



# GOVERNMENT DEGREE COLLEGE RAYACHOTY, ANNAMAYYA DISTRICT, A.P. 516269

(Accredited with C grade by NAAC)



## IT Policy

Information technology plays an important role in higher education to improve the quality of learning, research, and administrative processes. It facilitates seamless access to educational resources, supports collaborative learning, and enables efficient management of academic data. Blended teaching in higher education fosters innovation, preparing students for the digital age. Online learning platforms, virtual classrooms, and digital resources offer flexibility and accessibility, catering to diverse learning styles.

Government Degree College, Rayachoty, uses IT for better learning and administration. The college adopts blended teaching to mould the student according to the demand of the digital world and ensuring the responsible and moral in using of information technology.

### Objectives:

- To encourage staff for blended teaching.
- To encourage students for using of e-resources.
- To maintain, secure and using of Information Technology tools in a proper way in the labs.
- To maintain Movement Registers and Stock Registers in Labs.
- To set direction and provide information about acceptable actions and prohibited actions or policy violations.

### IT hardware installation and maintenance guidelines:

- IT hardware installation and maintenance is performed by system administrators.
- IT hardware installation and maintenance services are provided only after receiving an approval from the principal.
- Maintenance of computer systems should be done periodically by technicians and the same need to be recorded in maintenance register.
- Movement of IT hardware within the college or outside the college should be recorded in movement register.
- The major e-waste such as written off instruments / equipment's, CRTs, printers, computers, batteries should be listed out.

**Software installation and licensing guidelines:**

- IT policy allows authorized and licensed software installation only.
- Antivirus software needs to be procured and installed in the systems.

**e-mail account use guidelines:**

- Every department / unit / faculty is provided an e-mail.
- The e-mail facility should be used primarily for academic and official purposes and to a limited extent for personal purposes.
- Faculty should refrain from intercepting, or trying to break into others email accounts, as it is infringing the privacy of other users.

**Web Site hosting guidelines:**

- Institution website should be used to provide academic and administrative information for its stake holders.
- Website updating committee is responsible for content updating and maintenance of the website.
- The Department of Computer Science is held responsible for maintaining the college website at [www.gdcrayachoty.ac.in](http://www.gdcrayachoty.ac.in)
- The contents hosted on website should be correct and clear for that the data should be collect from the Heads of the Departments and update the website up to date.

**E-waste Management:**

- The institution as undertaken a number of E-waste management initiatives with the objective of creating an eco-friendly environment in the campus.
- The major e-waste such as written off instruments / equipment's, CRTs, Printers, computers are list out by college level committee.
- UPS Batteries are recharged / repaired / exchanged by the suppliers.

- All the miscellaneous e-waste such as CDs, batteries, fluorescent bulbs, PCBs and electronic items are collected from every department and office and delivered for safe disposal.
- The waste compact discs and other disposable non-hazardous items are used by students for decoration.
- The awareness programs have been undertaken in the institution where the students are made aware of the E-waste management techniques.

Effective execution of an IT policy results in a significant decrease in time and paperwork, while simultaneously improving efficiency, accuracy, transparency, and speed. With only one click, information is now easily available thanks to information and communication technology (ICT).



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