



RAIDIGHI COLLEGE

(NAAC Accredited & ISO 9001:2015 Certified)
P.O. & P.S. -Raidighi, South 24 Parganas, Pin- 743383

Phone No. (03218) 358-262

Website – www.raidighicollege.in

Email – principal.raidighi@gmail.com, raidighicollege95@gmail.com



Admission and Prospectus Sub Committee

2018-2019

Meeting 1: 4th July ,2018, 12 Noon, IQAC Room

The meeting of Admission and Prospectus Sub-committee was held on 04.07.2018 at 12 Noon in IQAC Room to consider the following agenda.

Agenda:

1. Review of 1st Semester admission system as per 3rd July government circular
2. Challenging issues of Subject combinations offered as per CU notification 7th May,2018
3. Preparation of Prospectus
4. Miscellaneous

Members Present

1. Dr Sasabindu Jana, Principal
2. Prof Sanat Kumar Purkait, Convenor
3. Dr Manab Kanti Baidya
4. Prof Sudhin Sinha
5. Prof Uttam Ray Mondal
6. Prof. Suvankar Ghosh Roy Chowdhury
7. Prof Bidyut Saha
8. Sri Saktipada Jana
9. Sri Paritosh Bar
10. Sri Manturam Purkait

Resolutions Adopted

1. It is resolved that Raidighi College will publish admission schedule and fee structure also approved by College Governing Body on College notice board and College website with immediate effect.
2. The entire procedure will be online as per government's policy and there is no necessity of Student's help desk within college campus.
3. A 24x7 helpline no will be shared with aspiring students for necessary admission guidelines for emergency purposes and College office will provide necessary updated information from 11 A.M to 4 P.M. for students and guardians.
4. Sri Saktipada Jana will continue institutional communication with University of Calcutta for regular updates and other guidelines.
5. Admission Committee is looking forward for Academic Committee's view on subject combinations as per CBCS guidelines within our academic and physical infrastructure.
6. The Prospectus will be prepared by Convenor Prof Sanat Kumar Purkait and it will available as e-resources in our website.
7. Admission Committee requests Principal sir for necessary departmental coordination before verification and confirmation of admission.

The meeting ended with a vote of thanks to the chair.




Principal's Signature

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Meeting 2: 20th May ,2019, 12 Noon, Principal's Chamber

The meeting of Admission and Prospectus Sub-committee was held on 20.05.2019 at 12 Noon in Principal's Chamber to consider the following agenda.

Agenda:

1. Admission preparation after the publications of H.S results on 27th May,19 and admission scheduled published on 14th May
2. Review of subjects offered by college authority
3. Preparation of Prospectus 2019-20
4. Miscellaneous

Members Present

1. Dr Sasabindu Jana, Principal
2. Prof Sanat Kumar Purkait, Convenor
3. Dr Manab Kanti Baidya
4. Prof Sudhin Sinha
5. Prof Uttam Ray Mondal
6. Prof. Suvankar Ghosh Roy Chawdhury
7. Prof Bidyut Saha
8. Sri Saktipada Jana
9. Sri Paritosh Bar

Resolutions Adopted

1. It is resolved that Raidighi College will publish admission schedule and other necessary guidelines on College Notice Board and College Website as per the guidelines of University of Calcutta.
2. Admission Committee is looking forward for Academic Committee's recommendations on subject combinations for 1st year students.
3. Admission Committee requests Principal sir for preparation and confirmation of teachers list for verification assignments as per schedule.
4. Admission Committee urges departmental teachers for necessary coordination at community level for better admission coordination.
5. There will be no Student's Help Desk at College Campus at per government's order.
6. The Prospectus is under construction as per previous year's format and it will upload in college website very soon.

The meeting ended with a vote of thanks to the chair.

Action Taken Report

Admission Committee is satisfactorily conducted admission process for the session 2019-20. We need more coordination from departmental teachers at the time of admission papers verification and office coordination. We will arrange more integration opportunities with newly admitted students to minimize College transfer / drop outs by our teachers and office staff for next session. A recommendation will forward to Governing Body for financial concessions for meritorious students.





