

# IT Cell Report 2025

The IT Cell of Lady Keane College, Shillong, presents this report for the year 2025, outlining the current status and development of digital infrastructure across academic and administrative departments. This document serves as a comprehensive overview of the college's computing assets, network connectivity, and internet access provisions, supporting both teaching and administrative functions.

As of 2025, the college maintains a total of **229**

**computers** across academic departments and **37 computers** in administrative offices. These systems are complemented by **47 projectors**, enhancing classroom delivery and seminar presentations. The institution also operates a robust internal network, with managed switches, routers, and access points ensuring seamless connectivity.

The campus is equipped with **30 internet connections**, including **3 dedicated student access points**, offering high-speed bandwidth up to **300 Mbps**. The IT Cell has also deployed enterprise-grade servers and LAN infrastructure to support data management and departmental operations.

This report highlights the college's commitment to digital readiness and its ongoing efforts to strengthen IT infrastructure for academic excellence and administrative efficiency.

## **Inventory Overview**

### **1. Academic Departments – Computers & Printers**

Lady Keane College maintains a total of **192 computers** across academic departments, including desktops and laptops. The Computer Science department holds the largest share, with **128 systems** (including lab units). Most departments are equipped with at least one desktop and printer to support teaching and administrative tasks.

**Summary Table:**

<b>Department</b>	<b>Laptops</b>	<b>Desktops</b>	<b>Printers</b>
Library	0	9	1
Botany	1	1	1
Zoology	1	1	1
Chemistry	2	2	2
Physics	1	8	1
Mathematics	1	1	1
History	1	1	1
Political Science	1	1	1
Economics	1	1	1
Sociology	1	1	2
Philosophy	1	1	1
Education	1	1	1
Bengali	1	1	1
English	1	1	1
MIL	1	0	0
Computer Science	1	128	2
BTTM	1	1	2
Khasi	1	2	2
Fashion Designing	1	10	1
Environment Studies	1	1	0
<b>Total</b>	<b>20</b>	<b>172</b>	<b>23</b>

Total number of computers=**192**

Total number of Printer=**23**

## 2. Administrative Departments – Computers & Printers

Administrative offices are equipped with **37 computers** and **25 printers**, supporting core functions such as admissions, examinations, and internal quality assurance.

**Summary Table:**

<b>Department</b>	<b>Computers</b>	<b>Printers</b>
College Office	11	12
Principal	3+1 laptop	2
Vice Principal	1	1
Vice Principal (HS)	1	1
IQAC	6	2
Librarian & Reception	3	2
Examination Cell	8	3
MCU	1	1
IT Cell	1	0
Legal Cell	1	1
<b>Total</b>	<b>37</b>	<b>25</b>

### Projector Distribution

Lady Keane College has deployed a total of **47 projectors** across classrooms, laboratories seminar hall and auditorium, to support digital teaching and presentations.

### a. Classroom & Room Allocation

Room No.	No. of Projectors	Room No.	No. of Projectors
8	1	75	1
10	1	76	1
11	1	78	1
17	1	79	1
22	1	81	1
23	1	82	1
24	1	83	1
28	1	84	1
37	1	89	1
46	1	90	1
47	1	92	1
48	1	93	1
54	1	94	1
56	1	95	1
68	1	96	1
<b>Total</b>	<b>15</b>		<b>15</b>

### b. Laboratory Allocation

Laboratory	No. of Projectors
Physics	1
Chemistry	1

Zoology	1
Mathematics	1
Bio-Chemistry	2
Botany	1
Computer Science	3
<b>Total</b>	<b>10</b>

### c. Departmental Allocation

Department	No. of Projectors
Political Science	1
History	1
Economics	1
Philosophy	1
Khasi	1
<b>Total</b>	<b>5</b>

### d. Seminar Hall/Auditorium

Department	No. of Projectors
Seminal Hall	1
Auditorium	1
<b>Total</b>	<b>2</b>

## Network Infrastructure

The college maintains a structured network system to support academic and administrative operations.

### a. Switches

Department	No. of Switches	Model/Details
Exam Cell	1	D-Link 24-port Gigabit DGS1024D
College Office	2	D-Link 24-port non-managed
Computer Science	6	D-Link 24-port Gigabit DGS1024D

Library	1	D-Link 10/100 24-port
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### b. Routers/Gateways

Department	No. of Units	Model/Details
IT Cell	10	Rayee 10-Port High Performance Cloud Managed PoE

### c. Access Points

Location	No. of Units	Model/Details
Campus (Student Access)	5	Ruijie RG-RAP2260(E), 2.5 Gbps uplink, 63202 Mbps

## Server Infrastructure

Lady Keane College maintains enterprise-grade servers to support administrative operations and departmental computing needs.

