



## **National Institute of Social Development Policy on Information and Communication Technology**

**Policy Title:** Policy on Information and Communication Technology

**Policy Number:** 10

**Functional Areas:** Academic/Research/Administration

**Effective Date:** 11.07.2024

**Approving Authority:** The Governing Council, National Institute of Social Development

**Administrative Responsibility:** DG, ADG, IT Committee and Center for IT, Web Development Committee

### **10.1. Rationale and Purpose:**

Information and Communication Technologies (ICT) play a pivotal role in modern society, impacting various aspects of daily life, education, and economic development. Recognizing the transformative potential of ICT, the National Institute of Social Development (NISD) seeks to establish a robust policy framework to ensure equitable access to ICT resources and promote a conducive learning environment. The objectives of this policy are to provide efficient ICT services to the NISD community, enhance teaching and learning experiences, safeguard information integrity and confidentiality, and foster technological advancements aligned with the institute's vision and mission.

### **10.2. Scope:**

This policy applies to all staff members, all current students & alumina, and visitors utilizing ICT services provided by NISD.

### **10.3. Policy Statement:**

The Policy on Information and Communication Technology (ICT) aims to ensure the Appropriate, effective, and safe utilization of ICT services within NISD, fostering an environment conducive to learning, research, and administrative operations.

#### **10.4. Key Objectives of the ICT Policy:**

- 10.4.1 Equitable Access: Provide ICT facilities to all university community members without discrimination.
- 10.4.2 Efficient Services: Deliver efficient ICT-related services to support teaching, learning, and administrative functions.
- 10.4.3 Tailored Solutions: Develop and design ICT services tailored to meet the needs of students, faculty, and administrators.
- 10.4.4 Data Security: Maintain confidentiality, security, integrity, and availability of information, mainly exam and financial data.
- 10.4.5 Learning Management: Host teaching materials on the Learning Management System (LMS) for easy access and management.

#### **10.5. Related Documents:**

This policy aligns with the "Policy and Procedures for ICT Usage in Government" published by the ICTA (2009).

#### **10.6. Policy Components:**

- 10.6.1 IT Management Policy: Establish backup systems, coordinate ICT functions within faculties, and ensure alignment of departmental ICT policies with the university's overarching ICT policy.
- 10.6.2 Policy on ICT in Teaching, Learning, and Examinations: Emphasize the use of LMS for teaching materials, online publication of exam results, and secure management of examination processes.
- 10.6.3 Policy on ICT in Procurement: Coordinate procurement of ICT goods and works with the Center for IT Services (CITS), ensure compatibility with the campus network, and incorporate ICT infrastructure into new building plans.
- 10.6.4 Policy on ICT in Web Presence: Define official web addresses, ensure website content reflects institutional values, provide access to official documents, and manage email communication protocols.
- 10.6.5 Policy on ICT in Institute Network: Implement access controls, maintain network security, establish protocols for guest Wi-Fi access, and ensure responsible use of network resources.

10.6.6 Policy on ICT in Human Resources: Centralize ICT services under the Center for IT Services (CITS), appoint a Chief Information Officer (CIO)/MIS Manager, provide technical and administrative support, and conduct routine training programs for IT staff.

**10.7. Note:**

This comprehensive ICT policy underscores NISD's commitment to leveraging technology for educational advancement while ensuring the integrity, security, and accessibility of information. Adherence to these guidelines will facilitate the seamless integration of ICT into all facets of the institute's academic, research, and administrative functions.