



IQAC ACTION TAKEN REPORT 2018-19

Plan of Action	Achievements/Outcomes
To upgrade college website	Work in progress
Essential committees (such as SC/ST cell, anti-ragging cell, RTI cell, Grievance redressal cell, student counselling cells etc) should be made more pro-active and necessary budget should be allocated in the beginning of the Academic year, for their activities/programs	Work in progress
Workshops should be organized for teaching and non-teaching staff to ensure quality teaching learning in the new CBCS curriculum	Implemented. Organized one day seminar cum workshop on "Implementation & smooth functioning of the newly introduced semesterised CBCS syllabus in Undergraduate Programme" on 4th October, 2018 in collaboration with Academic Council
Workshops should be arranged for faculty to assist them in using ICT and LMS in teaching learning as per recommendation of NAAC	Implemented. Organized "One day Faculty Development Program on Use of ICT and LMS in higher education and the new NAAC Guidelines" on 2nd May, 2019.
Program should be arranged to share the revised accreditation framework and new recommendations of NAAC	Implemented. Experts were invited to share their knowledge on new NAAC guidelines with all staff on 2nd May, 2019.
Proposed Alternate Energy initiatives (solar panel) and for installation of large scale modern scientific rainwater	Solar panel: work in progress by Dept of Energy, Govt. of West Bengal Rainwater harvesting system: P C Chandra Group has come forward to help college

harvesting system and to look for possible sponsors	through generous donations
Proposed to introduce online feedback system from stakeholders	Implemented. Feedback have been taken through Google forms, analyzed, placed before GB and new resolutions adopted to address limitations
As part of Silver Jubilee celebration (starting May 16 th , 2019), IQAC proposed: a) To shoot a documentary on College b) To initiate a series of academic and community programs under a common banner of Silver Jubilee celebration c) Arrange cultural programs	Proposed and approved. Year-long academic and community awareness programs have been initiated, organized and planned.
Registered Alumni association with PAN should be formed	Work pending.
The ongoing automation of library (Integrated Library Management System) should be completed within the silver jubilee year, with arrangement for remote access to e-resources by teachers and students and digital record system of library usage.	Work in progress.
Suggested setting up of Wi-Fi facility in smart room and conference room	Implemented
Different courses should be introduced for student support and progression	Work in progress
Preparation should be started for participation in NIRF (National Institutional Ranking Framework)	Ongoing. Target year for first time participation to get a good rank was realistically set for 2020 (approved also in GB meeting).



Signature of IQAC co-ordinator

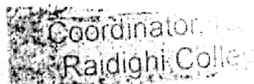






Signature of Principal

PRINCIPAL
RAIDIGHI COLLEGE





IQAC Meeting 1

Session 2018-19

A meeting of the IQAC took place at 2 pm, at the IQAC room, on 2nd July, 2018. The principal presided over the session. The new IQAC officially took charge for the upcoming session.

Agenda:

1. To discuss latest position of IQAC
2. Discussion of NAAC Revised Accreditation Framework to formulate plan of action for 2018-19 session and to assign responsibilities of different sub-committees
3. AQAR submission
4. Upgrading college website
5. Introduction of new courses to aid student progression
6. FDPs to be arranged by IQAC
7. NIRF
8. Formation of registered Alumni association
9. CAS of faculty

IQAC Members present:

- i. Dr. Sasabindu Jana, Principal
- ii. Mr. Sudhin Sinha
- iii. Mr. Uttam Roy Mandal
- iv. Mr. Sanat K. Purkait
- v. Dr. Sisir Chatterjee
- vi. Dr. Amitava Moitra
- vii. Mr. Suvankar Ghosh Roy Chowdhury
- viii. Dr. Alok Jaldata
- ix. Dr. Saidur Rahman
- x. Dr. Arunima Biswas (co-ordinator)

After confirming the proceedings of the last meeting of the last session, list of agenda for this meeting is discussed at length.

It is resolved that --

1. In near future a few more members will be included in the IQAC as per recommendation of NAAC and will be approved by GB.

2. As per NAAC Revised Accreditation Framework, a plan must be chalked out with all staff for NAAC 2021 ----- with special stress on the role of different sub-committees, role and financial contribution (donation) of alumni association, maintenance of the medicinal plant garden, installation of solar panels, and completion of full digitization of library. Also the committees such as SC/ST cell and anti-ragging cell, RTI and Grievance cells etc should be officially made more pro-active and they should be allocated fund to conduct relevant programs.
3. A deadline around late July is fixed to submit the pending AQAR for 2016-17 by the previous IQAC, under charge of Dr. Sisir Chatterjee. The AQAR for 2017-18 must also be submitted by December 2018 by the previous cell. Bills and vouchers which are important for the submission of pending AQARs must be obtained from Mr. Utpal Dutta, and Prof. Sudhin Sinha and Prof. Sanat Kr. Purkait will be in charge of this. The new IQAC will be responsible for AQAR 2018-19.
4. A website up-gradation committee will be formed soon to look after the betterment of the website -- particularly in taking it to a dynamic page from a static page. IQAC members Dr. Amitava Moitra, Mr. Sanat Purkait, Mr. Suvankar Ghosh Roy Chowdhury will be members of this committee.
5. The computer course, along with other job-oriented skill development courses, will be revived as early as possible, in relation to the developmental plans. College will open a study centre for NSOU distance education course to aid student progression.
6. A budget for the IQAC to organize several programmes will be fixed by the Principal. Special focus will be given to workshops on new CBCS curriculum and ICT-LMS based teaching, learning, evaluation.
7. The College will realistically apply for NIRF in 2020 and start preparing accordingly.
8. The college will form a registered alumni association for upcoming silver jubilee, NAAC 2021, and NIRF. Representative from Alumni will be made a member of IQAC.

