




RAIDIGHI COLLEGE

IQAC MEETING MINUTES (2024-2025)

(updated till 2nd Quarter, October,2024)

Meeting No.	IQAC Meetings	Participants
1	IQAC Meeting (Special Meeting) Date: 17 th June, 2024 (7:30P.M. to 9:00 P.M.)	Meeting 1: 11
2	IQAC Meeting (1st Quarter) Date: 27 th July, 2024 (6:30 pm online)	Meeting 2: 11
3	IQAC Meeting (2nd Quarter) Date: 9th September, 2024 (12 Noon to 2.00 P.M.)	Meeting 3: 13


Coordinator
IQAC
Raidighi College


Signature of Principal
Raidighi College
PRINCIPAL
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IQAC Meeting 1 (Special Meeting)

17th June, 2024

(7:30 PM to 9:00 PM)

Meeting 1: June 17, 2024

A special meeting of the IQAC was convened on June 17, 2024, at 7:30 P.M. in the Principal's residential chamber, with the Principal presiding over the session.

Agenda:

1. Final review and submission arrangements for the SSR as part of the NAAC 2nd Cycle Program.
2. Miscellaneous items.


Members Present-


- | | |
|---------------------------------------|-----------------------------------|
| 1. Dr Sasabindu Jana, Principal | 7. Dr Suvankar Ghosh Roychowdhury |
| 2. Dr Sisir Chatterjee, Coordinator | 8. Dr Rukshana Irani |
| 3. Dr Arunima Biswas, Jt. coordinator | 9. Dr Amitava Moitra |
| 4. Prof Sanat Kr Purkait | 10. Prof Bidyut Saha (invitee) |
| 5. Dr Madhumita Majumdar | 11. Shri Paritosh Bar |
| 6. Dr Shakuntala Ghorai | |

Resolutions Adopted:

1. The Principal welcomed the IQAC members to the inaugural meeting of the 2024-25 session, expressing optimism for the successful completion of the NAAC 2nd cycle within the scheduled timeframe.
2. Dr. Sisir Chatterjee, IQAC Coordinator, reviewed the status of AQARs and IIQA submissions from the previous months. He emphasized that the finalization of the SSR would ensure the completion of the NAAC 2nd cycle during the 2024-25 session, which is expected to enhance the academic, administrative, and financial operations of the College as part of the ongoing internal evaluation process. He also provided insights into the NAAC status of other colleges and their experiences.
3. Dr. Arunima Biswas, NAAC Steering Committee Convenor, discussed the current status of the SSR according to UGC-NAAC guidelines. The IQAC agreed with the form and content of the SSR presentation as outlined by Dr. Biswas and expressed hope for organizing the NAAC visit within the 2024-25 session.
4. Principal Dr. Sasabindu Jana confirmed that the SSR would be submitted on June 18, 2024, and requested all members to coordinate as needed before the submission.
5. Dr. Amitava Moitra and Dr. Suvankar Ghosh Roychowdhury provided updates on the technical status of the SSR submission, confirming its readiness except for some supporting documents still in progress. The Principal will oversee the completion of the pending documentation.

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


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IQAC Meeting 2(1st Quarter)

27th July, 2024
(6:30 PM online)

Meeting 2: July 27, 2024

An IQAC meeting was held on July 27, 2024, at 6:30 P.M. via Google Meet. The Principal presided over the session.

Agenda:

1. Review of NAAC preparation following SSR-DVV and finalization of the NAAC Peer Team Visit schedule according to UGC-NAAC guidelines.
2. Admission Process 2024-25.
3. Review of ongoing University examinations 2024.
4. Review of promotional status of incumbent teachers.
5. Annual Prize Distribution 2023-24.
6. Review of the College Library and assessment of recent initiatives.
7. Assessment of infrastructure development and maintenance.
8. Miscellaneous items.

Members Present

- | | |
|--------------------------------------|-------------------------------|
| 1. Dr Sasabindu Jana, Principal | 7. Dr Amitava Moitra |
| 2. Dr Sisir Chatterjee, Coordinator | 8. Dr Madhumita Majumdar |
| 3. Dr Arunima Biswas, jt coordinator | 9. Dr Arvinda Shaw |
| 4. Dr Sudhin Sinha | 10. Prof Bidyut Saha(invitee) |
| 5. Prof Sanat Kumar Purkait | 11. Shri Paritosh Bar |
| 6. Dr Suvankar Ghosh Roychowdhury | |

Resolutions Adopted:

1. The IQAC decided to complete the 2nd Cycle NAAC evaluation formalities within the 2024-25 session. The ongoing SSR-DVV process was reviewed, and observations from different SSR criteria Coordinators were acknowledged. The Principal requested thorough study of the SSR as part of the pre-visit preparation.
2. Dr. Arunima Biswas, NAAC Steering Committee Convenor, discussed the DVV process and associated challenges during the Peer Team Visit. She recommended several seminars on NEP, academic orientation, research methods, and IPR as part of NAAC preparation and emphasized proper documentation of completed certificate courses for the 2023-24 session. She also highlighted the need for departmental preparation regarding the LMS system and student orientation. The IQAC endorsed her proposals and existing policies on continuous student evaluation and documentation.
3. The IQAC expressed satisfaction with the 2024-25 admission report presented by Admission Committee Convenor Mr. Sanat Kr Purkait. The committee thanked office coordinator and IQAC member Sri Paritosh Bar for his outstanding efforts in admission arrangements. The college's admission performance is now on par with the state average, and improvements are anticipated, especially in Honors courses, particularly in Science.
4. The IQAC reviewed the pending promotional process and requested the Principal to finalize the names of experts (from the university) for the promotion of Dr. Arunima Biswas, Dr. Jahan Ali Purkait, Sri Pintu Mandal, and Dr. Shreyashi Pal.



