कार्यालय, प्राचार्य, शासकीय टी.सी.एल. स्नातकोत्तर महाविद्यालय, जांजगीर, जिला जांजगीर–चांपा (छ.ग.)

शहीद नंदकुमार पटेल विश्वविद्यालय रायगढ़ (छ.ग.) से संबद्ध

Grade - 'B' Accredited by NAAC

ई-मेल tclpgcollege@gmail.com महाविद्यालय कोड आर वेबसाईट https://www.govttclpgcollege.ac.in

UGC CODE - 201050   AISHE CODE - C-22319   Mobile No. - 9589341000, 9425223065

6.5.1 IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes

List of Enclosures:

1. IQAC Meeting
2. IT policies and Guidelines
3. Policy for utilization and maintenance of academic and physical faciliteies

Principal
Govt. T.C.L. P.G. College, Janjgir
IANJGIR, DISTT.-JANJGIR-CHAMPA (C.G.)

कार्यालय, प्राचार्य, शासकीय टी.सी.एल. स्नातकोत्तर महाविद्यालय, जांजगीर, जिला जांजगीर–चांपा (छ.ग.)

शहीद नंदकुमार पटेल विश्वविद्यालय रायगढ़ (छ.ग.) सें संबद्ध

Grade - 'B' Accredited by NAAC

ई मेल tclpgcollege@gmail.com महाविद्यालय कोड उप वेबसाईट -https://www.govtclpgcollege.ac.in

UGC CODE - 201050   AISHE CODE - C-22319   Mobile No. - 9589341000, 9425223065

IT Policy & Guidelines

Prepared by

Internal Quality Assurance Cell

(IQAC)

Govt. T.C.L. P.G. College, Janjgir

Distt.- Janjgir-Champa (C.G.)

IT Policy & Guidelines

Purpose: This policy outlines the acceptable use of college-owned IT assets and provides guidelines for the secure and ethical use of these assets. The policy aims to protect the Govt. T.C.L. P.G. college, Janjgir, Distt.- Janjgir-Champa (C.G.) IT assets, as well as the privacy and security of its students, faculty, and staff.

Scope: This policy applies to all faculty, staff, and students of the college, as well as any contractors or third parties who have access to Govt. T.C.L. P.G. college, Janjgir, Distt.- Janjgir-Champa (C.G.) IT assets.
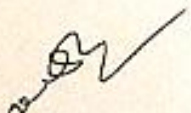
Policy:

IT assets, including computers, software, networks, and data, are provided by the college for the purpose of conducting college Academic/Administrative/Research works. These assets should not be used for personal activities, unless specifically authorized by the policy.

All users of college IT assets are responsible for protecting their passwords and for ensuring that their passwords are kept confidential. Users should not share their passwords with anyone else, and they should change their passwords regularly.

General Rules

1. Students, Teaching and Non - Teaching Staff, Guests faculty and Research scholars are authorized to use the computing, networking, and other IT facilities for academic purposes, official College academic, and for personal purposes as long as such use does not violate any law or any College policy.

2. The College prohibits its users from gaining or enabling unauthorized access to forbidden IT resource on the College network. Any such attempt will not only be the violation of College Policy but may also violate national and international cyber laws, provisions under The Information Technology Act of India and infringe the principals of National Cyber Security Policy, and subject the user to both civil and criminal liability. However, the College reserves all the rights to access and analyze the IT resource and Information for any legal and/ or institutionally provisioned operation, on its own or through its affiliates.
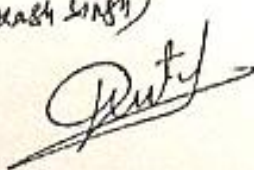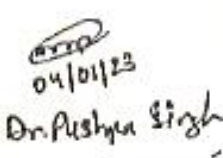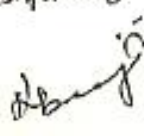
(Om Parkash Singh)

3. The College prohibits its users from sending, viewing or downloading fraudulent, harassing, obscene (i.e., pornographic), threatening, or other messages or material that are a violation of applicable law or College policy. Therefore, user's inhibitive discretion is solicited where category of certain content could be doubtful e.g. when such content is received through e-Mail etc. As a generalized policy, any contribution towards the destruction or distortion of congenial academic or work environment is prohibited.

4. Users must not violate various IPR and copyright law(s), and licensing policies as associated with copyrighted materials and software. Any unlawful file-sharing, use of any form of illegal or pirated or un-licensed software, on the College IT resources (including individually owned IT resource being used under Institutional IT privileges) is strictly prohibited and any such act shall constitute a violation of the College policy.