The meeting ended by thanking the chair.

Sisir
1.3.19.
Signature of IQAC co-ordinator

Coordinator, IQAC
Raidighi College



[Signature]
Signature of Principal
PRINCIPAL
RAIDIGHI COLLEGE



IQAC Meeting 2

Session 2018-19

A meeting of the IQAC took place at the IQAC room, on 1st March, 2019, at 1.30 pm. The principal presided over the session.

Agenda:

1. To discuss about Environmental Studies
2. To discuss about annual J. C. Bose memorial lecture
3. Publishing IQAC newsletter
4. Online feedback form
5. AQAR 16-17
6. Security measures
7. Meeting all depts.
8. College website upgradation

Members present:

- i. Dr. Sasabindu Jana, Principal
- ii. Mr. Uttam Roy Mandal
- iii. Mr. Sanat K. Purkait
- iv. Dr. Sisir Chatterjee
- v. Dr. Amitava Moitra
- vi. Mr. Suvankar Ghosh Roy Chowdhury
- vii. Dr. Madhumita Majumder (invited)
- viii. Mr. Barun Kanti Halder (invited)
- ix. Dr. Arunima Biswas (co-ordinator)

After confirming the proceedings of the last meeting dated 2nd July, 2018, list of agenda for this meeting is discussed at length.

It is resolved that:

1. A workshop on Environmental sciences will be arranged as early as possible, keeping in mind the need of the Semester II students. Necessary communications will be made with the Department of Environmental sciences, University of Calcutta to make it a collaborative venture. All these will have to be done keeping in mind Part III exams and Election dates. The committee in charge of Environmental Science will be requested to meet with IQAC and decide its plan of

action. Also, subject related books will be bought for the library, as discussed with librarian Mr. Barun Kanti Halder.

2. The 3rd AJC Bose Memorial Lecture will be arranged somewhere in late March or early April. Necessary communications will be made to the resource person, and arrangements will be made accordingly by Dr. Madhumita Majumdar, HOD, Botany.
3. An IQAC booklet (tentatively of 8 pages) will be published by the end of this session. Around 100 copies of coloured print of the booklet will be done. The booklet is proposed to cover many topics related to the recent developments or challenges that the college has faced in recent times. Each topic will be of 500 words, and will be written by professors of the college. The topics were discussed and assigned accordingly.
4. A system of online feedback from students and departmental faculty will be initiated. It will be analyzed and placed before GB to address major issues of concern.
5. The pending AQAR 2016-17 (in old format) will have to be completed and submitted by the end of current month.
6. For security reasons, new CCTV cameras and collapsible gates will be installed in the AJC Bose Bhavan as early as possible.
7. IQAC intends to hold a meeting shortly with all the teachers of various departments of the college, and discuss the challenges they face in the new CBCS curriculum, so that the IQAC can arrange its plan of action accordingly to aid in teaching learning. .
8. College website upgradation, which is only partially done, needs to be complete as soon as possible.

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

G. S. Halder
19.3.19.

Signature of IQAC co-ordinator

Coordinator, IQAC
Raidighi College.



[Signature]
Signature of Principal

PRINCIPAL
RAIDIGHI COLLEGE



IQAC Meeting 3

Session 2018-19

A meeting of the IQAC took place at the IQAC room, on 19th March, 2019, at 1 pm. The principal presided over the session.

Agenda: To discuss~

1. AQAR 2016-17 submission
2. AQAR 2017-18 preparation
3. Funding for IQAC programs
4. Proposal from Women's cell for college vehicle
5. Miscellaneous

Members present:

- i. Dr. Sasabindu Jana, Principal
- ii. Mr. Sudhin Sinha
- iii. Mr. Uttam Roy Mandal
- iv. Mr. Sanat K. Purkait
- v. Dr. Sisir Chatterjee
- vi. Dr. Amitava Moitra
- vii. Mr. Suvankar Ghosh Roy Chowdhury
- viii. Dr. Arunima Biswas (co-ordinator)

After confirming the proceedings of the last meeting dated 1st Mach, 2019, list of agenda for this meeting is discussed at length.

It is resolved that:

1. The final draft of AQAR 2016-17 should be made ready for submission by Dr. Sisir Chatterjee before 26th March. Discrepancies, with SSR2015 and AISHE 16-17 data, as pointed out, should be corrected. Mr. Sudhin Sinha and Mr. Utpal Dutta will help Dr. Chatterjee with pending data.
2. AQAR 2017-18 preparation will have to be initiated by Dr. Chatterjee in time.
3. Coordinator Dr. Biswas will give an estimate of funding needed for FDP in the next meeting.
4. TCS Mr. Sudhin Sinha suggested that college starts looking for a sponsor to arrange for a college vehicle for teachers (as proposed by women's cell) that will travel to and from Mathurapur railway station.