Department	Server Model
College Office	HP ProLiant Enterprise
Computer Science	HP ProLiant ML350e Gen8
Computer Science	HP ProLiant ML110 Gen10
Library	HP ProLiant ML35 Gen 10 plus

These servers handle data storage, internal applications, and lab-based computing tasks.

## LAN Connectivity

The campus is wired with high-speed LAN using D-Link CAT6 UTO cables, ensuring reliable internal communication across departments.

Department	LAN Cable Type
College Office	D-Link CAT6 UTO Cable
Library	D-Link CAT6 UTO Cable
Exam Cell	D-Link CAT6 UTO Cable
Computer Science	D-Link CAT6 UTO Cable

## Internet Connectivity

As of June 2022, Lady Keane College operates **30 internet connections**, including **3 dedicated student access points**. Bandwidth ranges from **60 Mbps to 300 Mbps**, with monthly data limits tailored to departmental needs.

### a. Departmental Connections

Department/Location	Plan Name	Bandwidth	Monthly Limit
Principal & VP (HS)	Fibre Premium Plus	200 Mbps	3300 GB
IQAC & VP (Degree)	Fibre Premium Plus	200 Mbps	3300 GB
College Office	Fibre Ultra	300 Mbps	3300 GB
Library & Browsing Center	Superstar Premium 1	100 Mbps	1000 GB
Hostel Warden & Study Room	Superstar Premium 1	100 Mbps	1000 GB
Exam Cell	Fibre Premium	200 Mbps	3300 GB
BCA Labs	Fibre Silver Plus	300 Mbps	5000 GB
Other Departments	Fibre Basic Plus	60 Mbps	3300 GB

### b. Student Access Points

Location	Plan Name	Bandwidth	Monthly Limit
Coffee Shop (WiFi A)	Fibre Silver Plus	300 Mbps	5000 GB
Annexure V (WiFi B)	Fibre Silver Plus	300 Mbps	5000 GB
Big Classroom Center (WiFi C)	Fibre Silver Plus	300 Mbps	5000 GB

## Summary Report on Online Examinations Conducted by the IT Cell

The IT Cell successfully organized and conducted a series of online examinations for various academic and recruitment purposes during the reporting period. These examinations were held across multiple dates and shifts, utilizing Computer Science departmental laboratories to ensure a seamless examination process for all registered candidates.

A total of Five (5) online examinations were conducted through TCS (NTA) and innovative (NTA). These examinations catered to a wide range of participants, ensuring equitable and remote access without compromising on examination integrity or quality.

Each examination was preceded by thorough preparatory work involving setting up server, partitions between computers, LAN connection, Operating System, CCTV setup, biometrics, and mock test. Despite the scale and technical complexity, all examinations were executed smoothly and **without any significant technical disruptions**, marking a commendable achievement by the IT Cell.

### Examination Conducted by IT CELL 2025

Name of the Examination	Agency	Date	Total No. of Shift	No. of Nodes provided	Center Fees
NTA-CUET PG	TCS	25/03/25	2	60	25,000/- (Not Received)
		26/03/25	2		
		27/03/25	1		
		29/03/25	1		
		30/03/25	2		
NTA-NCET (NSEIT)	INNOVATIVE	29/04/25	2	60	5000/- (Received)
	INNOVATIVE	17/05/25	2	60	25,000/- (Received)
		18/05/25	2		

<b>INTA-SWAYAM (NSEIT)</b>		24/05/25	2		
		25/05/25	2		
		31/05/25	1		
<b>NTA-UGC-NET</b>	TCS	25/06/25	1	70	<b>15,000/- (Not Received)</b>
		26/05/25	1		
		27/06/25	2		

### **Fund Mobilization:**

The college efficiently facilitated multiple national examinations, ensuring adequate infrastructure and coordination. While ₹30,000/- has been received from Innovative/NSEIT for NTA-NCET and NTA-SWAYAM, a sum of ₹40,000/- from TCS (for CUET-PG and UGC-NET) is still pending. Timely follow-up with TCS is recommended to ensure complete fund realization.

### **Achievements**

- **Zero Technical Failures:** All sessions were completed without server crashes, data loss, or candidate lockouts.
- **On-Time Execution:** All examinations started and ended as scheduled, reflecting strong coordination.
- **Secure and Transparent Environment:** Other protocols such as monitoring through CCTV, frisking male and female candidate were effectively implemented.
- **Candidate Orientation:** Posters such as: Instructions, Do' & Don't, Reporting time and gate closing time were developed to help candidates familiarize themselves with the Protocols.

### **Challenges Faced**

While the examinations were executed successfully, several key challenges were encountered during the planning and preparatory phases:

- **Extended Preparation Hours:** Significant time and effort were invested in configuring examination systems, especially during the late hours to avoid disruption to regular operations.