5. College also recommends its students, faculty and office staff, to use Open Source Operating Systems (OS) and Processing Software (PS) such as Ubuntu/ CentOS or other and Libra Office/ Open Office/ WPS Office, respectively. Further, users of the computers sponsored directly or indirectly by College should migrate on the recommended OS & PS as their primary software and should generate expertise on it. In case of technical limitation in such adaptation, relaxation may be requested from competent authority on valid grounds.

6. By agreeing to abide by the terms of use of various online media forums, the users are expected to adhere with the norms as prescribed by respective social networking websites, mailing lists, chat rooms, blogs, Unless a user has proper authorization, no user should attempt to gain access to information and disclose the same to self or other unauthorized users. The broader concept of data privacy must be honored by each user.

7. No user should attempt to vandalize, damage or change any data inappropriately, whether by accident or deliberately. The basic notion of trustworthiness of information resources must be preserved by all of its users. Any interference, disruption or encroachment in the College IT resources shall be a clear violation of the College policy.
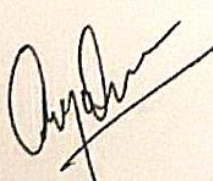
04/01/23

(Om Parkash Singh)
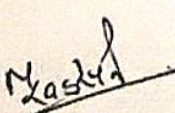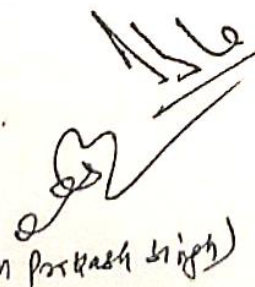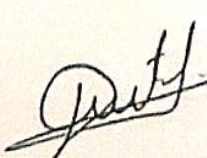
Dr. Pushpa Singh

8. No user should attempt to affect the availability of IT resource, whether accidently or deliberately.

9. As long as individual departments, individual units etc. can retain consistency in compliance of the IT (Usage) Policy, Govt. T.C.L. P.G. college, Janjgir, Distt.- Janjgir-Champa (C.G.) they may further define and implement additional "conditions of use" for IT resources under their control. It will be the responsibility of the Units to publicize and enforce such conditions of use. In cases where use of external networks is involved, suitable policies can be practiced in compliance with the broad prerogatives of (Usage) Policy of the College.

10. As a part of certain investigation procedures, the College may be required to provide its IT information, resource and/ or records, in parts or full, to third parties. Also, for proper monitoring and optimal utilization of College IT resources, the College may review, analyze and audit its information records, without any prior notice to its Users. Further, the College may also seek services from third-party service providers. Accordingly, the users can only have reasonable expectation of privacy on the College IT resources.

11. Users are expected to take proper care of equipment, and are expected to report any malfunction to the staff on duty or to the in-charge of the facility. Users should not attempt to move, repair, reconfigure, modify, or attach external devices to the systems.

12. No food or drink is permitted in the laboratories. Also making noise either through games/music/movies or talking and/ or singing loudly (the list is not exhaustive) is prohibited.

13. The policy may change as and when it is considered appropriate and new policies or the changes in policy will take effect immediately after a brief announcement by any means, e-mail, printed notices, or through the news groups.

(Om Prakash Singh)

04|01|23
Dr. Pushpa Singh

Social Media Policy
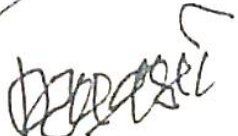
This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include What's App, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others.

PROCEDURES

- The following principles apply to professional use of social media on behalf of Govt. T.C.L. P.G. college, Janjgir, Distt.- Janjgir-Champa (C.G.) as well as personal use of social media when referencing Govt. T.C.L. P.G. college, Janjgir, Distt.- Janjgir-Champa (C.G.)

- Employees need to know and adhere when using social media in reference to Govt. T.C.L. P.G. college, Janjgir, Distt.- Janjgir-Champa (C.G.)

- Employees should be aware of the effect their actions may have on their images, as well as Govt. T.C.L. P.G. college, Janjgir, Distt.- Janjgir-Champa (C.G.) Image. The information that employees post or publish may be public information for a long time.

- Employees should be aware that The College may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to Govt. T.C.L. P.G. college, Janjgir, Distt.- Janjgir-Champa (C.G.) its employees, or customers.

- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment or which may hurt religious & Sentiments of any one or any Community.

