



Academic & Administrative Audit Report

Session: 2022-2023

RAIDIGHI COLLEGE

(Affiliated to University of Calcutta)

NAAC Accredited & ISO 9001:2015 Certified

Raidighi, South 24 Parganas, Pin-743383, West Bengal

Email: raidighicollege95@gmail.com Contact No: 03218-358-262

RAIDIGHI COLLEGE

Affiliated to University of Calcutta

Accredited by NAAC Grade 'B'
Session: 2022-2023

Report of the Academic & Administrative Audit

◆	Academic Audit Committee	<ol style="list-style-type: none">1. Dr. Ramkrishna Prasad Chakraborty <i>Principal, K. K. Das College, Kolkata</i>2. Dr. Subrata Chatterjee <i>Principal, Sree Chaitanya Mahavidyalaya</i>3. Dr. Srikanta Samanta <i>Principal, Nabagram Hiralal Pal College</i>4. Dr. Sasabindu Jana <i>Principal, Raidighi College</i>5. Dr. Sisir Chatterjee <i>Co-ordinator, IQAC, Raidighi College</i>6. Dr. Arunima Biswas <i>Joint Co-ordinator, IQAC, Raidighi College</i>7. Sri Uttam Roy Mondal <i>Convener, Academic Sub-Committee</i>8. Sri Bidyut Saha <i>Jt. Convener, Academic Sub-Committee</i>9. Sri Sanat Kumar Purkait <i>Bursar, Administrative Officer</i>
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◆	Steering Committee for Academic Audit	<ul style="list-style-type: none">• Dr. Sasabindu Jana <i>Principal, Raidighi College</i>• Dr. Sisir Chatterjee <i>Co-ordinator, IQAC</i>• Dr. Arunima Biswas <i>Joint Co-ordinator, IQAC</i>• Sri Uttam Roy Mondal <i>Convener, Academic Sub-Committee</i>• Sri Sanat Kumar Purkait <i>IQAC Member, Administrative Officer</i>
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◆	Academic Years for which Academic Audit Conducted	2022-2023
◆	Submission of document from department and office for the Academic & Administrative Audit	<p>The documents from departments and office incorporating different aspects of academic proceedings of the College for the period 2022-2023. The report contains</p> <ul style="list-style-type: none"> • Institutional Data • Profile of the Departments • Profile of activities of different Statutory & Non-Statutory Committees/Cell • Library • Financial support from UGC and other funding agencies
◆	Day and Date of Visit	Monday. The 10th day of August, 2023
◆	Time Spent	11 a.m. to 5.00 p.m.
◆	Proceedings of the Academic Audit	<p>The process of Academic Audit & Administrative Audit was systematically planned and scheduled with-</p> <ul style="list-style-type: none"> • Principal's Presentations • Interaction with Bursar • Departmental Presentations • Presentations of committees and associations • Verification of documents • Interactions with faculty • Visits to Library, Laboratories and other activity Centres. • Interaction with office and non-teaching staff • Discussion with IQAC regarding holistic policy implementation

Following a thorough analysis of presentations, verification of documents, and on-site visits, we present the following observations:

1. Curricular Aspects

- The college ensures that its goals and objectives are clearly defined and systematically communicated to all stakeholders.
- Adherence to the Choice Based Credit System (CBCS) is a cornerstone of the college's academic practices.
- Offering a diverse array of programs, the college proudly presents **15** undergraduate programs.
- The college meticulously adheres to the Academic Calendar, Class Routine and Academic Plan, which are readily accessible through the Learning Management System (LMS) by e-Sikshak portal (<https://raidighicollege.org/eshikshak/>).
- Embedded within the curriculum are courses dedicated to enhancing soft skills and proficiency in communicative English.
- Expanding its reach, the college operates Distance Education Centre, catering to both undergraduate and postgraduate students under NSOU and Rabindra Bharati University – Directorate of Distance Education (DDE).
- Soliciting feedback from stakeholders, the college conducts comprehensive analysis and submits reports to the Governing Body via the IQAC, demonstrating its commitment to continuous improvement in its curriculum.

