

## **INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) POLICY**

AJK College of Arts and Science is fully enabled with ICT facilities in classrooms, laboratories, library, seminar halls, auditorium, departments and administrative offices. Various ICT facilities are used in teaching-learning process to assist students to learn more effectively by providing teachers with access to a wide range of new pedagogy tools.

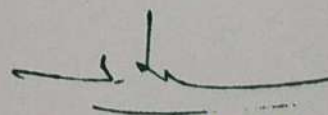
### **ICT Facilities in AJKCAS:**

- Smart wall Classroom
- LCD Projector
- Interactive Touch Board
- Computers
- MAC system
- Video Camera
- Audio Systems
- Television for Live News
- Biometric system
- Voice recorder
- Digital camera

### **Policy for ICT Equipments:**

#### **Class Room:**

- HODs and class advisors are responsible for the smart wall devices.
- Every day, the class advisors monitor the working condition of the devices. In case of any problem, he/she has to record the problem in the Maintenance Register available with the System Administrator.
- The class advisors have to check and maintain the charge level of the stylus pen every day.



- Class advisor have to check and configure the IRIS Sensor device in their smart wall class on weekly basis.
- They have to check the Internet and LAN connectivity before starting the class daily.
- The ICT devices of departments are regularly monitored by the system administration department.

#### **Laboratory:**

- In Visual Communication Laboratory - Editing Division, MAC systems are monitored by the Head of Visual Communication department.
- The staff / students should shutdown and switch off the computers & AV equipments in the laboratories, seminar halls and auditorium properly.
- In the laboratories, faculty members and system administrators have to monitor proper handling of the equipments by the students. If case of any issue, system administrators have to sort them out.
- The files are saved in common servers. They are accessed at any point for printing or sharing internally.

#### **Lecture Capturing System (LCS):**

- LCS comes under visual communication and e-Media department.
- The recording of lectures can provide a useful resource for students.
- Every faculty have to follow the LCS schedule.
- Faculty should ensure they have appropriate material for the LCS
- Faculty members are required to bring proper notes material in the shooting studio as per scheduled time.
- Faculty members have to follow proper dress code while recording.
- The college allows faculty to choose to audio and video record their lecture in the class by smart wall.
- Under normal conditions, recorded LCS materials is made available on AJK Educational YouTube channel after completion of editing work and link is shared with all the faculty members through College Principal.