

INFORMATION COMMUNICATION & TECHNOLOGY POLICY

TABLE OF CONTENT

Sr.No	Description
01	ICT Policy
02	Introduction
03	Vision
03	Objectives
04	Roles & Responsibilities
05	Steps for Protecting Network Security
06	Types of Data Backup
07	Management of preventive maintenance
08	Duties of ICT Coordinator
09	Benefits of ICT Policy

ICT POLICY

KALAPRABODHINI'S INSTITUTE OF DESIGN has always been keen on the overall development of students. Lack of access to good quality computers and equipped computer labs is taking away opportunities. Many ICT programs have been implemented in access to education, resources, and teachers to students.

INTRODUCTION

The Information and Communication Technology (ICT) in institute was launched in 2018-2019 provide opportunities to secondary stage students to mainly build their capacity on ICT skills and make them learn through computer aided learning process.

VISION

To develop ICT in institute growth and deployment in the state of governance to transform the to a knowledge driven welfare society for improving the quality of Students.

OBJECTIVE OF ICT POLICY

The key objectives and deliverables of the ICT Policy 2018 are: -

A) To create employment opportunities for the youth and to improve their employability through IT educational initiatives and industry focused curriculums to help them participate in the IT revolution, derive economic benefits and eventually become self-reliant.

B) To promote new ICT destinations across the state by providing assistance in setting up quality.

C) To create world class ICT infrastructure for seamlessly connecting and integrating ICT operators, Service Providers end users.

ROLE OF ICT POLICY

- To configure, install, and maintain the network hardware and software of the College.
- To create and maintain a system for backing up data and program files.
- To maintain inventory of the equipment, computers, software licenses, and others.
- Maintain the hardware and software of the institute properly.
- Provide preventive and corrective maintenance to equipment.

STEPS FOR PROTECTING NETWORK

- Change the default name and password of your home network.
- Limit access to your wireless network.
- Create a home guest network.
- Turn on Wi-Fi network encryption.
- Turn on your router firewall.
- Turn off your Wi-Fi network when you leave home.
- Update your router's firmware.

TYPES OF BACK-UP

When deciding on a backup data storage strategy, there are different types of data backups you can perform to help protect your personal data. Depending on the size of the data you'd like to protect and the frequency with which you'd like to back it up, you can decide between these three data backup options.

FULL BACKUP

This method backs up every single file on your device. Because of this, the process could take many hours depending on the size of the data. A full backup is recommended when you're backing up your data for the first time.

DIFFERENTIAL BACKUP

With a differential backup, you're only backing up files that have changed or have been added since your last full backup. Because of this, differential backup can be performed much more quickly than a full backup.

INCREMENTAL BACKUPS

Like a differential backup, incremental backup also only backs up data that has been changed or added since the last backup. The difference is that incremental backups will back up any changed data since the last backup, whether there was a full, differential, or incremental backup. These types of backups are often performed by backup software because they can be done frequently due to their small size and fast backup time.

MANAGEMENT OF PREVENTIVE MAINTENANCE

- To maximize their liability and durability of the equipment, it is important to maintain it properly. Don't wait until the equipment schedule maintenance periods to ensure the durability of the equipment.
- The management tool allows you to setup a preventive maintenance plan. This way ,you will know when you need to perform an update on your equipment, clean it or replace a part. In addition of saving time, you also avoid that your service offer is interrupted during a certain period and makes you lose money.

DUTIES OF ICT CO-ORDINATE

- Design procedures for the use of IT resources.
- Advise management with the goal of making the appropriate IT decisions and choices
- Provide technical support to all employees& Students
- Design, plan and execute training on the use of systems and networks
- Install and configure hardware equipment and software programs.

BENEFITS OF ICT POLICY

- Communication modes have been improved.
- ICT has eliminated the use of paper by going paperless.
- ICT has improved teaching and learning techniques.
- ICT has reduced costs and save time.
- Management of students is simple because of ICT policy.

