



# RAIDIGHI COLLEGE

[Affiliated to University of Calcutta and Recognized by the UGC under 2(f) and 12(B)]

P.O. & P.S. -Raidighi, South 24 Parganas, Pin- 743383

Phone No. 9735340005 Website - [www.raidighicollege.in](http://www.raidighicollege.in)

Email -[principal.raidighi@gmail.com](mailto:principal.raidighi@gmail.com), [raidighicollege95@gmail.com](mailto:raidighicollege95@gmail.com)



**ASSESSED AND ACCREDITED BY NAAC**

Ref. No: **RC/**.....

Date: **06/11/2021**.....

## **ICT POLICY OF RAIDIGHI COLLEGE**

(Vide GB Resolution No.1 Dated 03.11.2021)

Raidighi College is one of the remotest educational institutions of our country located in Sundarbans where electricity support and internet service are not as same as urban areas. It is also a vulnerable area of Sundarbans annually affected by tropical cyclone and associated hazards. Considering the limitations of our locational disadvantages and infrastructural untenability our college was doing their best as per UGC guidelines of e-content development (2007-2012) associated with XII plan period understanding. But our college premises as well as digital communication systems were severely destroyed firstly by cyclone Aila in 2009 and most recently cyclone Amphan in 2020.

COVID period of post 2020 was another challenge for our ICT oriented preparations and programs related with academic and administrative services. As per the guidelines of UGC 1-14/2020(Website) dated 25/03/2020 Raidighi College has adopted a new policy of digital academic and administrative system to provide services in different layers of stakeholders and it was revised after the normalcy of College Campus in November, 2021 as per the recommendations of ICT subcommittee and accepted by Governing Body.

### **1. Infrastructure:**

Raidighi College ICT subcommittee is authorized to recommend new initiatives for development of ICT infrastructure in Smart Class rooms, library, laboratories and office/ accounts sections and monitoring of regular upgradation of networking hardware desktop computers and associated applications software solutions.

### **2. Website:**

Raidighi College website is the most authenticate platform of college programs and performances documentation. ICT subcommittee is committed for regular monitoring and upgradation of Website as per the requirements of UGC, MHRD and Higher Education Department, Government of West Bengal guidelines.

### **3. Administration:**

Raidighi College administrative interactions and financial conduction with students and other stakeholders are gradually but steadily e-communicated and upgraded with new firmware's, separate server room, uninterrupted power supply, multifunction printers, high speed internet services since 2015-16. Admission and Examinations, two most important services for our students are ICT supported as per arrangements of University of Calcutta guidelines revised time to time. Our financial programs are also documented by separate software upgraded time to time and mostly guided by WBIFMS portal and we are committed for it.

Page 1 of 2

  
Principal  
Raidighi College  
PRINCIPAL  
RAIDIGHI COLLEGE  
SOUTH 24 PARGANA

(Please Turn Over)



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## **ICT POLICY OF RAIDIGHI COLLEGE**

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(....Continued from page 1)

### **4. Academic:**


- A) Develop students ICT capability and understanding of digital data and information in current scenario
- B) Extend and enhance learning across both Theory and Practical sections of curriculum
- C) Introduce UGC supported SWAYAM online courses, e-content of 87 undergraduate course, UG/PG MOOCs and several DTH channels and YouTube videos supported by CEC-UGC to our students for better understanding of study materials and extensional support of knowledge building.
- D) Practice regular upload of study materials and monitoring of attendance through Google classroom and other forms of LMS as per situation demand. Classes, student's interactions, webinars and workshops via Google meet are recognized and approved as per new guidelines of UGC.
- E) Mentor students and associated communities for unbiased and positive uses of ICT related services and encourage teachers to explore new opportunities of ICT with more students friendly ease practices.

### **5) Human Values and Extensional Activities:**

ICT is an integral part of human values and responsible communication without any form of discrimination and hatred. Programs and Uses of ICT in and outside campus and associated stakeholders practices are very much an extension of College mission and vision. Students and other users are regularly communicated the rules and regulations of cyber-crimes and sensitivity of digital data and services at institutional and personal level.

Raidighi College authority is looking forward for more inclusive ICT policy as per the challenges of new normal period and arrange more vibrant and dynamic system for the benefit of the institution in regular interval.