5. TCS also suggested that all categories of teachers be given equal opportunity for faculty enrichment, like attending seminars. Dr. Moitra suggested that ODLs allowed per teacher should be clearly stated by the Principal. Principal Sir said he would consider these suggestions and discuss this in the next TC meeting.

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

Chitra
29.4.19.
Signature of IQAC co-ordinator
Coordinator
Raidighi College

[Signature]
PRINCIPAL
RAIDIGHI COLLEGE



IQAC Meeting 4

Session 2018-19

A meeting of the IQAC took place at the IQAC room, on 29th April, 2019, at 1 pm. The principal presided over the session.

Single Agenda meeting: To discuss about organizing the upcoming faculty development program on 'Use of ICT and LMS in higher education and the new NAAC guidelines', to be held on 2nd May, 2019.

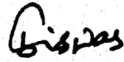
Members present:

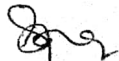
- i. Dr. Sasabindu Jana, Principal
- ii. Mr. Uttam Roy Mandal
- iii. Mr. Sanat K. Purkait
- iv. Dr. Amitava Moitra
- v. Mr. Barun Kanti Halder (invited)
- vi. Dr. Arunima Biswas (co-ordinator)

After confirming the proceedings of the last meeting dated 19th Mach, 2019, the agenda for this meeting is discussed at length.

- Resource persons: Respected Principals and IQAC coordinators of Vijaygarh Jyotish Roy College and K. K. Das College, Kolkata.
- Venue: Smart classroom, Vivekananda Bhavan.
- Time: 11am-4pm; there will be a hands-on training session post-lunch.
- WiFi facility is to be made available in smartroom.
- Responsibilities for certificates, banner, memento, gifts etc were divided among IQAC members.
- An online feedback will be taken about the FDP once it is over.
- Principal Sir approved the funding applied for.

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


Signature of IQAC co-ordinator
Coordinator, IQAC
Raidighi College


Signature of Principal
PRINCIPAL
RAIDIGHI COLLEGE



IQAC Meeting 5 Session 2018-19

A meeting of the IQAC took place at the IQAC room, on 4th June, 2019, at 11.30am. The principal presided over the session.

Agenda:

1. To discuss submission of data in National Higher Education Resource Centre (NHERC) for their centralized database and for RUSA funding
2. To briefly discuss SSS, IIQA, SSR related to NAAC

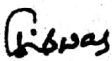
Members present:

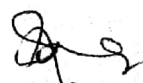
- i. Dr. Sasabindu Jana, Principal
- ii. Mr. Sudhin Sinha
- iii. Mr. Uttam Roy Mandal
- iv. Mr. Sanat K. Purkait
- v. Dr. Sisir Chatterjee
- vi. Dr. Amitava Moitra
- vii. Ms. Rukshana Irani (invited GB member)
- viii. Mr. Barun Kanti Halder (invited)
- ix. Mr. Shaktipada Jana (invited)
- x. Mr. Paritosh Bar (invited)
- xi. Mr. Utpal Dutta (invited)
- xii. Dr. Arunima Biswas (co-ordinator)

It is resolved that:

1. Dr. Biswas will be authorized for data submission in the portal. All IQAC and GB members were assigned relevant responsibilities. Help was sought from librarian Mr. Barun Kanti Halder and from accountant Mr. Utpal Dutta for required data. Help was also sought from office (Mr. Shaktipada Jana, Mr. Paritosh Bar). The user manual was then discussed at length.
2. Discussion on this was postponed for next meeting.

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


30.6.19.
Signature of IQAC co-ordinator
Coordinator, IQAC
Raidighi College


Signature of Principal
PRINCIPAL
RAIDIGHI COLLEGE

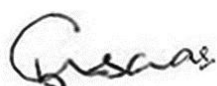


IQAC Action taken Report ~ 2019-20

Plan of Action	Achievements/Outcomes
<p>To open a study centre of Netaji Subhas Open University for various PG courses and for Programmes on specialized skills (as required by the job market e.g. those relating to library and information science) to facilitate further progress of our backward region students.</p> <p>NSOU, (http://www.wbnsou.ac.in/), is the sole state open university of West Bengal and the largest one in India which is recognized both by the University Grants Commission and Distance Education Council of India.</p>	<p>Implemented.</p> <p>Admission started from January 2020. Classes were postponed due to the pandemic and started from April 2020.</p> <p>NSOU Study centre code M06.</p> <p><u>Courses offered:</u></p> <ul style="list-style-type: none"> • PG Degree in Bengali, English, Education, History, Political Science, Geography, Social Work. • Second Degree in Library and Information Science (BLIS)
<p>To register in G suite for Education to facilitate ICT and LMS based teaching learning evaluation practices.</p>	<p>Done.</p>
<p>To start new formal collaboration with other leading colleges of the state</p>	<p>Implemented.</p> <p>New formal academic linkages/MOUs were made with Dhrubo Chand Halder College (Dakshin Barasat) Sammilani Mahavidyalaya (Bagha Jatin), Dinabandhu Andrews College (Garia), Vijaygarh Jyotish Ray College, Sonarpur Mahavidyalaya.</p>
<p>To actively pursue the academic linkages made with other colleges.</p>	<p>Implemented through academic sharing, community awareness programs, seminars, webinars etc.</p>
<p>To organize awareness and training programs on social and emergency response as part of disaster management since college is situated in a disaster prone zone and is frequented by</p>	<p>Implemented.</p> <p>Experts were invited from Indian Red Cross Society (South 24 Parganas district branch) to</p>