- Employees are not to publish post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the related college committee.
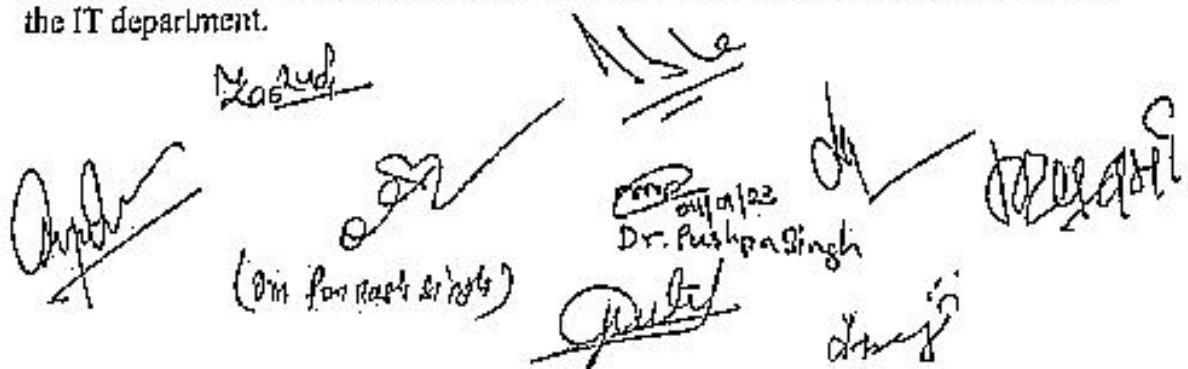
- Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to the authorized College Committee.
- Employees should get appropriate permission before they refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at Govt. T.C.L. P.G. college, Janjgir, Distt.- Janjgir-Champa (C.G.) The College computer systems are to be used for academics purposes only. When using College computer systems, use of social media for business purposes is allowed only to those staff whose work profile requires use of social media (ex: Face book, Twitter, Govt. T.C.L. P.G. college, Janjgir, Distt.- Janjgir-Champa (C.G.) blogs and LinkedIn, What's app, Instagram, any other), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after---hours online activity that violates or any other company policy may subject an employee to disciplinary action or termination.
- It is highly recommended that employees keep Govt. T.C.L. P.G. college, Janjgir, Distt.- Janjgir-Champa (C.G.) related social media accounts separate from personal accounts, if Possible.
- Employees should not use any type of offensive /abusive language or make any comment/post any photo which is not in line with their image as a faculty/Teacher (As they belong to a very respected community.

Handling of Sensitive data - Sensitive data, including personally identifiable information and confidential college information, should be handled with care. Users should only access and share data that they are authorized to access, and they should follow proper data disposal procedures when disposing of data-bearing devices.

Internet use - The internet should be used only for authorized business purposes. Users should not visit websites that might be inappropriate or that might pose a security risk to the college. Users should also be aware of the risks of phishing, malware, and other cyber threats, and they should report any suspicious activity to the IT department.

Dr. Pushpa Singh

Email accounts use - Email accounts provided by the college should be used only for academic Administrative purposes. Users should not send spam or unsolicited emails, and they should not use college email accounts to conduct personal business. Users should also be aware of the risks of email-based attacks, and they should be cautious when opening attachments or clicking on links in emails.

Mobile use - If employees are allowed to use their own mobile devices for work purposes, these devices should be used and secured in accordance with the guidelines outlined in this policy. Mobile devices should be password-protected, and they should have up-to-date security software installed.

The college reserves the right to monitor and audit the use of its IT assets to ensure compliance with this policy.

Violations of policy will be treated as academic misconduct, misdemeanor, or indiscipline as appropriate. Depending upon the nature of the violation, the college authorities may take an action

Dr. Pushpa Singh

Minutes of the first IQAC meeting held on 21/12/2021

Time – 01:00 pm Time: 02:00 pm   Mode: Offline

Principal and chairperson   - Dr. A.P. Verma
IQAC Co-ordinater   - Mrs. Rashmi Sharma
Other Members-

1. Dr Manjulata Kashyap
2. Mr. R. G. Khunte
3. Mrs. Jharna Choubey
4. Mrs. Shalni Pandey
5. Mr. Naresh Azad
6. Miss Dhaneswari Patel
7. Mr. Dinesh chaturvedi Ex. Student Nominee
8. Mr. Bharat Gupta- Student Nominee
9. Miss Kajal Kurrey - Student Nominee

Agenda:

1. Discussion about the seven criteria for NAAC assessment.
2. Discussion about the infrastructure of the college.
3. Faculty requirements according to the students.
4. Documentation of various programs/activities of the college leading to the quality improvement.
5. Department wise collection and analysis of feedback form from the students, parents and stakeholders.
6. Discussion about the mentoring activities.
7. Preparation and submission of the AQAR as per NAAC guidelines.
8. To Prepare the policies and procedure for maintaining and utilizing physical, academic and support facilities and also AMC with different vendors.

