

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) POLICY

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KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION

(Deemed to be University)

(Under the section 3 of UGC act 1956)

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Under sec. 3 of UGC Act 1956. Accredited by NAAC with "A++" Grade

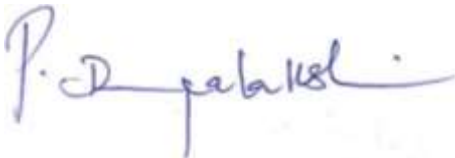
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INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) POLICY

Policy Preparation & Verification Team

Prepared: 2024

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INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) POLICY

1. Preamble

Kalasalingam Academy of Research and Education (KARE) recognizes Information and Communication Technology (ICT) as an essential enabler for achieving excellence in education, research, innovation, governance, and institutional administration. The University is committed to creating a digitally empowered academic ecosystem by integrating modern ICT infrastructure and digital technologies into all institutional activities. This policy provides a framework for the effective, secure, and sustainable utilization of ICT resources to enhance academic quality, improve administrative efficiency, promote research excellence, and facilitate stakeholder engagement while supporting environmentally sustainable practices.

2. Objectives

The objective of this policy is to establish an ICT-enabled environment that enhances teaching, learning, research, and governance through the effective use of digital technologies. The policy seeks to promote paperless administration, improve access to digital resources, strengthen cybersecurity, facilitate data-driven decision-making, and provide reliable digital services to students, faculty, researchers, staff, and other stakeholders. It also aims to support sustainable campus operations through the responsible adoption of ICT.

3. Scope

This policy applies to all academic departments, research centres, administrative offices, faculty members, students, researchers, technical staff, and all users utilizing the University's ICT resources. The policy covers all digital infrastructure, including computer systems, campus networking facilities, institutional email services, Enterprise Resource Planning (ERP), Learning Management System (LMS), digital libraries, cloud services, and other ICT-enabled platforms established by the University.

4. ICT Infrastructure

KARE shall continuously strengthen its ICT infrastructure by providing reliable internet connectivity, campus-wide Wi-Fi, smart classrooms, modern computer laboratories, digital libraries, licensed software, cloud-based services, video conferencing facilities, secure servers, and high-performance computing resources. The University shall ensure that the ICT infrastructure is regularly upgraded to meet the evolving academic, research, and administrative requirements.

5. ICT in Teaching, Learning, and Research

The University shall integrate ICT into teaching and learning by utilizing digital platforms such as the Learning Management System, virtual classrooms, online assessments, digital content repositories, and smart classrooms. Faculty members are encouraged to adopt innovative teaching methodologies supported by ICT tools to enhance student engagement and learning outcomes. ICT shall also facilitate research by providing access to digital libraries, online journals, simulation software, cloud computing resources, and advanced computing facilities that support interdisciplinary research and innovation.

6. ICT in Governance and Administration

The University shall implement ICT-enabled governance through integrated digital platforms that support admissions, student records, examinations, finance, human resources, library services, and institutional communication. Administrative processes shall be increasingly digitized through ERP systems, electronic document management, online approval mechanisms, and digital record maintenance. These initiatives shall improve operational efficiency, transparency, accountability, and timely delivery of institutional services.

7. Information Security and Data Protection

KARE is committed to ensuring the confidentiality, integrity, and availability of institutional information. Appropriate security measures, including user authentication, access control, firewalls, antivirus protection, secure data backup, and regular system monitoring, shall be implemented to safeguard ICT resources. All users are expected to use institutional ICT facilities responsibly and comply with applicable information security guidelines and data privacy regulations.

8. Sustainable Use of ICT

The University recognizes ICT as a significant contributor to environmental sustainability. Digital communication, online meetings, electronic documentation, digital learning resources, and automated administrative processes shall be encouraged to minimize paper consumption and reduce the University's environmental footprint. The use of ICT will also support efficient utilization of energy and other institutional resources, thereby contributing to the University's Green Campus initiatives.

9. Capacity Building

KARE shall periodically organize training programmes, workshops, faculty development programmes, and awareness initiatives to enhance the digital competencies of students, faculty members, researchers, and administrative staff. These programmes shall focus on emerging digital technologies, cybersecurity, digital teaching methodologies, research tools, and effective utilization of institutional ICT infrastructure.

10. Implementation and Monitoring

The implementation of this policy shall be coordinated by the Information Technology Services Division in collaboration with the Internal Quality Assurance Cell (IQAC) and other relevant administrative units. The University shall periodically review the effectiveness of ICT initiatives, assess infrastructure requirements, monitor digital service delivery, and recommend improvements to ensure continuous enhancement of ICT-enabled governance and academic excellence.

11. Review of Policy

This policy shall be reviewed every three years, or earlier if required, to incorporate technological advancements, regulatory changes, and institutional requirements.