cyclones.	share their knowledge and train all participants. Event was part of District Level SERV (Social and Emergency Response Volunteer) Scale up Volunteer Training.
To organize large scale community awareness programs on <u>environmental issues</u> like conservation of water, ensuring safe potable water, banning of plastic, conservation of mangrove biodiversity, etc.	<p>Implemented.</p> <ul style="list-style-type: none"> • Organized “Save Water Campaign” — a community awareness program on <u>Water Scarcity and Water Safety</u>, inspired by Ministry of Human Resource Development, Govt. of India, and Chief Minister’s Water Conservation Project, held on 12th September, 2019. • As a part of this same program, water samples collected from Raidighi and adjoining areas were tested for presence of arsenic and pathogenic microorganisms, to assess their safety as drinking water (in collaboration with Dept. of Microbiology, Raidighi College and Dept. Of Microbiology, Dinabandhu Andrews College, Garia, Kolkata) and local people were advised on water safety according to the test results. • Organized a community awareness program in collaboration with Dept. of Microbiology, on “Say No to Plastics”, inspired by Ministry of Human Resource Development, Govt. of India, on 27th September, 2019. • During the lockdown period, IQAC acted as advisors to different depts. as they organized <u>online events</u> on similar issues for example on promoting awareness about the <u>conservation of the mangroves of Sundarban</u>. (Webinar on ‘The Magical Mangroves: Biodiversity and Challenges’, on 24th June 2020, as

	part of Webinar Series on ‘Sustainable Living’, organized by Dept. of Chemistry, Dept. of Food and Nutrition).
As part of Silver Jubilee celebration (from May 16 th , 2019 to May 16 th , 2020), IQAC proposed to initiate a series of academic and community programs under a common banner of Silver Jubilee celebration and also arrange for appropriate cultural programs	Implemented through online and offline events.
IQAC planned to start preparation for participation in NIRF (National Institutional Ranking Framework) in 2020	Could not be implemented due to the unprecedented pandemic of Covid-19.
IQAC resolved to complete all pending AQAR submissions in online mode	Done. AQAR Submissions were done in online mode for 2016-17, 2017-18, 2018-19 sessions.
IQAC resolved to submit AISHE data in time	Done.
IQAC planned to introduce online feedback system for guardians, similar to prevailing system of online feedback taken from students and departments for quality assurance.	Partly implemented. Feedback form was prepared in English as well as in regional language to encourage more guardian participation. A few departments have complied with this new practice.
Along with NSS units and Women’s cell of college, IQAC planned to conduct relevant social and outreach programs e.g., organizing Thalassaemia camp, AIDS awareness program, participation in Fit India mission, initiatives for Divyangjan, self defence training program for girl students, a certificate course on Yoga and meditation etc.	Mostly implemented. Some events had to be cancelled/indefinitely postponed due to the Covid-19 pandemic (e.g., self defence training program for girl students, a certificate course on Yoga and meditation had to be postponed).



COORDINATOR, IQAC
RAIDIGHI COLLEGE




Signature of Principal
PRINCIPAL
RAIDIGHI COLLEGE



IQAC Meeting Minutes

IQAC Meetings	Participants
i. <u>IQAC Meeting 1 (internal):</u> 1st July, 2019 (11.30 a.m.-12.30 pm)	Meeting 1: 7 participants
ii. <u>IQAC Meeting 2 (internal):</u> 1st August, 2019 (1.30 pm-3 pm)	Meeting 2: 9 participants
iii. <u>IQAC Meeting 3, with all HODs and invited staff members:</u> 6th September, 2019 (1pm -3 pm)	Meeting 3: 24 participants
iv. <u>IQAC Meeting 4, with all depts. & office:</u> 10th December, 2019 (1pm -3 pm) Orientation on NAAC RAF & AQAR	Meeting 4: 45 participants
v. <u>IQAC Meeting 5 (with NSS units & Women's cell representatives):</u> 31st Jan, 2020 (1pm -2pm)	Meeting 5: 8 participants
vi. <u>IQAC Meeting 6 (internal):</u> 21st February 2019 (11.30 am- 2 pm) on AQAR 2018-19 and 2017-18 review	Meeting 6: 6 participants

COORDINATOR, IQAC
RAIDIGHI COLLEGE



Signature of Principal
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IQAC Meeting 1 (internal):

1st July, 2019

(11.30a.m.-12.30pm)

A meeting of the IQAC took place on 1st July 2019, from 11.30 am in IQAC room of Raidighi College. The Principal presided over the session.