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Principal's Signature

2019-2020

Meeting 3: 2nd July, 2019, 1:30 P.M. Smart Class Room

The meeting of Admission and Prospectus Sub-committee was held on 02.07.2019 at 1:30 P.M. in Smart Class Room to consider the following agenda.

Agenda:

1. Extension of admission dates up to 10th July and associated arrangements
2. Review of admission
3. Miscellaneous

Members Present

- | | |
|---------------------------------------|---------------------------------------|
| 1. Dr Sasabindu Jana, Principal | 5. Prof. Suvankar Ghosh Roy Chawdhury |
| 2. Prof Sanat Kumar Purkait, Convenor | 6. Prof Bidyut Saha |
| 3. Prof Sudhin Sinha | 7. Sri Saktipada Jana |
| 4. Prof Uttam Ray Mondal | 8. Sri Paritosh Bar |

Resolutions Adopted

1. Admission Committee requests office for updated list of transferred students.
2. It is resolved that academic committee should coordinate departments for mentoring of newly admitted students. Science departments will be more sufferer in present context of slow admission.
3. Principal sir is entitled for coordination with Bank Manager to finalize conduction problems reported to office.
4. Admission Committee will share all updates about the extension of admission dates all per circular.
5. Prospectus information will correct as per the advice of IQAC.

The meeting ended with a vote of thanks to the chair.

Action Taken Report

Admission Committee will recommend several new policies and infrastructural arrangements as per the requirements of office for necessary approval/intimation to Principal.



Principal's Signature

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2020-2021

Meeting 4 (online): 27th July ,2020, 6 P.M.

The meeting of Admission and Prospectus Sub-committee was held on 27.07.2020 at 6 P.M. in google meet (Online) to consider the following agenda.

Agenda:

1. Review of CU circular for undergraduate courses from 10th August
2. Bank arrangements for fee collection
3. Online Help Desk
4. Miscellaneous

Members Present

- | | |
|---------------------------------------|---------------------------------------|
| 1. Dr Sasabindu Jana, Principal | 5. Prof. Suvankar Ghosh Roy Chawdhury |
| 2. Prof Sanat Kumar Purkait, Convenor | 6. Prof Bidyut Saha |
| 3. Prof Sudhin Sinha | 7. Sri Saktipada Jana |
| 4. Prof Uttam Ray Mondal | 8. Sri Paritosh Bar |

Resolutions Adopted

1. Raidighi College will coordinate sincerely with willing students and their respective guardians as per government's guidelines in COVID pandemic lockdown restrictions.
2. There will be an online 24×7 Help Desk from 1st week of August,2020.
3. All fee waiver notifications will share in college website as per West Bengal Government's policy guidelines.
4. We will arrange e-prospectus later as per development of situation in COVID affected period.
5. Sri Manturam Purkait will coordinate local Bank officials for necessary preparation, if any difficulties arise in future.
6. Departmental HODs will coordinate with college admission committee regularly for any emergency services or further assistance.

The meeting ended with vote of thanks to the chair.




Principal's Signature

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Meeting 5 (online): 31st August, 2020, 6 P.M.

The meeting of Admission and Prospectus Sub-committee was held on 31.08.2020 at 6 P.M. in Google Meet (Online) to consider the following agenda.

Agenda:

1. Review of admission status
2. Review of students and guardians feedback on admission system
3. Miscellaneous

Members Present

- | | |
|---------------------------------------|---------------------------------------|
| 1. Dr Sasabindu Jana, Principal | 5. Prof. Suvankar Ghosh Roy Chawdhury |
| 2. Prof Sanat Kumar Purkait, Convenor | 6. Prof Bidyut Saha |
| 3. Prof Sudhin Sinha | 7. Sri Saktipada Jana |
| 4. Prof Uttam Ray Mondal | 8. Sri Paritosh Bar |

Resolutions Adopted

1. Our college has 2412 intake where 1700 are for pass course students. Total applications for our college are around 3800 so far. The admission committee is satisfied with the performance of the team in this COVID affected period.
2. It is also happily resolved that responses from the local community are extraordinarily motivational for us and we will continue our efforts till last date of admission.
3. Help Desk of College office will continue after the completion of CU registration for various functional issues.
4. The College admission committee conveys sincere thanks to Sri Paritosh Bar for his outstanding service in this challenging period.

