



RAIDIGHI COLLEGE

(A NAAC Accredited College)

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

Phone No. 9735340005

Website – www.raidighicollege.in

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



IQAC ACTION TAKEN REPORT: 2021-22

PLAN OF ACTION	ACHIEVEMENTS/OUTCOMES
<ul style="list-style-type: none">Accommodation of 'New Normal' scenario in the Raidighi College ecosystem at the end of the COVID pandemic lockdown	<ul style="list-style-type: none">✓ The College has successfully arranged a number of initiatives at the end of 1st phase lockdown in our institution at November, 2021 as per the order of Government of West Bengal. College sanitized the whole building periodically, introduced practice of hand sanitization within a regular interval, mandatory wearing of face mask (on campus mask distribution, if needed) and shield in campus, distancing in class rooms, restricted activities in open places to maintain COVID free campus status.
<ul style="list-style-type: none">Monitoring of Academic adaptation of students in present scenario and recognition of their achievements and success	<ul style="list-style-type: none">✓ After a prolonged period of blended mode of teaching learning process, a neo-normal mode of teaching learning and evaluation method took place during this time period. We tried our level best to ensure the e-resources availability of study materials as well as hard copies to address the challenges even in lockdown. This time for the first time in the history of Raidighi College students are awarded for their achievements after university final semester results in a program chaired by local people's representative on 11th February, 2022.
<ul style="list-style-type: none">Post- Yass Management and rejuvenation program towards the devastation caused by the cyclonic hazard in May-June,2021	<ul style="list-style-type: none">✓ Restoration of basic infrastructural facilities like water services, electricity, Desktop repair, boundary wall rebuilding etc. were done by college with the help of government administrative support.
<ul style="list-style-type: none">IQAC planned to start preparation for participation in NIRF in 2022.	<ul style="list-style-type: none">✓ College has successfully registered NIRF in 2022 with a new NIRF Nodal Steering Committee
<ul style="list-style-type: none">IQAC planned to publish an Edited volume on the living and suffering of Sundarbans of our very own Sundarbans and its people under Raidighi College Publishing Section with its own ISBN within this academic year	<ul style="list-style-type: none">✓ A book named ' Sundarbans ' Society, Environment and Development Edited by Prof Sanat Kumar Purkait, IQAC member and Assistant Professor, Department of Geography is published at the end of 2021-22.



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<ul style="list-style-type: none"> • IQAC planned to continue feedback system for all stakeholders like students, teachers, alumni, employers for syllabus orientation and overall quality assurance. 	<ul style="list-style-type: none"> ✓ Due to College lockdown for a long period since early days of 2021-22 there was a limited scope for direct contact. Partially implemented with students, teachers and alumni in late 2021.
<ul style="list-style-type: none"> • Vaccinations Camp with the help of local administration and Raidighi Hospital 	<ul style="list-style-type: none"> ✓ IQAC encouraged Vaccination camp in college premises on 4-5th October, 2021 and regular awareness campaign for Vaccinations of college students.
<ul style="list-style-type: none"> • New orientation and restoration of College Website 	<ul style="list-style-type: none"> ✓ College website has been upgraded by Principal Dr Sasabindu Jana and Website-in-Charge Dr Amitava Moitra, Member, IQAC on 1st July, 2021. It was one of the major successes of IQAC in 2021-22.
<ul style="list-style-type: none"> • Celebration of Azadi ki Amrit Mahotsava, 75th Year of India' s Independence 	<ul style="list-style-type: none"> ✓ IQAC observed the memorable event in various ways. Other than 15th August traditional flag hosting and community involved ceremonial program, Cultural Subcommittee under the convenorship of Dr Suvankar Ghosh Roy Chowdhury organized essay writing, poster preparation competitions to spread the message of patriotism and responsibilities.
<ul style="list-style-type: none"> • Promotional guidance to incumbent teachers 	<ul style="list-style-type: none"> ✓ Promotional papers of Dr Debashree Saha of Chemistry dept, Prof Rukshana Irani of Food and Nutrition dept were verified and forwarded for next level official procedures and papers of Dr Sudhin Sinha of History dept, Dr ManabKanti Baidya of Bengali dept were forwarded to DPI for necessary rectification as per new orders with proper certification.
<ul style="list-style-type: none"> • Environmental Awareness Programs 	<ul style="list-style-type: none"> ✓ West Bengal Pollution Control Board Chairperson Dr Kalyan Rudra conveyed his willingness to install a Weather and Pollution Monitoring system on 8th October, 2021 to Raidighi College as IQAC was very much worried about the future of the institution because it is located on a pathway of tropical cyclone. Raidighi College Botany dept particularly Prof Asim Panda actively contributed organic agricultural practices and soil restoration in



