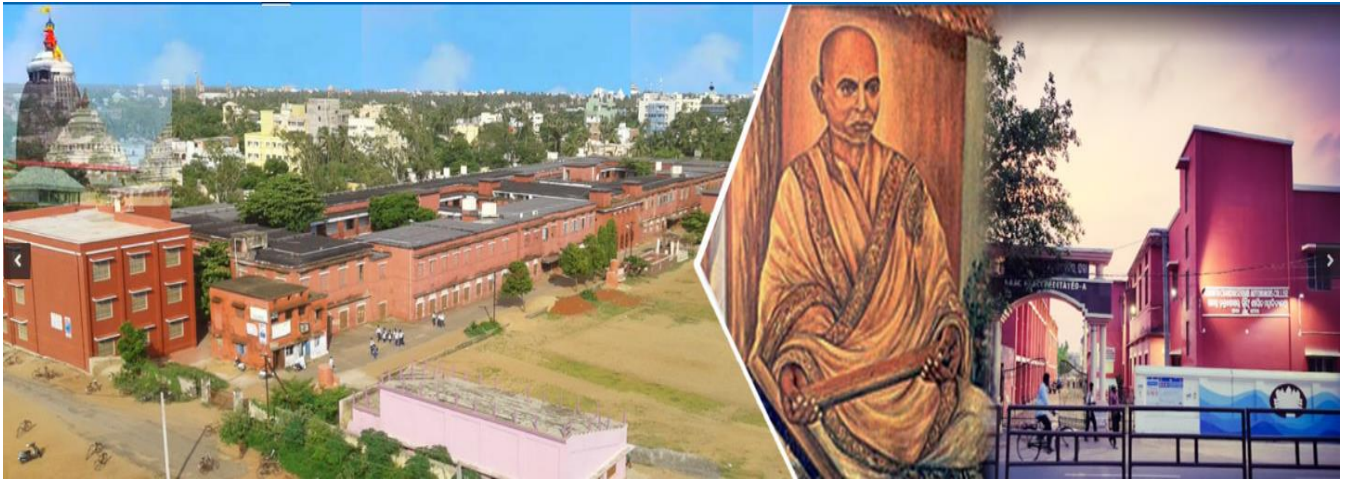# INFORMATION TECHNOLOGY RULES AND REGULATIONS

SAMANTA CHANDRASEKHAR AUTONOMOUS COLLEGE, PURI
ESTD. 1944

S. C. S. (AUTONOMOUS) COLLEGE, PURI

Estd-1944

NAAC Accredited Grade-A

1) Introduction:

Increase in Science and Technology gives a remarkable change in the functioning of the college, in the day to day activities starting from admission of students, teaching learning process, examinations, collection of fees, maintenance & communication of records till the examination and publication of results, the information technology takes its place for all matters relating to the day to day activities college uses internet.

2) Policy relating to Admission:

Admission to all Programmes is done through online, UG Programmes and PG Programmes through SAMS website (www.samsodisha.gov.in). The Admission I/c and DEO maintained the login to e-Space and work all activities through internet. Admission to MBA Programme in done through a counselling and choice locking process maintained by OJEE (www.ojee.ac.in).

Re-admission to 2nd year, 3rd year & 4th year classes are done through online by depositing fees through SBI Collect.

3) Policy relating to Examination:

The examination is conducted offline but before the End Term Exam of Sem-I the students are allowed to download examination card from the examination login (www.scscollege.nic.in). The form fill-up for all semester examinations, form fill-up fees collection, Publication of result, downloading mark sheet, rechecking of result etc. are done through online portal (www.ivyvoron.com)./ https://scsstudent.ivyeduerp.com/useridlogin.aspx

4) Policy relating to Maintenance of Records:

The student database, employees database are maintained through online. Service book of all employees is maintained through (www.hrmsodisha.gov.in) the login credentials are maintained by the Establishment Section. EPF/GPF/PRAN all accounts are maintained by Establishment department through online (www.agodisha.gov.in). The monthly salary bills and all other payments are made through online (www.iotms.gov.in) PFMS portal. TDS/TCS issue of Form-16 upload of 24Q etc are done through online portal (www.incometax.gov.in).

5) Policy relating to Computers (Desktop/ Laptops etc):

The computers used in various sections and departments are connected with wi-fi facilities the computers in Computer Laboratories are maintained through AMC contracts, purchase, repair & replacement of computers, batteries etc are done by following the I.T. Policy of Govt. of Odisha and through all purchases are made through GeM Portal. https://gem.gov.in/

6) Policy relating to Wi-Fi:

The Wi-Fi points are installed at important points every block the Smart Classrooms and computer Laboratories are connected with LAN. The wi-fi points are maintained as per the rules of BSNL authorities.

7) Policy relating to Correspondence with regulatory authorities:

All correspondence made to the Regulatory authorities like affiliating university Utkal University are made through online portal (www.utkaluniversity.ac.in). Government in the department of Higher Education (www.dheodisha.gov.in), RDE (www.rdebbsr.gov.in), UGC (www.ugc.ac.in), NAAC (www.naac.ac.in), AICTE (www.aicte.ac.in) NCTE (www.ncte.ac.in) OJEE (www.ojee.ac.in) are made through login in their portal or through e-mail.

8) Policy relating to Social Media:

College is also in social media accounts in YouTube, Facebook, Twitter (Now X), Instagram are opened and maintained by the college authorities. Moreover the updates are given in the college website for wide circulation (www.scscollege.nic.in). Every department are also opened WhatsApp group for each year students, all updates course materials, exam readmission, seminar updates are sent through WhatsApp group. Some teachers are also used Google Meet, Google Classroom, Zoom etc. for teaching purpose.

9) General guidelines to the users:

All the students/ stakeholders of the Online Platform are directed to maintain strong password to protect the accounts by following the guidelines used by Cyber experts IPR policy.

10) Conclusion:

The college is marching first towards adopting the online attendance of the students and the areas where online services may be provided.