The meeting ended with vote of thanks to the chair.

Action Taken Report

There are lots of scope for development in departmental coordination in various aspects of admission. The COVID pandemic restrictions is an eye opener learning process for more better arrangements of e-resources and hardware support for fully digital interactions with community in near future.



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2021-2022

Meeting 6 (Online): 27th July ,2021, 12 Noon

The meeting of Admission and Prospectus Sub-committee was held on 27.07.2021 at 12 Noon in IQAC Room to consider the following agenda.

Agenda:

1. Preparation of admission as per the CU circular of undergraduate admissions, apply from 2nd August
2. Commencement of Academic session 2021-22 from 30th August, 2021
3. Preparation of Prospectus 2021-22
4. Miscellaneous

Members Present:

- | | |
|--|--------------------------|
| 1. Dr Sadabindu Jana, Chairperson | 7. Mr Uttam Ray Mondal |
| 2. Dr Suvankar Ghosh Roy Chowdhury, Convenor | 8. Dr Manab Kanti Baidya |
| 3. Prof Sanat Kumar Purkait | 9. Prof Rukshana Irani |
| 4. Prof Sudhin Sinha | 10. Sri Saktipada Jana |
| 5. Prof Bidyut Saha | 11. Sri Utpal Dutta |
| 6. Dr Sisir Chatterjee | 12. Sri Paritosh Bar |

Resolutions Adopted

1. Raidighi College admission committee will share admission schedule, fee structure, fee waiver details and papers required for admission application from the beginning of August, 2021 in college website.
2. Prospectus 2021-22 is under preparation as per the guidelines of University of Calcutta and associated UGC guidelines.
3. Admission Committee recommends Academic Committee for the arrangements of subject combinations in present context as new academic session will commence from 31st August, 2021.
4. Bank coordination will be conducted by Sri Paritosh Bar and Sri Saktipada Jana will coordinate with University of Calcutta offices for further arrangements.
5. There will be a virtual Help Desk for the 1st Semester applicants as per previous year format. College campus will completely no access zone for current and newly admitted students as per government's guidelines.

The meeting ended with a vote of thanks to the chair.



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Meeting 7 (Online): 22nd September, 2021, 6 P.M.

The meeting of Admission and Prospectus Sub-committee was held on 22.09.2021 at 6 P.M. in Google Meet (Online) to consider the following agenda.

Agenda:

1. Review of Admission status
2. Arrangements of 1st Semester classes from 1st October, 2021
3. Miscellaneous

Members Present

- | | |
|---|--------------------------|
| 1. Dr Sadabindu Jana, Chairperson | 7. Mr Uttam Ray Mondal |
| 2. Dr Suvankar Ghosh Roychowdhury, Convenor | 8. Dr Manab Kanti Baidya |
| 3. Prof Sanat Kumar Purkait | 9. Prof Rukshana Irani |
| 4. Prof Sudhin Sinha | 10. Sri Saktipada Jana |
| 5. Prof Bidyut Saha | 11. Sri Utpal Dutta |
| 6. Dr Sisir Chatterjee | 12. Sri Paritosh Bar |

Resolutions Adopted

1. This 2021-22 first Semester admission is as per average admission status of our college. We are hopeful to cross the line of 1700 students at the time of CU registration.
2. Admission Committee will recommend strict monitoring on inter-college transfer as necessary coordination from departmental teachers.
3. Prospectus 2021-22 is already available in college website as e-resources and students can consult this their future extensional activities in post COVID session.
4. Admission Committee is ready to coordinate with Academic Subcommittee on the day of orientation program for 1st Semester students.

The meeting ended with a vote of thanks to the chair.

Action Taken Report

The Admission Committee will recommend new office arrangements with accommodations of new software for admission as per requirements. It is also recommended to Principal sir for compulsory joint meeting with departmental HODs before the admission process in every session.



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2022-2023

Meeting 8 (Online): 28th June, 2022, 7 P.M.