2. Teaching-Learning and Evaluation

- Student online admissions are solely based on merit as per Government of West Bengal guidelines and our own transparent student's friendly online arrangements solely based on merit. We are also successfully complied government reservations guidelines in our admission system to address broader perspective.
- The college boasts a permanent faculty count of 64.
- The number of permanent faculty members holding a Ph.D. are 16
- The count of permanent administrative staff is 2
- The total number of instructional days stands at 245 days.
- An Orientation Programme was conducted for 1st Semester Honours & General students in B.A/B.Sc./B.Com. (Spearheaded by IQAC)
- Classroom instruction is enriched with special lectures by distinguished academicians, group discussions, student paper presentations, field projects, departmental quizzes, and educational and industrial visits.
- The college has initiated the integration of ICT into the teaching-learning process through the Learning Management System (LMS) by online portal. (<https://raidighicollege.org/eshikshak/>)

- The Teacher-Ward Tutorial System aims to guide high achievers towards excellence and support slow learners in reaching the minimum qualification level.
- A Mentoring System is in place for students, focusing on personalized counselling to minimize dropout rates (Initiated by IQAC).
- The college caters to diverse learning needs, including those of slow learners and advanced students.
- Special, tutorial, and reformative guidance are offered to reduce the number of drop outs for academic appraisal & support slow learners.
- An online repository of instructional manuals is accessible.
- students deliver their understanding like teachers in front of the class, others including teachers sitting together reciprocate accordingly as confidence building measures
- Continuous evaluation is conducted to monitor students' academic progress.
- Parent-teacher meetings occur three times per academic year, with necessary actions taken based on parental feedback.
- Student feedback on teaching and learning evaluations is collected, analyzed, and used for improvement measures (Initiated by IQAC).

3. Research, Innovation and Extension

- A Research Committee has been established by the college to foster a culture of research among both faculty and students.
- Research guidance is provided by **1** teacher.
- Number of functional MoUs: 6
- Several faculty members have contributed to the academic landscape through the publication of edited volumes and papers.
- Faculty members are motivated to publish their research findings in reputable journals and are also encouraged to develop research projects for submission to various funding agencies.
- The two units of NSS wing are actively engaged in community service.
- The college has established academic collaborations with neighboring colleges and institutions in Kolkata.

Additional points:

- Efforts are underway to enhance research infrastructure and resources within the college.

- Collaborative Programs with different colleges in and around South 24 Parganas like teachers exchange, campus visits, laboratory activities, career oriented programs , administrative training and many more extensional activities
- Regular seminars, workshops, and conferences are organized to stimulate research and innovation among faculty and students.
- After a prolonged COVID lockdown period our students are very much enthusiastic to participate in departmental drawing, poster and oral presentations as well as participation in others Govt. and Non Govt programs like Biodiversity Day Celebrations, Namami Gange Project, Microbiological Society of India (MSI)programs etc.
- Students are appreciated by not only college authority or departmental teachers but also from Mathurapur Block II administration, different famous NGOs like Mukti, Human Wave and several government departments and sections like West Bengal Biodiversity Board etc.
- Initiatives are taken to encourage interdisciplinary research projects that address local challenges and contribute to regional development.
- Extension activities such as awareness campaigns, health camps, and skill development workshops are organized in collaboration with local communities.

4. Infrastructure and Learning Resources

- The college ensures essential amenities such as classrooms, a canteen, restroom facilities for girls, and a communal staff room, along with access to drinking water.
- Infrastructure upgrades include the establishment of a Central Computing Laboratory, enhancement of Science Laboratories, and the implementation of Smart Classrooms. Additionally, CCTV surveillance ensures continuous monitoring, Wi-Fi connectivity is available across campus, Language Laboratory, Gallery, College Museum, Multifaceted Girls Toilets, Moderns Sports Facilities like Basket Ball court, Extension of Principal's Chamber, extension of office for administrative purposes, Prof. S. R. Basu Memorial Hall, Roof Top Solar Panel and a generator backup system is in place for overall sustainable development.
- A modern gymnasium caters to the fitness needs of both students and faculty members.
- The college boasts a Digitized Library equipped with KOHA Software, INFLIBNET access, and an Online Public Access Catalog (OPAC), facilitating efficient resource discovery.

- The Library offers a Book Bank facility aimed at supporting economically disadvantaged but academically talented students, allowing them to borrow and retain books for up to three months.
- A dedicated Development Committee oversees maintenance activities, with budgetary provisions allocated for upkeep and Annual Maintenance Contracts (AMCs) in place.

Additional Points:

- Facilities for sports and recreational activities are provided to promote holistic development among students.
- Efforts are made to ensure accessibility for differently-abled individuals, with provisions such as ramps and accessible restroom facilities.
- Regular audits and feedback mechanisms are implemented to assess and improve the quality of infrastructure and learning resources.
- The college actively seeks feedback from students and faculty to identify areas for improvement and prioritize resource allocation accordingly.
- Audit is dynamic in nature delivering transparency, integrity and social responsibilities. Financial Audit (both Internal & external), Academic & Administrative Audit, Green Audit, Energy Audit, Gender Audit & e-Waste Management audits are the part of our administrative policy for holistic appraisal and sustainability.
- There are the students representation in some of the Non-Statutory committees as we have no students union since 2018-19 our college policy is the inclusion of student's opinions in different forms and activities

5. Student Support and Progression

- A significant proportion of graduating BA/B.Sc. students has been successfully accepted into various universities for further studies.
- The college actively organizes gender sensitization programs to promote inclusivity and awareness among students.
- Approximately 70% of students have received financial assistance from various sources to support their education.
- The college operates a subsidized canteen, offering nutritious and hygienic meals at affordable rates.
- Career guidance is provided to students through the Entry-in-Service Portal, aiding in their preparation for diverse competitive examinations.

