



ICT, E-Governance & Cyber Security Policy

1. Introduction

In the digital era, Information and Communication Technology (ICT) play a vital role in enhancing the quality of teaching–learning, administration, governance, and institutional transparency. CSSR & SRRM Degree & PG College (Autonomous), Kamalapuram recognizes the importance of adopting digital technologies to promote academic excellence, efficient governance, and secure handling of institutional data.

In alignment with the **National Education Policy (NEP) 2020**, **NAAC quality benchmarks**, and emerging cyber security requirements, the College has formulated the **ICT, E-Governance & Cyber Security Policy**. This policy aims to strengthen digital learning practices, streamline institutional processes, and ensure data privacy and cyber safety.

2. Scope of the Policy

This policy applies to:

- Students of UG and PG programmes
- Teaching and non-teaching staff
- Administrative offices and academic departments
- ICT infrastructure, digital platforms, and online services
- Institutional data and information systems

3. Objectives of the Policy

The objectives of this policy are to:

1. Promote **ICT-enabled teaching and learning practices**.
2. Strengthen **e-governance** in academic and administrative functions.
3. Ensure **secure storage, access, and protection of digital data**.
4. Enhance **digital literacy and cyber awareness** among stakeholders.
5. Encourage use of **Learning Management Systems (LMS)** and digital resources.
6. Minimize manual processes through **automation and digitization**.
7. Safeguard institutional systems from **cyber threats and data breaches**.
8. Ensure compliance with **ethical and legal standards** in ICT usage.

4. ICT Infrastructure and Digital Learning

The College shall:

- Provide adequate ICT infrastructure including **computers, servers, projectors, smart classrooms, and internet connectivity.**
 - Encourage faculty to adopt **blended learning, online resources, MOOCs, SWAYAM, and e-content development.**
 - Promote the use of **LMS, digital classrooms, and virtual labs** wherever applicable.
 - Facilitate access to **e-journals, e-books, and digital library resources.**
 - Conduct training programmes for faculty and students on effective ICT usage.
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5. E-Governance Practices

The College adopts e-governance in the following key areas:

5.1 Academic Administration

- Online admission and enrollment systems
- Digital attendance and internal assessment records
- Online examination processes and result publication
- Student feedback and grievance redressal portals

5.2 Administrative Governance

- Digital record management and file tracking
- Online communication through official email systems
- Payroll and service-related digital systems

5.3 Financial Management

- Online fee payment systems
- Digital accounting and audit support
- Transparency in financial transactions

5.4 Student Support Services

- Online access to academic calendars, syllabi, and notices
 - Digital certificates, TC/Bonafide applications
 - Placement, internship, and alumni portals
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6. Cyber Security and Data Protection

The College is committed to protecting institutional data and digital assets.

6.1 Data Protection Measures

- Secure storage of academic, administrative, and personal data.
- Restricted access to sensitive information on a need-to-know basis.
- Regular data backup and recovery mechanisms.
- Compliance with applicable data protection and IT regulations.

6.2 Cyber Security Measures

- Installation and regular updating of antivirus and firewall systems.
- Secure passwords and authentication mechanisms.
- Monitoring of unauthorized access and misuse of ICT resources.
- Periodic cyber security audits and system updates.

7. Ethical Use of ICT

All users shall:

- Use institutional ICT resources responsibly and ethically.
- Avoid unauthorized software installation and data misuse.
- Refrain from cyber bullying, plagiarism, hacking, and illegal downloads.
- Respect intellectual property rights and privacy policies.

Violation of ICT norms may attract disciplinary action as per institutional rules.

8. Capacity Building and Awareness

The College shall:

- Organize **ICT training programmes** for faculty and staff.
 - Conduct **cyber security awareness programmes** for students.
 - Promote digital skills aligned with employability and lifelong learning.
 - Encourage innovation through technology-enabled teaching practices.
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9. Roles and Responsibilities

9.1 Institutional ICT Committee

- Plan, implement, and monitor ICT initiatives.
- Ensure policy compliance and infrastructure maintenance.
- Recommend upgrades and security measures.

9.2 Faculty and Staff

- Integrate ICT tools into teaching and administrative work.
- Protect institutional data and follow cyber safety guidelines.

9.3 Students

- Use digital platforms responsibly for academic purposes.
 - Follow cyber ethics and institutional ICT norms.
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10. Monitoring and Evaluation

- ICT and e-governance practices shall be periodically reviewed by **IQAC**.
 - Feedback from users will be collected for system improvement.
 - Reports will be maintained for NAAC, AQAR, and statutory requirements.
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11. Expected Outcomes

Implementation of this policy is expected to result in:

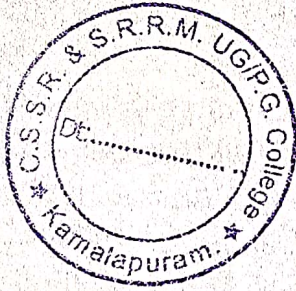
1. Enhanced quality of teaching and learning through digital tools.
 2. Improved efficiency, transparency, and accountability in governance.
 3. Digitally empowered faculty, staff, and students.
 4. Secure and reliable institutional data management.
 5. Increased student satisfaction and institutional visibility.
 6. Strengthened compliance with NEP 2020 and NAAC standards.
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12. Policy Review and Amendments

- This policy shall be reviewed periodically by IQAC.
- Amendments may be made in accordance with technological advancements, regulatory guidelines, and institutional needs.
- All revisions shall be approved by the **Governing Body** of the College.

13. Conclusion

CSSR & SRRM Degree & PG College (Autonomous), Kamalapuram is committed to leveraging ICT for academic excellence, good governance, and cyber safety. Through systematic digital transformation and secure e-governance practices, the College strives to create a technology-enabled, transparent, and learner-centric academic environment.



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CSSR & SRRM Degree & PG College
Autonomous
Kamalapuram, YSR (Dist), A.P