The meeting of Admission and Prospectus Sub-committee was held on 28.06.2022 at 7 P.M. in Google Meet (Online) to consider the following agenda.

Agenda:

1. Preparation of 1st Semester admission after the publication of results on 10th June, 2022
2. CU updated circular on Raidighi College intake
3. Review and associated arrangements of CU circular on admission which will start from 18th July, 20
4. Preparation of Prospectus 2022-23
5. Miscellaneous

Members Present

- | | |
|---|--------------------------|
| 1. Dr Sasabindu Jana, Principal | 6. Dr Madhumita Majumdar |
| 2. Prof Sanat Kumar Purkait, Convenor | 7. Prof Pintu Mandal |
| 3. Dr Suvankar Ghosh Roychowdhury,
Deputy Convenor | 8. Prof Dibyendu Saha |
| 4. Dr. Sudhin Sinha | 9. Sri Saktipada Jana |
| 5. Prof Bidyut Saha | 10. Sri Paritosh Bar |

Resolutions Adopted

1. Raidighi College will publish admission schedule and other necessary guidelines including fee structure from July, 2022 as per guidelines of University of Calcutta.
2. Admission Committee confirms the updated Raidighi College intake of 2948 students including E.W.S. students.
3. College will be looking forward to government's clarification on E.W.S. sections before the time of admission. It will deliver in college website accordingly.
4. Prospectus 2022-23 will arrange as per norms and it will cover all the aspects of new admission in e-resources form.
5. College administration will review latest update of admission status after the publication of 1st merit list as per Principal's report and Admission Committee will arrange further conduction accordingly.
6. There will be no Student's Help Desk at College Campus as per government's guidelines. The College office is active as Help Desk counter in office time from 11 A.M.
7. Principal sir will provide departmental Coordinators list for admission papers verification and confirmation conduction within a week. Admission Committee will act on this as per the requirements.

The meeting ended with a vote of thanks to the chair.



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Meeting 9 (Online): 28th June,2023, 8: 30P.M

The meeting of Admission and Prospectus Sub-committee was held on 28.06.2023 at 8:30 P.M. in Google Meet (Online) to consider the following agenda.

Agenda:

1. Preparation of Admission for the session 2023-24 after the publication of results on 27th June,23
2. Confirmation of intake as per new guidelines on E.W.S
3. Preparation of Prospectus 2023-24 before 20th July, day of publication of 1st merit list
4. Miscellaneous

Members Present

- | | |
|---|--------------------------|
| 1. Dr Sasabindu Jana, Principal | 6. Dr Madhumita Majumdar |
| 2. Prof Sanat Kumar Purkait, Convenor | 7. Prof Pintu Mandal |
| 3. Dr Suvankar Ghosh Roychowdhury,
Deputy Convenor | 8. Prof Dibyendu Saha |
| 4. Dr. Sudhin Sinha | 9. Sri Saktipada Jana |
| 5. Prof Bidyut Saha | 10. Sri Paritosh Bar |

Resolutions Adopted

1. Raidighi College will publish admission schedule and other necessary guidelines including fee structure from July,2023 as per guidelines of University of Calcutta.
2. Admission Committee confirms the updated Raidighi College intake of 2948 students including E.W.S. students.
3. Prospectus for the session 2023-24 will be arranged as per norms and it will cover all the aspects of new admission in e-resources form.
4. College administration will review latest update of admission status after the publication of 1st merit list as per Principal's report and Admission Committee will arrange further conduction accordingly.
5. The College office is active as Help Desk counter in office time from 11 A.M. to 5 P.M.
6. Principal sir will provide departmental Coordinators list for admission papers verification and confirmation conduction within a week. Admission Committee will act on this as per the requirements.

The meeting ended with a vote of thanks to the chair.

Action Taken Report

1st Semester admission in CCF,2022 system is a new challenge for all the colleges and we need more clear guidelines about the arrangements for 4 years Hons course and 3 years MDC. Students are generally reluctant about the 4 years course as per general perception. Admission Committee is worried about the future of admission status in Hons courses. The Committee requests Academic Committee for preparations of more transparent guidelines and website post before the admission process. The College office will University for further details.




Principal's Signature

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