



Saraswathi College of Arts & Science, Vilappil

IT Infrastructure & Digital Policy

1. Introduction

In alignment with the Government of Kerala's vision for digital transformation in higher education and the directives of the Kerala State Higher Education Council (KSHEC), Saraswathi College is committed to integrating digital technologies in academic, administrative, and outreach activities. This policy aims to ensure the effective, ethical, and secure use of digital resources to enhance teaching-learning processes, research, administration, and communication within the institution.

2. Objectives

- To promote the use of digital tools in teaching, learning, evaluation, and research.
- To ensure transparency and efficiency in academic and administrative operations through digitization.
- To maintain data integrity, confidentiality, and cybersecurity within all institutional digital systems.
- To develop digital literacy and responsible digital citizenship among students, faculty, and staff.

3. Scope

This policy applies to:

- All faculty, students, and administrative staff of [College Name].
- All digital systems, software, platforms, and networks owned, leased, or managed by the college.
- All digital content created, stored, or disseminated using institutional resources.

4. Digital Infrastructure

- The college shall maintain and periodically upgrade ICT facilities including internet connectivity, smart classrooms, LMS platforms, digital libraries, and online communication systems.
- Adequate cybersecurity measures, including antivirus protection, firewalls, and data backup systems, shall be implemented.
- Use of official email IDs will be actively promoted among staff members, and dedicated institutional email IDs will be created for specific statutory bodies to facilitate official communication.

5. Teaching, Learning, and Evaluation



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- Faculty members are encouraged to integrate digital tools such as Learning Management Systems (LMS), Google Classroom, Moodle, SWAYAM, or other approved platforms in their teaching.
- Online submission of assignments, digital attendance systems, and e-evaluation practices are to be promoted.
- Digital resources such as e-books, e-journals, and open educational resources (OER) shall be used and shared responsibly, ensuring copyright compliance.

6. Administration and Governance

- All administrative functions including admissions, fee collection, payroll, and examination processing shall progressively shift to digital platforms.
- Faculty and staff are expected to maintain accurate digital records for academic and administrative documentation (including IQAC, NAAC, and KSHEC requirements).
- Data entry and updates on official portals (such as KSHEC, AISHE, NIRF) shall be monitored by designated coordinators under the Principal's supervision.

7. Data Privacy and Security

- Institutional data, including student and staff information, shall be stored securely and accessed only by authorized personnel.
- No personal or confidential data shall be shared externally without official authorization.
- Periodic data backups shall be maintained to prevent loss of information.
- Any data breach or misuse of digital systems must be reported immediately to the Principal or the Digital Compliance Officer.

8. Digital Etiquette and Responsibility

- All members of the institution must adhere to ethical standards in online behavior, communication, and content sharing.
- Cyberbullying, plagiarism, unauthorized data access, or misuse of institutional digital platforms will invite disciplinary action.
- Official digital communication channels (email, institutional website, LMS) should be used for academic and administrative purposes only.

9. Capacity Building

- The institution shall organize periodic workshops and training sessions to enhance digital skills among faculty, students, and administrative staff.
- Faculty are encouraged to participate in FDPs, MOOCs, and online certification programs related to digital pedagogy and ICT integration.