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	and around Raidighi College after 29th August, 2021.
<ul style="list-style-type: none">• IQAC resolved to support and assist various Departmental programmes, NSS Community awareness campaign, Academic webinars, Day observations by sub committees throughout the entire academic period.	<ul style="list-style-type: none">✓ There were various Webinars, Community awareness, social message dissemination seminars and Day observations supported and collaborated by IQAC in online mode from 1st June to 15th November, 2021, January and May, 2022 and rest of the four and half month's offline mode in college campus. IQAC organized 2020-21 Raidighi College Annual AJC Bose Memorial Lecture on 19th July, 2021 online mode from 10:30 am to 2:30 pm and 2021-22 on 16th December, 2021 from 12 noon to 3 pm.


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IQAC MEETING MINUTES

MeetingNo.	IQACMeetings	Participants
1	IQACMeeting(special meeting on AJC Bose Memorial Lecture, 2020-21): Date: 17 th July,2021 (06:00P.M.-08.00 P.M.)	Meeting 1: 12 Participants
2	IQAC Meeting(1 st Quarter): Date: 24 th August, 2021 (4:00 P.M.-7:00 P.M.)	Meeting 2: 10 Participants
3	IQAC Meeting(2 nd Quarter): Date:13 th September, 2021 (7P.M. to 9. P.M.)	Meeting 3: 8 Participants
4	IQAC Meeting(3 rd Quarter): Date:7 th January,2022 (4P.M. to 6:30. P.M.)	Meeting 4: 10 Participants
5	IQAC Meeting on AISHE revision and submission Date: 31 st January,2022 (7:30P.M. to 9:00P.M.)	Meeting 5: 9 Participants
6	IQAC Meeting (4 th Quarter) with the Departmental Representatives (Teachers) & Office Representatives: Date: 2 nd April, 2022 (12:30P.M. to 2 P.M.)	Meeting 6: 20 Participants


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IQAC Meeting 1: (Special Meeting on AJC Bose Memorial Lecture, 2020-21)

17th July, 2021

(06:00p.m.—08:00p.m.)

A meeting involving the student representatives of Botany department of the college and IQAC was held on 17th July, 2021 from 06:00 pm in online mode (Google Meet). The Principal presided over the session.

Agenda:

1. AJC Bose Memorial Lecture, 2020-21 on 19th July, 2021 from 10:30 am in online mode.

Members Present

1. Dr. Sasabindu Jana, Principal
2. Dr. Sisir Chatterjee (Coordinator)
3. Dr. Amitava Moitra
4. Mr. Suvankar Ghosh Roy Chowdhury
5. Dr. Arunima Biswas (Jt.Co-ordinator)
6. Ms. Rukshana Irani
7. Mr. Sanat K. Purkait
8. Mr. Bidyut Saha (Invited) &
5. Student Representatives, from Botany Department

It is resolved that:

1. Prof. Bidyut Saha will coordinate the entire program and Dr. Madhumita Majumder will deliver the introductory speech after Principal & IQAC coordinator.
2. The question-answer session will coordinate by Prof. Asim Panda. Language support if necessary, will be given in translating the theme the lecture for better comprehension of the students and associated queries.
3. Teachers, students and non-teaching staff will present throughout the discussion and it should be treated as institutional responsibility of teachers as well as students.

The meeting ended by thanking the chair.


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IQAC Meeting 2 : (1st Quarter)

24th August, 2021

(04:00p.m.—07:00pm)

A meeting of the IQAC was held on 24th August, 2021 from 04:00 PM in online mode (GoogleMeet). The Principal presided over the session.

Agenda:

1. AQAR 2020-21 Final Submission procedure, deadline and related appraisal.
2. Review AISHE 2020-21 status and associated requirements.
3. IQAC'S observations / advices prior to the new academic session 2021-22.
4. Miscellaneous.

IQAC Members and Invitees present:

1. Dr. Sasabindu Jana, Principal
2. Dr. Sudhin Sinha
3. Mr. Sanat K. Purkait
4. Dr. Amitava Moitra
5. Dr. Arunima Biswas (Jt. coordinator)
6. Ms. Rukshana Irani
7. Mr. Suvankar Ghosh Roy Chowdhury
8. Mr. Bidyut Saha (Invited)
9. Dr. Sisir Chatterjee (Coordinator)
10. Sri Saktipada Jana

After confirming the proceedings of the last meeting of the last session, the list of agenda of the present meeting was discussed in detail.