  
Principal  
Raidighi College  
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SOUTH 24 PARGANAS



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## Minutes of Meetings and Resolutions Adopted under the Subcommittee of Information and Communication Technologies (ICT)

Session 2018-2019

### MEMBERS:

1. Dr. Sasabindu Jana (Chairperson)
2. Dr. Amitava Mitra (Convenor)
3. Dr. Payel Ghosh (Jt. Convenor)
4. Prof. Sanat Kumar Purkait
5. Dr. Rukshana Irani
6. Dr. Suvankar Ghosh Roychoudhury
7. Dr. Sakuntala Ghorai
8. Prof. Pintu Mondal
9. Prof. Debasish Biswas

Meeting 1 : 29th August, 2018

The first meeting of the ICT Cell in 2018-2019 was held on 29th August, 2018, Wednesday, 12:00 p.m. onwards at Principal's chamber, as notified to all the members of the Committee.

### Agenda:

- To plan possible actions regarding website upgrade
- To plan different activities from this cell.
- Miscellaneous

### Resolutions:

- ❖ The responsible person will provide information to the ICT cell to upload on the website.
- ❖ Information will be uploaded on the website once in a semester



  
Dr. Sasabindu Jana  
Principal  
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## Action Taken Report:

Website is getting updated with a regular interval successfully

Members Present:

1. Dr. Sasabindu Jana
2. Dr. Amitava Mitra (Convenor)
3. Dr. Payel Ghosh (Jt. Convenor)
4. Prof. Sanat Kumar Purkait
5. Dr. Rukshana Irani
6. Dr. Sakuntala Ghorai
7. Prof. Debasish Biswas

Meeting 2: 17th November, 2018

The second meeting of the ICT Cell in 2018-2019 was held on 17th November, 2018, Tuesday, 12:00 p.m. onwards at Principal's chamber, as notified to all the members of the Committee.

Agenda:

- To plan for a computer laboratory
- Miscellaneous

Resolutions:

- ❖ A computer laboratory will be set up with a capacity of around 10 computers initially.
- ❖ Computer lab has been allocated with a small classroom beside it.
- ❖ Operating system of the computer has been decided in the meeting.

Action taken: The computer lab has been designed a set up and inaugurated on 8th March, 2019.



  
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Principal  
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## Members Present:

1. Dr. Sasabindu Jana
2. Dr. Amitava Mitra (Convenor)
3. Dr. Payel Ghosh (Jt. Convenor)
4. Prof. Sanat Kumar Purkait
5. Dr. Rukshana Irani
6. Dr. Suvankar Ghosh Roychoudhury
7. Dr. Sakuntala Ghorai
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9. Prof. Debasish Biswas



  
Dr. Sasabindu Jana  
Principal  
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## Session 2019-2020

### MEMBERS:

10. Dr. Sasabindu Jana (Chairperson)
11. Dr. Amitava Mitra (Convenor)
12. Dr. Payel Ghosh (Jt. Convenor)
13. Prof. Sanat Kumar Purkait
14. Dr. Rukshana Irani
15. Dr. Suvankar Ghosh Roychoudhury
16. Dr. Sakuntala Ghorai
17. Prof. Pintu Mondal
18. Prof. Debasish Biswas

Meeting 1 : Date: 3rd March, 2020

The first meeting of the ICT Cell in 2019-2020 was held on 3rd March, 2020, Tuesday, 12:00 p.m. onwards at Principal's chamber, as notified to all the members of the Committee.

### Agenda:

- To plan possible actions regarding website upgradation
- To plan different activities from this cell.
- Miscellaneous

### Resolutions:

- ❖ Information will be uploaded on the website once in a semester.
- ❖ ICT cell will take care of the computer lab .

### Action Taken Report:

Website is getting updated with a regular interval successfully



  
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Principal  
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## Members Present:

1. Dr. Sasabindu Jana
2. Dr. Amitava Mitra (Convenor)
3. Dr. Payel Ghosh (Jt. Convenor)
4. Prof. Sanat Kumar Purkait
5. Dr. Rukshana Irani
6. Dr. Suvankar Ghosh Roychoudhury
7. Dr. Sakuntala Ghorai
8. Prof. Pintu Mondal
9. Prof. Debasish Biswas

## Meeting 2: 6th May, 2020

The second meeting of the ICT Cell in 2019-2020 was held on 6th May, 2020, Wednesday, 12:00 p.m. onwards through conference call, as notified to all the members of the Committee.

## Agenda:

- To plan possible ways to take online classes during COVID-19 period

## Resolution:

- ❖ Google classroom, Google meet and Moodle may be used to continue teaching learning process in COVID-19 period

Action taken: Teaching and learning process is going on successfully.