- An SMS service is employed to promptly disseminate urgent information to college students.
- With an institutional membership of Students' Health Home, Government of West Bengal, students can access medical facilities and specialized treatments for an annual subscription fee of just Rs.10/- (Rupees ten).

Additional Points:

- Counseling services are available to address students' academic, personal, and emotional needs, fostering their overall well-being and progression.
- Scholarships, grants, and financial aid programs are continually assessed and updated to ensure accessibility and inclusivity for all students.
- Alumni networks and mentorship programs are established to provide ongoing support and guidance to current students in their academic and professional endeavors.
- The college collaborates with industry partners and local businesses to facilitate internships, apprenticeships, and job placement opportunities for graduating students.
- Workshops and seminars are organized to enhance students' soft skills, employability, and entrepreneurial capabilities.
- Student feedback mechanisms are in place to assess the effectiveness of support services and identify areas for improvement.
- Students Welfare and Services subcommittee and Campus Maintenance and Development subcommittee for continuous caring support services in this geographically and socio-economically vulnerable area.

6. Governance, Leadership and Management

- The Institution's Vision, Mission, and Core Values are clearly articulated.
- Effective leadership is provided by the Management and Principal, guiding the institution towards its goals.
- Administration is decentralized and transparent, ensuring efficient management.
- Various committees are established to monitor activities and ensure accountability.
- Detailed records of all Governing Body meetings are meticulously maintained.

- Timely circulation of notices, agendas, and resolutions for different meetings is ensured.
- Roaster registers and service books are diligently updated and maintained.
- The Finance Committee and Purchase Committee maintain meticulous records.
- Both academic and administrative functions of the college are automated, maintaining transparency throughout.
- Principal takes initiatives to address issues of teaching and non-teaching staff for timely conduction and coordination with government and university administration
- The implementation of an integrated Student Management System enhances efficiency.
- Professional auditors conduct regular audits of accounting practices.
- Robust Grievance Redressal mechanisms are in place at all levels.
- The college demonstrates effectiveness in resource mobilization, planning, and development strategies.
- IQAC activities are systematically recorded and documented to ensure continuous improvement.

Additional Points:

- Regular training and professional development programs are organized for faculty and staff to enhance leadership and management skills.
- The college fosters a culture of innovation and continuous improvement through regular reviews and feedback mechanisms.
- Stakeholder engagement initiatives, such as alumni associations and community outreach programs, are integral to governance and leadership practices.
- Sustainability initiatives, such as waste management and energy conservation programs, are incorporated into management practices to promote environmental responsibility.
- Collaboration with industry partners and government agencies facilitates strategic planning and resource allocation for institutional growth and development.

7. Institutional Values & Best Practices

- An organic vegetable garden is maintained by the college, fostering sustainability and environmental consciousness.
- Solar panels have been installed to provide electricity in select sections, demonstrating a commitment to renewable energy solutions.
- The college boasts a literary wing that actively organizes a variety of cultural and literary programs.
- Cultural competitions, including music, debate, recitation, essay writing, and extempore, are regularly organized by the college, fostering student engagement and talent development.
- The college remains responsive to evolving educational, social, and market demands, adapting its practices accordingly.
- Inclusive practices for social justice and stronger stakeholder relationships are prioritized by the college.
- Value-based education is promoted as a cornerstone of the college's ethos.
- The college implements numerous innovative, health-conscious, and student-friendly practices to enhance the overall learning experience.

Additional Points:

- Sustainability initiatives extend beyond the organic vegetable garden and solar panels to include waste reduction, water conservation, and eco-friendly campus initiatives.
- Partnerships with local communities and NGOs support outreach programs focused on social justice, environmental conservation, and community development.
- Student-led initiatives and clubs contribute to the implementation of best practices and foster a sense of ownership and responsibility among the student body.
- The college regularly conducts surveys and feedback sessions to assess the effectiveness of institutional values and best practices and to identify areas for improvement and innovation.
- Recognition and awards are given to individuals and groups who demonstrate exemplary adherence to institutional values and best practices.