It is resolved that:

1. In this COVID situation, the college will deliver its duties through online interactive mode. Programs on e-resources will be organized in departmental level on academic and administrative aspects. Online awareness programs will be arranged for 1st semester students on issues like environment, health and fitness, sanitation, COVID Protocol etc.
2. Dr. Sisir Chatterjee and Dr. Arunima Biswas will coordinate with Teachers, Non-Teaching Staff members and other stakeholders for the final preparation and submission of AQAR for the session 2020-2021 within stipulated time and Dr. Amitava Moitra will coordinate the uploading of AQAR in NAAC.



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3. Teachers' Council Secretary will coordinate the formation and functions of non-statutory sub-committees and the Principal will meet them accordingly. These committees will act as a support system for the upliftment of academic, administrative and infrastructural development before 2nd cycle NAAC.
4. Dr. Arunima Biswas, Nodal Officer of AISHE reported the present status and office is agreed to deliver her requirements within stipulated time.
5. Raidighi College must continue to prepare for the 2nd cycle of NAAC evaluation in the year 2022 as much as possible. IQAC is looking forward for further notification from the NAAC and both the Governments, Central and State regarding the NAAC visit in this unprecedented pandemic situation.
6. IQAC sincerely thanked Dr. Amitava Moitra, in-charge and his team for Website upgradation and re-orientation.

The meeting ended by thanking the chair.


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IQAC Meeting 3:(2nd Quarter)

13th September, 2021

(7p.m.—9p.m.)

A meeting of the IQAC took place on 13th September, 2020 from 7 p.m. in online mode (GoogleMeet). The Principal presided over the session.

Agenda:

1. AQAR 2020-2021 Submission.
2. Review of IQAC programs and future plans in contemporary scenario.
3. NAAC 2nd cycle preparation.
4. Miscellaneous.

Members and invitees present:

1. Dr. Sasabindu Jana, Principal
2. Mr. Paritosh Bar (Invited)
3. Mr. Sanat K. Purkait
4. Dr. Sisir Chatterjee (Coordinator)
5. Dr. Arunima Biswas (Jt. Coordinator)
6. Ms. Rukshana Irani
7. Dr. Amitava Moitra
8. Mr. Suvankar Ghosh Roy Chowdhury

Resolution Adopted:

After confirming the proceedings of the last meeting, a list of agenda was discussed elaborately. It is resolved that:

1. The issues and challenges regarding the submission of AQAR 2020-21 are placed in the meeting by Dr. Sisir Chatterjee, IQAC Coordinator, Teachers' Council Secretary, Dr. Sudhin Sinha will coordinate with the departments for collecting remaining information and data which is required for the submission of the AQAR in the stipulated time. On behalf of non-teaching staff, Mr. Shaktipada Jana and Mr. Paritosh Bar assured that the office will provide the concerned data within a week. On behalf of IQAC Prof. Sanat Kr. Purkait, Bursar clarified the nature of data presentation required for AQAR 2020-21.
2. Principal Dr. Sasabindu Jana reported the updated status of Academic, Financial and Administrative Audits as per norm before the submission of AQAR 2020-21.



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3. IQAC advises the college authority for the development of new e-governance policy and e-documentation for addressing the challenges of 2nd cycle NAAC preparation in the present pandemic scenario. IQAC expects more vibrant and interactive ICT Sub Committee for early implementation of digital documentation.
4. IQAC suggest more interactions with our students particularly 1st Semester to check the drop outs as lockdown continuous for nearly 20 months.

The meeting was ended by thanking the chair.


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IQAC Meeting 4: (3rd Quarter)

7th January, 2022

(4pm—6:30pm)

A meeting of the IQAC was held on 7th January, 2022 from 4:00 PM in online mode (GoogleMeet). The Principal Dr. Sasabindu Jana presided over the meeting.

Agenda:

1. Appraisals of the Programs of 2020-21 including the preparation and submission of AQAR 2020-21.
2. Rescheduling of NAAC 2nd Cycle visit due to COVID lockdown scenario.
3. Outlines the programs and challenges of 2022 including Audits, AISHE etc. (with special emphasis on UGC guidelines for India freedom 75 celebration).
4. Miscellaneous.

Participants present:

1. Dr. Sasabindu Jana, Principal
2. Dr. Sudhin Sinha
3. Mr. Sanat K. Purkait
4. Dr. Sisir Chatterjee (Coordinator)
5. Dr. Amitava Moitra
6. Mr. Suvankar Ghosh Roy Chowdhury
7. Dr. Arunima Biswas (Jt.Coordinator)
8. Ms. Rukshana Irani
9. Mr. Bidyut Saha (Invited)
10. Mr. Utpal Dutta

Resolution Adopted

It is resolved that:

1. Dr. Arunima Biswas and Dr. Sisir Chatterjee will coordinate to address NAAC's recent observation about A & A system. We will wait for complete normalcy of college activities for next level intimation to NAAC.
2. The suggestions and perspectives of the IQAC members will be discussed in next governing body meeting as per assurances from Principal.
3. Orientation programs will be organized for both teaching and non-teaching staff of Raidighi College to address the 'New Normal' situation in post-COVID campus practices.
4. 75th India Freedom Celebration will be organized by Cultural sub committee and IQAC jointly.