## Members present:

1. Dr. Sasabindu Jana
2. Dr. Amitava Mitra (Convenor)
3. Prof. Sanat Kumar Purkait
4. Dr. Rukshana Irani
5. Dr. Suvankar Ghosh Roychoudhury
6. Dr. Sakuntala Ghorai
7. Prof. Pintu Mondal
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## Session 2020-2021

### MEMBERS:

19. Dr. Sasabindu Jana (Chairperson)
20. Dr. Amitava Mitra (Convenor)
21. Dr. Payel Ghosh (Jt. Convenor)
22. Prof. Sanat Kumar Purkait
23. Dr. Rukshana Irani
24. Dr. Suvankar Ghosh Roychoudhury
25. Dr. Sakuntala Ghorai
26. Prof. Pintu Mondal
27. Prof. Debasish Biswas

Meeting 1 : Date: 18th December, 2020

The first meeting of the ICT Cell in 2020-2021 was held on 18th December, 2020, Friday, 6:00 p.m. onwards through conference call, as notified to all the members of the Committee.

### Agenda:

- To plan possible actions regarding website upgradation
- To plan the technical support and documentation of different events of college happening through online platforms.
- Miscellaneous

### Resolutions:

- ❖ Responsible authority of each event during lockdown will share necessary documents with the ICT to provide advertisement of the event on the college website.
- ❖ ICT will provide support for youtube broadcasting and will upload the link on the college website.

### Action Taken Report:

Website is getting updated successfully.



  
Dr. Sasabindu Jana  
Principal  
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## Members Present:

1. Dr. Sasabindu Jana
2. Dr. Amitava Mitra (Convenor)
3. Dr. Payel Ghosh (Jt. Convenor)
4. Prof. Sanat Kumar Purkait
5. Dr. Rukshana Irani
6. Dr. Suvankar Ghosh Roychoudhury
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Session 2021-2022

MEMBERS:

28. Dr. Sasabindu Jana (Chairperson)
29. Dr. Amitava Mitra (Convenor)
30. Dr. Payel Ghosh (Jt. Convenor)
31. Prof. Sanat Kumar Purkait
32. Dr. Rukshana Irani
33. Dr. Suvankar Ghosh Roychoudhury
34. Dr. Sakuntala Ghorai
35. Prof. Pintu Mondal
36. Prof. Debasish Biswas

Meeting 1 : Date: 12th November, 2021

The first meeting of the ICT Cell in 2021-2022 was held on 12th November, 2021, Friday, 7:00 p.m. onwards through conference call, as notified to all the members of the Committee.

Agenda:

To plan possible actions regarding website upgrade

Miscellaneous

Resolutions:

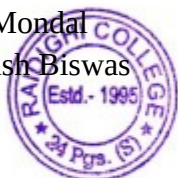
- ❖ Responsible authority of each event during lockdown will share necessary documents with the ICT to provide advertisement of the event on the college website.
- ❖ ICT will provide support for youtube broadcasting and will upload the link on the college website.

**Action Taken Report:**

Website is getting updated successfully.

Members Present:

1. Dr. Sasabindu Jana
2. Dr. Amitava Mitra (Convenor)
3. Dr. Payel Ghosh (Jt. Convenor)
4. Prof. Sanat Kumar Purkait
5. Dr. Rukshana Irani
6. Dr. Suvankar Ghosh Roychoudhury
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Session: 2022-2023

## MEMBERS:

1. Dr. Sasabindu Jana
2. Dr. Amitava Mitra (Convenor)
3. Dr. Payel Ghosh (Jt. Convenor)
4. Prof. Sanat Kumar Purkait
5. Dr. Rukshana Irani
6. Dr. Suvankar Ghosh Roychoudhury
7. Dr. Sakuntala Ghorai
8. Prof. Pintu Mondal
9. Prof. Debasish Biswas

Meeting 1 : Date: 14th November, 2022

The first meeting of the ICT Cell in 2021-2022 was held on 14th November, 2022, Monday, 1:00 p.m. onwards at Principal's Chamber, as notified to all the members of the Committee.

## Agenda:

- To plan possible actions regarding website upgrade
- Miscellaneous

## Resolutions:

It has been resolute unanimously that the following pages have to be modified urgently. The write-upps of these pages has to be given from the Principal or IQAC coordinator:

- ❖ A few pics on front/home page
- ❖ Principal's desk write up
- ❖ GB page
- ❖ Purchase page
- ❖ Academic sub-committee



  
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- ❖ Finance sub-committee
- ❖ IQAC 2022-24 cell members
- ❖ “Azadi ki Amrit Mahotsav” logo has to be removed as 75 years is over.
- ❖ Holiday list, prospectus and a few departmental pages may be modified or uploaded accordingly (no need of any write up on these)

## Action taken report:

All the necessary changes have been done by the ICT cell.

Members Present:

1. Dr. Sasabindu Jana
2. Dr. Amitava Mitra (Convenor)
3. Dr. Payel Ghosh (Jt. Convenor)
4. Dr. Sakuntala Ghorai
5. Prof. Pintu Mondal
6. Prof. Debasish Biswas



  
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