



# RAIDIGHI COLLEGE

(NAAC 2<sup>nd</sup> Cycle Accredited & ISO 9001:2015 Certified)

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

Phone No. (03174)270027/ Mob: (0)9735340005

Website – [www.raidighicollege.in](http://www.raidighicollege.in)

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



## ICT Policy of Raidighi College 2023-2025

**1. Introduction:** Raidighi College, a premier yet remotest educational institution, is committed to promoting excellence in education through the integration of Information and Communication Technology (ICT) in all aspects of academic and administrative operations. The purpose of this ICT Policy is to establish guidelines for the efficient, ethical, and responsible use of technology by students, faculty, and staff in a way that supports the educational mission and values of the college.

### 2. Objectives:

The objectives of the ICT policy are as follows:

- To ensure the effective use of ICT in teaching, learning, and administration.
- To provide equitable access to technology for all stakeholders.
- To ensure the security, privacy, and integrity of data and resources.
- To foster an environment conducive to digital literacy and skills development.
- To comply with legal, ethical, and regulatory frameworks governing ICT use.

### 3. Scope of Policy:

This policy applies to:

- All students, faculty, staff, and administrators of Raidighi College.
- All digital infrastructure, equipment, software, and online platforms provided by or for the college.
- All forms of communication and data sharing, both internally and externally.
- All activities related to teaching, learning, research, administration, and any other college-related endeavors.

### 4. ICT Infrastructure:

- **Hardware and Software:** Raidighi College will provide modern computing devices, servers, and networking facilities to ensure a robust ICT environment. Software tools essential for academic and administrative functions will be made available, licensed, and regularly updated. Currently, we have ~ 100 Desktops and 12 Laptops, 12 Overhead Projectors, 2 mobile projectors.
- **Network and Connectivity:** The college will maintain high-speed (400 MBPs & 300 MBPs) internet access, wireless networking, and a secure network



  
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Principal  
PRINCIPAL  
RAIDIGHI COLLEGE



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infrastructure to support the academic, administrative, and research needs of students, faculty, and staff.

- **Learning Management Systems (LMS):** The college will implement and maintain an effective Learning Management System for the dissemination of course materials, online assessments, and collaborative learning. All faculty and students will have access to this system.

## 5. Digital Literacy and Training:

- **Faculty Development:** Regular workshops, training sessions, and seminars will be organized to enhance the ICT skills of faculty members in using digital tools for teaching, research, and administration.
- **Student Training:** Orientation programs for students will include basic digital literacy, usage of college-provided ICT resources, and e-learning platforms to promote effective learning.
- **Staff Training:** Administrative staff will receive training on the use of institutional software, data management tools, and digital platforms used for administrative functions.

## 6. Acceptable Use of ICT Resources:

- **Academic Use:** All ICT resources provided by the college should primarily be used for academic purposes. Students and staff are encouraged to use technology to enhance learning, research, and teaching activities.
- **Ethical Use:** All users must respect the rights of others and not engage in any activity that infringes upon intellectual property rights, privacy, or the academic integrity of the college.
- **Prohibited Activities:** The following activities are strictly prohibited:
  - Accessing or distributing illegal content, including copyrighted materials without permission.
  - Cyberbullying, harassment, or inappropriate online behavior.
  - Unauthorized access to college systems or data.
  - Use of ICT resources for personal commercial purposes or malicious activities.

## 7. Data Privacy and Security:

- **Data Protection:** The college will implement robust measures to safeguard personal, academic, and administrative data from unauthorized access, loss, or misuse. Sensitive information related to students, staff, and faculty will be encrypted and securely stored.
- **Confidentiality:** All individuals accessing college data, including administrative staff and faculty, are required to maintain confidentiality concerning personal and academic information.



  
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- **Access Control:** Only authorized personnel will have access to sensitive systems and data. Multi-factor authentication and role-based access control will be enforced.
- **Incident Response:** The college will establish a protocol for responding to data breaches, cyberattacks, or any other security incidents. All stakeholders will be informed promptly if their data or privacy is compromised.

## 8. Internet and Social Media Usage:

- **Responsible Use:** Internet usage should be aligned with the academic and professional values of the institution. Students and staff should avoid engaging in inappropriate or unprofessional online activities.
- **Social Media Guidelines:** The college encourages responsible use of social media platforms. Official college accounts will be managed by authorized personnel. Personal accounts of faculty, staff, and students should maintain professionalism when referencing the college or academic work.
- **Cybersecurity Awareness:** All stakeholders will be educated on safe internet practices, including identifying phishing attempts, securing personal accounts, and ensuring the safe use of public networks.

## 9. E-Governance and Administrative Support:

- **Digital Records:** The college will maintain all administrative records in digital format, ensuring secure and efficient access to information for decision-making and policy implementation.
- **Communication Systems:** The college will utilize email, online portals, and other digital platforms for communication between the administration, faculty, staff, and students. All official college correspondence will occur through these platforms.
- **Online Assessment and Evaluation:** The college will use digital platforms for conducting assessments, exams, and evaluations, ensuring secure, efficient, and transparent processes.

## 10. Accessibility and Inclusion:

- **Equal Access:** The college will ensure that all students and faculty have equitable access to ICT resources, irrespective of socioeconomic background or physical ability.
- **Assistive Technologies:** The college will support the use of assistive technologies for students and staff with disabilities, ensuring that all individuals can participate fully in the academic and administrative life of the institution.



  
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## 11. Research and Innovation:

- **Research Support:** The college will facilitate access to online research databases, journals, and academic resources to support faculty and students in their research endeavors.
- **Collaborative Platforms:** The use of collaborative tools such as Google Drive, Microsoft Teams, and other research platforms will be encouraged to promote innovation and teamwork.

## 12. Policy Review and Monitoring:

- **Continuous Improvement:** The college will periodically review this ICT policy to ensure it remains relevant and effective. Feedback from students, faculty, and staff will be considered during policy revisions.
- **Compliance and Audits:** Regular audits will be conducted to ensure compliance with the ICT policy. Violations of the policy will result in disciplinary action as per the established guidelines.
- **Policy Updates:** Any updates or revisions to this policy will be communicated to all stakeholders, and a clear timeline for implementation will be provided.

The successful integration of ICT in Raidighi College will depend on the cooperation of all stakeholders. By following this policy, the college aims to enhance the quality of education, improve administrative efficiency, ensure the security of data, and foster an environment conducive to innovation and growth.

All students, faculty, and staff are required to adhere to the guidelines set forth in this policy to create a respectful, productive, and secure digital environment at Raidighi College.



  
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**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:**

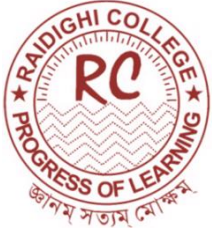
Raidighi College administrative interactions and financial conduction with students and other stakeholders are gradually but steadily e-communicated and upgraded with new firmware's, separate server room, uninterrupted power supply, multifunction printers, high speed internet services since 2015-16. 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  
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SOUTH 24 PARGANA

(Please Turn Over)





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**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)

(....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.



  
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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



  
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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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## 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



  
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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## 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.



  
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## Members Present:

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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:

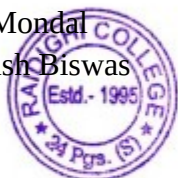
- ❖ Responsible authority of each event during lockdown will share necessary documents with the ICT to provide advertisement of the event on the college website.
- ❖ ICT will provide support for youtube broadcasting and will upload the link on the college website.

### 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
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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



  
Dr. Sasabindu Jana  
Principal  
PRINCIPAL  
RAIDIGHI COLLEGE