Agenda:

1. To formulate plan of action for the new session as per NAAC Revised Accreditation Framework (RAF) and recommendations by state and C.U.
2. To discuss about submission of online AQAR for sessions 2016-17, 2017-18, 2018-19.
3. To discuss about opening a study centre of Netaji Subhas Open University.
4. To initiate collaboration with other institutions and industry.
5. To organise awareness programs on environment, disaster management.
6. To discuss about Silver Jubilee celebration.
7. Miscellaneous

IQAC Members and invitees present:

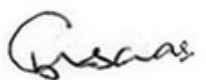
- Dr. Sasabindu Jana, Principal
- Dr. Sudhin Sinha (TCS)
- Mr. Sanat K. Purkait (Academic council secretary)
- Dr. Amitava Moitra
- Dr. Arunima Biswas (IQAC co-ordinator)
- Ms. Rukshana Irani (invited)
- Mr. Barun Halder (invited)

After confirming the proceedings of the last meeting of the last session, list of agenda was discussed at length.

It is resolved that:

1. As per recommendations of NAAC, state and C.U., ICT and LMS based teaching learning evaluation practices and use of e-resources will be further strengthened in college. G-suite registration will be done to facilitate the process. Library will play a crucial role with respect to e-resources. In the absence of two senior Associate Professors in today's meeting, further discussions and planning on upcoming NAAC in 2021 is postponed for next meeting.
2. Dr. Sisir Chatterjee and Dr. Arunima Biswas will coordinate preparation and submission of AQAR for sessions 2016-17, 2017-18, 2018-19 with cooperation of other IQAC members.
3. A study centre of Netaji Subhas Open University will be opened for a few PG courses and for Programmes on specialized skills (as required by the job market e.g. those relating to library and information science) to facilitate further progress of our backward region students. The proposal will be placed in GB.
4. New academic linkages and/or MoU will be signed with eminent colleges and existing linkages will be actively pursued. Collaborations will be set up with industry partners to organise career fair to facilitate student placement and career opportunities.
5. Training programs will be organised on social and emergency response as part of disaster management since college is situated in a disaster prone zone and is frequented by cyclones. Awareness Programs will be arranged on environmental issues, pollution control, health and fitness.
6. A series of academic, cultural and community programs will be conducted under the common banner of Silver Jubilee celebration of college.
7. Dr. Arunima Biswas wanted to submit her resignation as IQAC coordinator and suggested that one of the senior teachers be made coordinator, as per NAAC recommendation. Her resignation was not accepted and she was asked to continue her role for the current session.

The meeting ended by thanking the chair.


COORDINATOR, IQAC
RAIDIGHI COLLEGE




Signature of Principal
PRINCIPAL
RAIDIGHI COLLEGE



IQAC Meeting 2 (internal):

1st August, 2019

(1.30-3 pm)

A meeting of the IQAC took place on 1st August 2019, from 1.30 pm in Principal's chamber at Raidighi College. The Principal presided over the session.

Agenda:

1. To discuss submission of data for AISHE.
2. To familiarise with the NAAC Revised Accreditation Framework (RAF) and recommendations.
3. To start new formal linkages with other leading colleges of the state and plan for collaborative academic and other relevant programs that will benefit all stakeholders.
4. To regularize feedback taking from guardians.
5. To discuss about conducting academic and administrative audit, green audit and gender audit as preparations for participation in NIRF in 2020.

Members present:

- i. Dr. Sasabindu Jana, Principal
- ii. Mr. Uttam Roy Mandal
- iii. Mr. Sanat K. Purkait (Academic council secretary)
- iv. Dr. Sisir Chatterjee
- v. Dr. Amitava Moitra
- vi. Mr. Suvankar Ghosh Roy Chowdhury
- vii. Dr. Arunima Biswas (co-ordinator)
- viii. Mr. Shaktipada Jana (invited)
- ix. Mr. Paritosh Bar (invited)

After confirming the proceedings of the last meeting, list of agenda was discussed at length.

It is resolved that:

1. Dr. Arunima Biswas, Dr. Amitava Moitra, Mr. Suvankar Ghosh Roy Chowdhury will be in charge of AISHE data submission as Mr. Uttam Roy Mandal wished to resign as nodal officer on health grounds. Dr. Arunima Biswas will act as nodal officer. Mr. Uttam Roy Mandal will advise the new committee, as per need, by sharing his experience.

2. Dr. Arunima Biswas discussed the salient features of new NAAC RAF. It was decided that new committees will be set up in TC and assigned specific responsibilities. On behalf of non-teaching staff, Mr. Shaktipada Jana and Mr. Paritosh Bar assured that office will help in every possible way, especially with the process of documentation of student admission and result data.
3. New formal academic linkages/MOUs will be signed with Dhrubo Chand Halder College (Dakshin Barasat) Sammilani Mahavidyalaya (Bagha Jatin), Dinabandhu Andrews College (Garia), Vijaygarh Jyotish Ray College, Sonarpur Mahavidyalaya for academic sharing, community awareness programs, seminars, etc.
4. Online feedback system will be initiated for guardians, similar to prevailing system of online feedback taken from students and departments for quality assurance. Feedback form will be prepared in English as well as in regional language to encourage more guardian participation. Active cooperation from all departments will be needed to implement this.
5. Ms. Rukshana Irani (GB member) will be in charge of preparing academic and gender audit while Dept. of Botany will oversee green audit.