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5. The IQAC commended the Examination Cell for the successful completion of Even Semester examinations and requested the Principal to address the Examination Cell's suggestions on financial arrangements for invigilators, general paper examiners, and examination coordinators.
6. The IQAC thanked the Campus Maintenance and Improvements Committee for the development and repair of physical infrastructure during the 2023-24 session and urged the Governing Body to expedite the construction of the 3rd Building, Rabindranath Thakur Bhawan, the Student's Canteen, Seminar Room, and Mukto Mancha. Concerns were also raised about the Medicinal Plant Garden.
7. The IQAC congratulated the Best Male and Female Green Volunteers, Best NSS Volunteers (Male and Female from Unit 1 and 2), Best Sports Personality (Male and Female), and Best Library Users (Student and Teacher) for the 2023-24 session. The concerned cell was asked to arrange the annual prize distribution program by September 2024, considering the availability of all stakeholders.
8. The IQAC thanked the Librarian and Library Sub-Committee for their ongoing restoration and development work and anticipated improved student-friendly services and opportunities in the future.
9. The Principal thanked the IQAC for preparing the Prospectus 2024-25 and Academic Calendar 2024-25 within the stipulated time and requested coordination to finalize the curriculum plan and routine as per the Academic Sub-Committee's guidance.

The meeting ended with a vote of thanks.


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IQAC Meeting 3 (2nd Quarter)

9th September, 2024
(12 Noon to 2 PM)

Meeting 3: September 9, 2024

An IQAC meeting was held on September 9, 2024, at 12:00 Noon in the IQAC Room (1st floor, AJC Bose Bhawan). The Principal presided over the session.

Agenda:

1. Confirmation of the minutes from the last meeting.
2. Final schedule of the NAAC Peer Team Visit.
3. Review of SSR-DVV final outcomes.
4. Review of final year results published in August 2024.
5. Work plan and review of infrastructural development.
6. Miscellaneous items.

Members Present:

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|---------------------------------------|------------------------------------|
| 1. Dr Sasabindu Jana, Principal | 8. Dr Shakuntala Ghorai |
| 2. Dr Sisir Chatterjee, Coordinator | 9. Dr Suvankar Ghosh Roy Chowdhury |
| 3. Dr Arunima Biswas, Jt. coordinator | 10. Dr Amitava Moitra |
| 4. Dr Sudhin Sinha | 11. Prof Bidyut Saha (invitee) |
| 5. Prof Uttam Roy Mandal (invitee) | 12. Shri Sakti Pada Jana |
| 6. Prof Sanat Kumar Purkait | 13. Shri Paritosh Bar |
| 7. Dr Madhumita Majumdar | |

Resolutions Adopted:

1. The minutes from the meeting held on July 27, 2024, were approved by the committee. With no comments from any member, the proceedings were confirmed.
2. Principal Dr. Sasabindu Jana presented the final status of the SSR-DVV score (communicated to IQAC on August 13, 2024) and thanked IQAC members for their effective coordination. He also outlined the proposed schedule for the NAAC Peer Team Visit in November-December 2024 and discussed contemporary NAAC practices.
3. The Principal provided an update on the development and reorientation of the campus's physical infrastructure, highlighting constructional challenges and the need for timely completion.
4. The IQAC congratulated all successful students and respective departments for their performance in the final semester results published in late August 2024. The Results Sub-Committee was advised to prepare a result analysis based on social parameters to better understand progress.
5. Dr. Arunima Biswas, NAAC Steering Committee Convenor, explained the criterion-wise outcomes of the SSR-DVV results and noted major areas of disagreement with DVV partners concerning authentic documentation, such as project works. She requested IQAC members to review the report in detail for further planning before the Peer Team Visit.
6. Mr. Sanat Kr Purkait, Bursar, informed the IQAC about the website upload of financial audit reports from 2018-19. The IQAC welcomed this decision.



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7. The IQAC advised the Seminar Committee to arrange workshops/seminars on IPR, Research Methods, and NEP, with proper documentation for the 2nd Cycle NAAC preparation by September 2024. The Principal assured prompt implementation.
8. It was resolved that the Principal would consult the Governing Body to ensure necessary preparations for the NAAC 2nd Cycle Peer Team Visit, considering the SSR-DVV outcomes and IQAC recommendations.

The meeting concluded with a vote of thanks.


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