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IQAC requests Dr. Jahan Ali Purkait, HOD of the Department of History, to take proper initiative as per UGC guidelines.

5. Our Principal discussed the present administrative scenario of our institution. He reported the new names of members of governing body (2021-26) in this regard. According to him no financial help has been received till now for the damage of cyclone Amphan and Yass. but still expecting to get some support from other sources. He discussed the scenario of different audit works (Academic & Administrative, Financial, Green etc.) and related update plan by college authority. IQAC appreciated the initiative and requested Principal Sir for immediate contribution to Government relief fund from college fund and Teachers' Council fund as cultural program with our social responsibility.

The meeting is ended by thanking the chair.


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IQAC Meeting 5: (Special meeting on AISHE Submission)

31st January, 2022

(7:30pm—9pm)

A meeting of the IQAC took place on 31st January, 2022 from 7:30 PM in online mode (GoogleMeet). The Principal presided over the session.

Single Agenda Meeting:

1. Review & submission of AISHE 2020-21.

It is resolved that:

1. All departmental teachers and the office will study relevant AISHE guidelines and prepare themselves for necessary assistance.
2. Dr. Arunima Biswas will coordinate to collect and compile requisite information according to the suggestions and guidelines given by the in charge of DPI, Government of West Bengal.
3. AISHE will submit on time as per Ministry of Education, Government of India guidelines.

The meeting is ended by thanking the chair.


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IQAC Meeting 6: (4th Quarter)

2nd April, 2022

(12:30pm-02:00pm)

A meeting was arranged by IQAC on 2nd April, 2022 from 12:30 noon to 2 PM at IQAC Room, Raidighi College, and the Principal presided over the session.

1. Acknowledgement of the cooperation of all sections of the college and external persons, bodies for the successful completion of IQAC committee 2020-22.
2. 2nd cycle NAAC related issues under the jurisdiction of provisional accreditation status.
3. Miscellaneous

Members present:

1. Dr. Sasabindu Jana, Principal.
2. Dr. Sisir Chatterjee, Coordinator
3. Dr. Arunima Biswas, Jt Coordinator
4. Prof. Sanat Kumar Purkait
5. Prof. Rukshana Irani
6. Dr. Suvankar Ghosh Roychowdhury
7. Dr. Amitava Moitra
8. Dr. Madhumita Majumdar
9. Sri Saktipada Jana
10. Sri Utpal Dutta

Invited Departmental HoD Representatives:

- | | |
|-------------------------|---------------------------|
| 1. Prof. Sital Singh | 6. Prof. Sabita Soren |
| 2. Dr. Debasree Saha | 7. Dr. Sreyashi Pal |
| 3. Prof. Pintu Mandal | 8. Dr. Arvinda Shaw |
| 4. Prof. Diddyendu Saha | 9. Dr. Payel Ghosh |
| 5. Prof. Bidyut Saha | 10. Dr. Shakuntala Ghorai |

It is resolved that:

1. The observations and experiences gathered by the IQAC during the session 2020-22 will be



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taken into account here. The way IQAC performed in unprecedented crisis within the period of COVID pandemic and natural disasters was appreciated by all sections of college. The skills, coordination and team work must be strengthened by organizing more inclusive and dynamic works.

2. IQAC analyzed the views of the Departmental Representatives and IQAC members on the NAAC Visit (2nd Cycle) to be held in 2022-23 or 2023-24.

They showed their apprehension about arranging the NAAC Visit due to the Pandemic situation and the infrastructural damage that happened to the college due to natural calamities like Aamphan and Yaas tropical cyclones.

3. IQAC shared its concern for the pending financial audits as well as UGC's unresolved financial issues by the College. IQAC requests Principal sir and other concerned members to take immediate action in this regard. It is very sensitive as well as long-term pending financial program which must be resolved before submission of SSR for 2nd cycle NAAC.
4. IQAC requested to convey the issues of infrastructural development particularly the beginning of New Building to the Governing Body so as to make a decision about to organize the future holistic planning before 2nd cycle NAAC.
5. IQAC appreciated the initiatives taken by the Sub Committees, special cells and departments, particularly extensional activities to encourage and motivate students after a prolonged COVID-19 lockdown period. It is acknowledged as 'New Normal' activities by college authority to serve our students better.

The meeting is ended by thanking the chair.


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