The meeting ended by thanking the chair.


COORDINATOR, IQAC
RAIDIGHI COLLEGE




Signature of Principal
PRINCIPAL
RAIDIGHI COLLEGE



IQAC Meeting 3, with all HODs and invited staff members:

6th September, 2019

(1-3 pm)

A meeting of the IQAC took place on 6th September, 2019, from 1.00 pm in Principal's chamber at Raidighi College. The Principal initially presided over the session. Then he left for an emergency meeting in DPI and Dr. Sudhin Sinha was in charge.

Agenda:

- To discuss about organizing “Save Water Campaign”—a community awareness program on Water Scarcity and Water Safety, inspired by Ministry of Human Resource Development, Govt. of India, and Chief Minister's Water Conservation Project, on 12th September, 2019. Chief collaborator: Dept. Of Microbiology, Dinabandhu Andrews College, Garia, Kolkata.
- To discuss about organizing a community awareness program on “Say No to Plastics”, inspired by Ministry of Human Resource Development, Govt. of India.

Participants present: 24

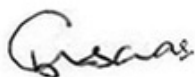
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- Mr. Uttam Roy Mandal
- Mr. Sanat K. Purkait (Academic council secretary)
- Dr. Sisir Chatterjee
- Dr. Amitava Moitra
- Mr. Suvankar Ghosh Roy Chowdhury
- Dr. Arunima Biswas (IQAC co-ordinator)
- All HODs (invited)
- Mr. Bidyut Saha (invited)
- Dr. Arvinda Shaw (invited)
- All office staff (invited)

It is resolved that:

1. Representatives from P. C. Chandra group will be invited and felicitated on 12th September, acknowledging their generous donation towards setting up rainwater harvesting system in college.

2. Representatives from local schools will be invited to attend the program on 12th September. Mr. Bidyut Saha will send out the invitations on behalf of college.
3. Both programs will have active student participation through poster making, drawings, slogan-writing and oral presentation. HODs will be in charge.
4. Water samples collected from Raidighi and adjoining areas will be tested for presence of arsenic and pathogenic microorganisms, to assess their safety as drinking water (by experts from Dept. Of Microbiology, Dinabandhu Andrews College, Garia, Kolkata, in collaboration with Dept. of Microbiology, Raidighi College) and local people will be advised on water safety according to the test results.
5. Dept. of Botany will be in charge of arranging for gifts to all invited guests in form of potted plants. Mr. Paritosh Bar will be in charge of participation certificates.
6. IQAC, in collaboration with Dept. of Microbiology, will conduct the awareness program on “Say No to Plastics” on 27th September, with participation from all depts.
7. IQAC members will be in charge of hospitality for invited guests. IQAC coordinator will oversee the entire program of both days.

The meeting ended by thanking the chair.



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IQAC Meeting 4, with all depts. & office:

10th December, 2019

(1-3 pm)

Orientation on NAAC RAF & AQAR

A meeting of the IQAC took place on 10th December, 2019, from 1.00 pm in conference room at Raidighi College. The Principal initially presided over the session. Then he left for health reasons and Dr. Sudhin Sinha was in charge.

Single Agenda Meeting:

Orientation on NAAC RAF & AQAR

Attended by: IQAC members, all teaching and non-teaching staff (total 45 participants)

It is resolved that:

1. All depts. and office will hand over relevant data for AQAR of 2016-17, 2017-18 and 2018-19 to Dr. Sisir Chatterjee and Dr. Arunima Biswas by 15th December, 2019 in the format provided.
2. Dr. Sisir Chatterjee and Dr. Arunima Biswas will prepare relevant AQARs for uploading in NAAC portal in the first week of January.
3. All depts. and office will start necessary documentation processes as per the presentation on NAAC RAF by Dr. Arunima Biswas earlier today.

The meeting ended by thanking the chair.

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IQAC Meeting 5 (with NSS units & Women's cell representatives):

31st Jan, 2020 (1-2pm)

A meeting of representatives of IQAC, NSS units & Women's cell, took place on 31st January, 2020, from 1.00 pm in IQAC room at Raidighi College. The Principal presided over the session.

Agenda: to organise collaborative programs

Members present:

- Dr. Sasabindu Jana, Principal
- Dr. Sisir Chatterjee (IQAC, Women's cell)
- Dr. Amitava Moitra (IQAC, NSS)
- Mr. Suvankar Ghosh Roy Chowdhury (IQAC, NSS)
- Dr. Arunima Biswas (IQAC co-ordinator, Women's cell Convenor)
- Ms. Rukshana Irani (IQAC, NSS, Women's cell)
- Mr. Shaktipada Jana (Women's cell)
- Mr. Bidyut Saha (NSS)

It is resolved that the following collaborative events will be arranged:

1. Thalassemia camp
2. Awareness and volunteer training program with Indian Red Cross Society (South 24 Parganas district branch) on social and emergency response as part of disaster management.
3. Observing Women's Day ~ an awareness program on women empowerment, health and fitness
4. A self - defense training program for girl students.
5. Initiate a certificate course on Yoga and meditation.