- **Coordination with Multiple Stakeholders:** Synchronizing efforts between Human Resource (Manpower), exam coordinators, and the third party demanded sustained collaboration and communication.
- **Limitation of Lab for the examination:** The computer labs used for online examinations fall under the Computer Science Department and are actively engaged in regular academic sessions. Allocating these labs for examinations during working days disrupts scheduled classes, creating logistical and academic challenges. Additionally, system setup and preparation require at least two days prior to each examination, further limiting lab availability and affecting the continuity of routine coursework and practical sessions.

Despite these challenges, the IT Cell demonstrated excellent resilience, technical expertise, and coordination, contributing to the successful outcome of the examination cycle.

In 2025, the IT Cell of Lady Keane College continued to strengthen its role as a backbone of institutional digital infrastructure. With over 229 computers, 47 projectors, and 30 internet connections—including dedicated student access points—the college remains well-positioned to support both academic delivery and administrative operations.

Beyond infrastructure management, the IT Cell successfully conducted multiple **online examinations** during the year, ensuring smooth execution through reliable systems and technical support. The college also served as a **designated test center** for various **national-level examinations**, fulfilling its role with efficiency and integrity.

These achievements reflect the Cell's commitment to digital readiness, operational excellence, and service to the broader academic community.

#### **Recommendations:**

- **Upgrade Legacy Systems:** Replace outdated desktop units in high-usage departments to maintain performance standards.
- **Expand Bandwidth:** Review internet usage trends and consider increasing bandwidth for departments with growing digital needs.
- **Enhance Cybersecurity:** Introduce regular security audits and training to safeguard examination data and institutional networks.
- **Support Digital Learning:** Organize workshops for faculty and students to promote effective use of IT resources.

- **Strengthen Examination Protocols:** Continue refining online exam procedures and test center logistics to meet national standards.
- **Establishing a separate, dedicated lab or test center:** exclusively for conducting online examinations. A designated facility would minimize disruptions to academic schedules, ensure timely preparation, and provide a more controlled and examination-ready environment.

The IT Cell remains committed to advancing the college's digital capabilities and supporting its mission of academic excellence.

## College Website Maintenance and Update Report (2024–2025)

The college website serves as the official digital platform for disseminating information to students, faculty, parents, alumni, and the general public. It acts as a vital communication tool that reflects the institution's vision, mission, and activities.

During the academic year **2024–2025**, the website committee focused on **regular updates, and timely content management** as per the directions and requirements provided by the college management.

The key objectives for website maintenance and updates during 2024–2025 were:

- To ensure that the website remains **up-to-date, informative, and user-friendly**.
- To publish **official announcements, academic schedules, and event reports** promptly.
- To maintain **accuracy and consistency** in all published content.
- To support **digital transparency** by uploading notices, circulars, and reports on time.

The following activities were carried out throughout the academic year:

### 1. Content Updates

- Uploaded official notices, circulars, and announcements.
- Updated faculty profiles and departmental information.
- Published academic calendars.
- Uploaded event reports, newsletters, and photo galleries.

### 2. Design and Structure Enhancements

- Refined homepage layout for improved accessibility.
- Added new sections for departmental activities and student achievements.
- Ensured responsive design compatibility across devices.

### 3. Technical Maintenance

- Monitored website uptime and performance.
- Ensured regular data backups and security checks.
- Fixed broken links, outdated content, and formatting issues.

### 4. Compliance and Quality Assurance

- Followed accessibility standards and content approval protocols.

- Coordinated with respective departments for content verification.
- Ensured all updates aligned with the institution’s communication guidelines.

## 5. Major Updates Implemented

Month/Period	Description of Update	Remarks
July 2024	Uploaded revised academic calendar and admission details	Completed
August 2024	Updated faculty and staff directory	Completed
September 2024	Published event gallery	Completed
October 2024	Advertisement for vacancies	Completed
November 2024	Uploaded IQAC-related documents	Completed
January 2025	Uploaded contents provided by IQAC	Completed
March 2025	Uploaded Changes required by the management	Completed
May 2025	Uploaded Admission Notification and posters	Completed
June 2025	Admission related	Completed

## 6. Coordination and Communication

- Regular coordination was maintained with the **Principal’s Office, IQAC, and all departments** for timely receipt and verification of content.
- The management provided consistent support and feedback to ensure the website remains effective and professional.

## 7. Observations:

- The website has become an essential medium for academic and administrative communication.
- Timely content submission by departments significantly improved update frequency.

The college website for the academic year **2024–2025** was successfully maintained and updated as per the directions of the management. All relevant academic, administrative, and event-related information was uploaded promptly to ensure transparency and accessibility.

The website continues to serve as a dynamic and reliable information platform representing the institution’s digital presence.



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