Points of Discussion	Action Taken
Distribution of work related to seven criteria of NAAC to the concerned professors.	Teams were made for each criterion, consisting of one coordinator and two members.
Conducting cultural activities, departmental seminar and other extracurricular programs.	Different activities were organized by all the departments.
Maintenance of documents for each activity.	Documents were done ready by the departments.
Submission of all the details with documentation proof for AQAR.	Documents were submitted.

Point No. 8

Policies, Procedures, Aims prepared and approved by Concerned authority.

Dr. A.P. Verma
Principal

Govt. T.C.L. P.G. College, Janjgir
Distt.- Janjgir-Champa, Chhattisgarh
Affiliated to Shahood-Nandkumar Patel University Raigarh (C.G.)
Accredited with Grade - 'B' by NAAC

Email id- tclpgcollege@gmail.com   College Code-807   Website- https://www.govttclpgcollege.ac.in
UGC CODE 201050   AISHE CODE - C-22819   Mobile No. 9589341000

(2) Minutes of the second IQAC meeting:

Date – 13.01.2022 Time – 02:00 pm   Mode – offline

Principal and chairperson   -Dr. A.P. Verma
IQAC Co-ordinater   - Mrs. Rashmi Sharma

Other Members-

1. Dr Manjulata Kashyap
2. Mr. R. G. Khunte
3. Mrs. Jharna Choubey
4. Mrs. Shalni Pandey
5. Mr. Naresh Azad
6. Miss Dhaneswari Patel
7. Mr. Dinesh chaturvedi Ex. Student Nominee
8. Mr. Bharat Gupta- Student Nominee
9. Miss Kajal Kurrey - Student Nominee

Agenda:

1. To prepare the I.T. policy and Guidelines for the institution.
2. Discussion about works allotted to committee members regarding to seven criteria of NAAC.
3. Submission of list of slow-advanced learner with their activities.
4. Discussion on NAAC peer team report on institutional accreditation following first cycle of NAAC.
5. To encourage faculties to undertake research projects, seminar and other workshop.
6. General discussion.

Minutes of the third IQAC meeting

Date – 15.02.2022 Time – 01:00 pm   Mode – offline

Principal and chairperson   - Dr. A.P. Verma
IQAC Co-ordinater   - Mrs. Rashmi Sharma

Other Members-
1. Dr Manjulata Kashyap
2. Mr. R. G. Khunte
3. Mrs. Jharna Choubey
4. Mrs. Shalni Pandey
5. Mr. Naresh Azad
6. Miss Dhaneswari Patel
7. Mr. Dinesh chaturvedi Ex. Student Nominee
8. Mr. Bharat Gupta- Student Nominee
9. Miss Kajal Kurrey - Student Nominee
Mode – offline

Agenda:
1. Preparation of the AQAR of the session 2021-22 as per the guidelines of NAAC.
2. Documentation of various programs and cultural activities.
3. Discussion about the academic audit (external and internal).
4. Discussion about mentoring activities
5. Conduction of skill based courses.
6. Curriculum development cell meeting.
7. Conduction of ICT program for students, teaching staff and non-teaching staff.

Points of Discussion	Action Taken
Conduction of IPR and career counseling program.	Career counseling program was conducted on 17.02.2022
Conduction of ICT program.	Program was organized on 22.02.2022
Performing internal audit.	

Dr. A.P. Verma

Principal

(4) Minutes of the fourth IQAC meeting:-
Date – 10.03.2022 Time – 02:00 pm Mode – offline

| Principal and chairperson | - Dr. A.P. Verma |
| IQAC Co-ordinater | - Mrs. Rashmi Sharma |

Other Members-
1. Dr Manjulata Kashyap
2. Mr. R. G. Khunte
3. Mrs. Jharna Choubey
4. Mrs. Shalni Pandey
5. Mr. Naresh Azad
6. Miss Dhaneswari Patel
7. Mr. Dinesh chaturvedi Ex. Student Nominee
8. Mr. Bharat Gupta- Student Nominee
9. Miss Kajal Kurrey – Student Nominee

Agenda:
1. To conduct seminar on topic Research Methodology conduct training program on "Intellectual Property Right" (IPR).
2. To prepare NAAC related documents for the current session i.e. 2021-22
3. Discussion on preparation of internal exam.

Points of Discussion	Action taken
Conduction of IPR program	
Conducting Faculty development program on research methodology	
Preparation and conduction of annual exam.	Due to COVID-19 pandemic, exam was conducted in online mode.

Dr. A.P. Verma
Principal