local or remote networked resources.
- The mobility of computer accessories
- Unauthorized use of Log of the movement of computer peripherals.

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