Following are the recommendations of the Audit Team:

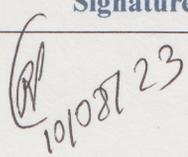
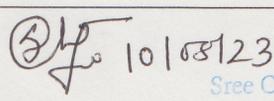
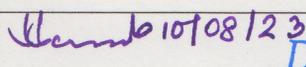
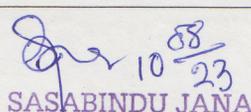
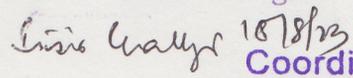
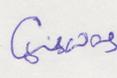
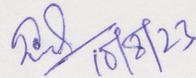
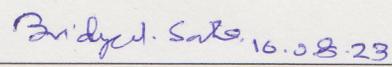
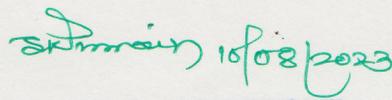
- Initiatives should be undertaken to enhance enrollment and admissions in science subjects, with a focus on areas other than Zoology.
- Introducing UGC-recommended B-Voc courses, along with short-term certificate and diploma programs in vocational streams, would enrich the educational offerings. Students could also be guided to explore free online skill-based courses such as Swayam and MOOCs, as recommended by the Government and UGC.
- To facilitate academic improvement, it is essential to properly identify and analyze Program Outcomes (PO), Program Specific Outcomes (PSO), and Course Outcomes (CO).
- Consider introducing short-term courses in Event Management, Anchoring, Food Preservation, and Tourism Management to provide students with diverse skill development opportunities.
- Introducing foreign language courses such as French, German, and Spanish, as well as programs in Fashion Designing and Tourism, would cater to the interests and career aspirations of students.
- Undertaking region-specific and socially relevant research projects, funded by external and government agencies, would enrich the academic landscape and contribute to community development.
- Strengthening research facilities through improved infrastructure, recruitment of laboratory staff, and the establishment of a Central Instrumentation facility would enhance research capabilities.
- Establishing innovation and incubation centers to foster skill development and entrepreneurship among students is recommended.
- Efforts should be intensified to bolster placement activities and enhance industry-academia collaborations.
- Organizing periodic Faculty Development Programs would support continuous professional growth and enhance teaching quality.
- Strengthening national and international linkages, along with promoting faculty and student exchange programs, would broaden academic perspectives and foster cross-cultural learning experiences.

Additional Recommendations:

- Considering the unique natural surroundings of the college in semi-forest and riverine areas, incorporating environmental studies and conservation efforts into the curriculum could provide valuable hands-on learning experiences.
- Collaboration with local indigenous communities for research and cultural exchange programs could promote cultural understanding and preservation of traditional knowledge
- Developing outdoor learning spaces and eco-friendly infrastructure could enhance experiential learning opportunities and environmental stewardship among students.

- Creating internship opportunities with local ecotourism ventures and conservation organizations could provide practical training and career pathways in sustainable tourism and environmental management.

Signature of the Academic and Administrative Audit team:

SL No.	Name with Designation	Signature with Date
1.	Dr. Ramkrishna Prasad Chakraborty Principal, K. K. Das College, Kolkata	 10/08/23 Dr. Ramkrishna Prasad Chakraborty Principal K. K. DAS COLLEGE Garia, Kol-84
2.	Dr. Subrata Chatterjee Principal, Sree Chaitanya Mahavidyalaya, Habra	 10/08/23 Principal Sree Chaitanya Mahavidyalaya Habra-Prafullanagar, 24 Pgs. (N)
3.	Dr. Srikanta Samanta Principal, Nabagram Hiralal Pal College	 10/08/23 Dr. Srikanta Samanta Principal Nabagram Hiralal Paul College Nabagram : Konnagar : Hooghly : W.B.
4.	Dr. Sasabindu Jana Principal, Raidighi College	 10 ⁵⁸ / ₂₃ DR. SASABINDU JANA Principal RAIDIGHI COLLEGE South 24 Pgs.
5.	Dr. Sisir Chatterjee Co-ordinator, IQAC, Raidighi College Dr. Arunima Biswas Joint Co-ordinator, IQAC, Raidighi College	 10/8/23 Coordinator IQ AC Raidighi College  10/8/23
6.	Sri Uttam Roy Mondal Convener, Academic Sub-Committee Sri Bidyut Saha Jt. Convener, Academic Sub-Committee	 10/8/23  16.08.23
7.	Sri Sanat Kumar Purkait Bursar, Administrative Officer	 10/08/2023 SANAT KUMAR PURKAIT Associate Professor & Head Department of Geography Raidighi College (University of Calcutta) Mob.-9064874486 / 9830418454
8. University of Calcutta	SANAT KUMAR PURKAIT Associate Professor & Head Department of Geography Raidighi College (University of Calcutta) Mob.-9064874486 / 9830418454