The meeting ended by thanking the chair.

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IQAC Meeting 6 (internal):

21st February 2019

(11.30 am- 2pm)

on AQAR 2018-19 and 2017-18 review

A meeting of representatives of IQAC and invited members (responsible for AQAR) took place in IQAC room on 21st February, 2020 from 11.30 am. The Principal presided over the session.

Single agenda meeting: To discuss the points under review for AQAR 2017-18 & AQAR 2018-19

Present:

- Dr. Sasabindu Jana, Principal
- Dr. Sisir Chatterjee
- Dr. Amitava Moitra
- Mr. Suvankar Ghosh Roy Chowdhury
- Dr. Arunima Biswas
- Ms. Rukshana Irani

Point-wise detailed discussions and editing were done, as per recommendations from NAAC review committee, and both AQARs were made ready for final re-submission.

Principal thanked everybody and ended the meeting.

The tentative date for next meeting was set on March 16, 2020.

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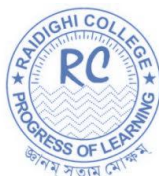


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IQAC ACTION TAKEN REPORT: 2020-21

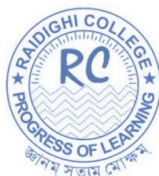
Plan of Action	Achievements/Outcomes
Implementation of G suite for Education to facilitate ICT and LMS based teaching, learning and evaluation practices.	<ul style="list-style-type: none"> Adopted in December, 2020 which made collaboration and sharing easier and effective.
To ensure safety in this pandemic by following protocols & guidelines given by UGC; with special emphasis on Proper Sanitation of the Institution and spreading awareness regarding Social Distancing and Hygienic Practices.	<ul style="list-style-type: none"> The College was monitored and sanitized regularly. Awareness programs were conducted using online mode. Awareness messages were publicized in and around college throughout the year.
To actively pursue the 'Technical Orientation' that involved addressing all the issues and phases associated with Online Examination to all the Stakeholders of the College as per C.U. and UGC Guidelines.	<ul style="list-style-type: none"> Implemented by sharing information sheets and brochures regarding the steps to be followed in the process. Students were made aware regarding the usage of Technologies in education by means of Interactive Webinars organized by the Teachers and Experts.
Post-Amphan Management and Rejuvenation Program towards the devastation caused by the Cyclonic Disaster in June, 2020 and special focus on the recovery of the financial loss of the College of approximately 60 lakhs.	<ul style="list-style-type: none"> Green Plantation Program was carried out with the help of the Local Panchayat. Assessment of the Infrastructural losses was done and accordingly a report was prepared which was submitted to the Govt. of West Bengal. Restoration of Electricity and water services were done by the College from its own fund.
To organize academic, community awareness programs and celebration of birth anniversaries of Social Reformers e.g., 200 th Birth Anniversary of Pandit Iswar Chandra Vidyasagar, 125 th Birth Anniversary of Netaji Subhas Chandra Bose (Desh Nayak Diwas). IQAC resolved to support and assist the departmental webinars throughout the entire pandemic period.	<ul style="list-style-type: none"> The following programs were implemented: A National Webinar was organized in support of IQAC with the title being "<i>Arising Challenges in Waste Management and Therapeutic Approaches in Current Scenario</i>" on 25th July, 2020. International webinar series on "<i>Society, Economy, Polity & Culture: Colonial and Post-Colonial South Asia</i>" was organized by the Department of History in collaboration with IQAC; dated: 4.10.2020, 11.10.2020, 18.10.2020, 01.11.2020, 08.11.2020 The Education Department of Raidighi College Organized One Day State Level Webinar on "<i>200th Birth anniversary of Iswar Chandra Vidyasagar</i>" on 10th Oct, 2020. History dept. celebrated "<i>125th Birth Anniversary of Netaji Subhas Chandra</i>"



