GOVERNMENT AIZAWL COLLEGE

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

& DOCUMENTATION COMMITTEE

POLICY AND REGULATIONS

A.   The College website *gac.ac.in* functions as a repository for all College-related public information, not just for the students and staff members but also for the public in general. Therefore, it is apparent that all relevant information and reports of significant activities and achievements be displayed on the website in an orderly manner, preferably chronological. These significant activities and achievements* include seminars, workshops, special lectures, educational trips, commemorative programmes/activities for specific days/events and other academic events organized by the IQAC, departments, cells and extension bodies.

In this regard, the following rules must be followed:-

1. All clubs, cells, committees and extension bodies must send their activity reports written **in English in MSWord file** to the website administrator email at **web.gacmiz@gmail.com only**. No other communication channel should be used. This is necessary for proper documentation purposes.

2. All reports must be **sent within 24 hours of the conclusion** of the activity/programme. This is crucial for maintaining an orderly documentation system.

3. Accompanying photographs should be sent as separate files and not be pasted into the MS Word document. There should be **at least one geo-tagged photograph**. Short video clips are welcome for the College's social media (Instagram) posts as well.

4. All reports must contain the following information:

        i. Theme/Title/Topic of the programme/activity

        ii. Date, Time and Place

        iii. Resource persons, speakers or invited dignitaries, as applicable

        iv. Organising and/or collaborating institutions

        v. Sponsoring institutions/agencies

        vi. Number of participants- students, faculty and others, reported separately

        vii. Reporting Secretary

*For special or ambiguous cases, the ICT & Documentation Committee in consultation with the IQAC will decide the most suitable platform on which to present a particular activity report.

B. Every year, the IQAC collects stakeholder feedback from the faculty members, students, parents, alumni and their employers through online survey tools. The links to these surveys must be displayed on the website so that the stakeholders can access them conveniently.

C. The ICT & Documentation Committee is in charge of overseeing the creation and maintenance of separate social media accounts by all the committees, clubs, cells and extension bodies of the College.

Therefore, **prior permission must be sought in writing** from the Committee for creating any new social media account. The **logo of the concerned club/extension body** should be used as the 'profile picture', and never the College logo.

As for the existing accounts, they remain under the purview of this Committee and must abide by its policies and resolutions. The Committee has the authority to direct changes to their content, whether it be the addition of new information or the removal of unsuitable content.

D. The ICT & Documentation Committee is tasked with the job of overseeing the management and operations of the College Management System (CMS). Feedbacks, suggestions and complaints regarding the CMS must be notified in writing to the Committee.

Sd/-   Sd/-
LALNUNMAWII RALTE   A. HMANGAIHZUALI POONTE
(Coordinator)   (Chairperson)

PLEASE NOTE!			
Write report in • **English** • **MSWord**	Send report only to **web.gacmiz@gmail.com**	**Within 24 hours** of conclusion of activity/programme	**Inform** ICT Chairperson or Coordinator

Report must contain:

- ✓ Theme/Title/Topic of the programme/activity
- ✓ Date, Time and Place or Venue
- ✓ Resource persons, speakers or invited dignitaries
- ✓ Organising and/or collaborating institutions
- ✓ Sponsoring institutions/agencies
- ✓ Number of participants- students, faculty and others, reported separately
- ✓ Reporting Secretary

Send **photos** as separate files	**DO NOT** paste photos into the MSWord document	Send at least **one geo-tagged** photograph	30-sec **video clips** are welcome for Instagram posts