

Digital Infrastructure Development Policy

It is visible that the quality, quantity and range of Digital Infrastructure of each academic institution plays a significant role in the process of teaching, learning and evaluation in modern digital era. Hence, the college has designed separate policy for the development of digital infrastructure in college. Following steps are being followed in systematic manner:

a. Procurement of Digital/ Electronic equipment:

Purchase Committee is responsible for procedure of purchasing the required digital equipment. The necessary technical information and recommendations of the IT experts are considered and then the committee approves the purchase orders for procuring the digital equipment.

b. Utilization of Digital/ Electronic Equipment:

ICT Promotion Committee, through its plan of action, assures proper and effective utilization of ICT tools and electronic equipment. Separate register is maintained in all classrooms for recording the daily usage of digital aids in academic delivery. The entire campus is Wi-Fi enabled. All classrooms are equipped with digital teaching aids like Computers, LCD Projectors etc. The Library and Knowledge Resource Centre provides easy access to the digital knowledge resources through QR Codes and Web-links. Language Laboratory, Computational Facility Centre (ICT Laboratory) is made available to the students for performing digital learning and exercises. Faculty members have created the digital contents and make it available through online platform. Large Format Display (LFD) TVs are placed in the Library, Language Laboratory and Office to display the digital contents such as educational videos, academic notices, information of employment and career opportunities and up-coming events/ workshops, and etc.

c. Maintenance of Digital/ Electronic Equipment:

Hardware technicians are called on call basis for the routine maintenance of Computers, Printers, Scanners, Photocopier and other electronic equipment installed at Office, Library, ICT Lab, Language Lab and in other departments and classrooms. Software technicians are called to maintain the smooth functioning of associated application software installed in the Office, Library and Language Lab and its timely updates. The cleanliness of digital equipment is maintained by the supportive staff/ peons with the help of vacuum cleaner machine to create a dust-free, neat and clean environment.