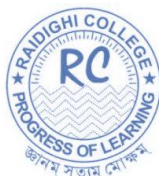
	<p>Bose” on 23.01.2021 in collaboration with IQAC.</p> <ul style="list-style-type: none"> • The Department of Bengali organized a webinar on 9th May, 2021; the theme being - “Rabindranath & Satyajee: Samakalin Prekshite” in collaboration with IQAC.
Appealed for the Publication of all pending college journals since the year 2018 and encouraged the Departments to publish their own Departmental Journals.	<ul style="list-style-type: none"> • The College Magazine “Srijani” for the session 2018-19 has been published. Others are still in progress.
A webinar to be organized in collaboration with NAAC and their experts for facilitating the preparation of upcoming NAAC Visit.	<ul style="list-style-type: none"> • National Level Webinar on New Assessment and Accreditation Process of NAAC with special focus on the challenges faced by rural colleges was organized on 27.01.2021. • The issues of the newly introduced NAAC evaluation process and peer team visit guidelines were also addressed.
IQAC planned to start preparation for participation in NIRF (National Institutional Ranking Framework) in 2021.	<ul style="list-style-type: none"> • Could not be implemented due to the unprecedented pandemic situation of Covid-19.
IQAC resolved to submit AQAR 2019-2020 in online mode.	<ul style="list-style-type: none"> • Submitted in December, 2020.
IQAC resolved to submit AISHE Data to the Department of Higher Education, Ministry of Human Resource Development, Government of India.	<ul style="list-style-type: none"> • Data has been uploaded successfully and the certificate has been received on 20.06.2020.
IQAC planned to introduce an online feedback system for guardians, similar to the prevailing system of online feedback taken from students and departments for quality assurance.	<ul style="list-style-type: none"> • Partly implemented. • Reason: College lockdown and no scope of direct interaction with the students and other stakeholders.
IQAC planned to organize an online Orientation program for teachers/Non-teaching Staff’s promotion with the help of Govt. of West Bengal DPI expertise.	<ul style="list-style-type: none"> • Implemented. • State level webinar entitled “Guidance on promotion & service rules for the Teaching and Non-Teaching staff with special focus on CAS” on 22.11.2020 was organized.
To conduct collaborative activities like webinars & Programs	<ul style="list-style-type: none"> • Webinar on “Rabindranath o Satyajee : Samakalin Prekhi te” by the Department of Bengali in collaboration with IQAC, dated: 8th May 2021. • Online State Level Slogan Competition to observe World Malaria Day on 22nd April, 2021 by Dept. of Microbiology, NSS, IQAC of Raidighi College in collaboration with MSI. • Raidighi College in collaboration with Microbiologists Society of India organised an Online State Level Student Competition in observance of World Antimicrobial Awareness Week in the month of Nov, 2020.



	<ul style="list-style-type: none"> • One Day Webinar on Birth Centenary of “<i>The Lady Behind Double Helix</i>” organized by Department of Botany in collaboration with IQAC; dated 25th Sept, 2020. • One Day National Level Webinar on <i>Probiotic Foods: Industrial Manufacture and Health Benefits</i>, organized by the Department of Microbiology in collaboration with IQAC; dated 19th September, 2020. • Webinar Series on “<i>Making Sense of Uncertainty: Coping in the Era of Coronavirus</i>” by the Department of Microbiology & IQAC of Dhruva Chand Halder College and Department of Microbiology & IQAC of Raidighi College from 25th to 31st July, 2020. • National Level Webinar Series on “<i>Science amidst Covid Pandemic: Life Goes On...</i>” Organised by the Department of Microbiology & IQAC of Raidighi College and Department of Microbiology & IQAC of Sammilani Mahavidyalaya; dated: 16th, 17th and 21st July, 2020.
<p>To support and recommend Intra-college Webinars</p>	<ul style="list-style-type: none"> • International Day Biodiversity, 2021; Organized by Department of Botany and Zoology on 22nd May, 2021. • Raidighi College observed its 27th Foundation Day, Dated: 16th May, 2021. • A tribute to the Great Nobel Laureate Rabindranath Tagore on his birthday organized by the Department of English, Raidighi College, Dated: 9th May, 2021. • National webinar on World Immunization Week organized by Dept of Microbiology in collaboration with MSI on 27th April, 2021. • A webinar on <i>National Panchayat Raj Diwas</i>, 2021 was organized by the Department of Political Science, RC on 24th April, 2021. • A webinar on <i>World Book & Copyright Day</i> on 24th April, 2021 by the Department of Library, RC. • <i>International Mother Earth Day, 2021 Celebration</i> organized by Department of Geography, Raidighi College on 22nd April, 2021.



- A webinar on the occasion of the **130th Birth Anniversary of Dr. B.R. Ambedkar** on 14.4.2021 by SC, ST, OBC Cell, RC.
- **Antarjatic Matribhasha Diwas (International Mother Language Day)** on 21st February, 2021 by the Department of English, Raidighi College.
- National Level Webinar on "**Creating Awareness about the Menaces of Antimicrobial Resistance**" to observe World Antimicrobial Awareness Week on 19th November, 2020 by the Department of Microbiology, Raidighi College in collaboration with Microbiological Society of India.
- State Level Webinar Series on **Geography in the Contemporary World** organized by the Department of Geography, Raidighi College in collaboration with Bhugol o Paribesh and The Geographical Society of Sundarbans (9th -29th September, 2020).
- Two-day International Webinar on Bangla "**Shishu Kishore Sahitya**" by the Department of Bengali, Raidighi College in collaboration with Shishuram Das College on 28th and 29th September, 2020.
- INFO-LAB ACADEMIA in collaboration with RC organized an International Webinar on "**Online Learning and Library Services during COVID-19 situation**" on 23rd sept, 2020.
- **200th Birthday Celebration of Iswar Chandra Vidyasagar** by the Department of Bengali, Raidighi College on 26.09.2020.
- Webinar Series on "**Sustainable Living**" by the Department of Chemistry and The Department of Food & Nutrition, Raidighi College on 29.06.2020, 03.07.2020, 19.07.2020, 02.09.2020 on topics like The Magical Mangroves: Biodiversity and Challenges, Dietary Guidelines and Food Safety in post COVID Scenario, Addressing Mental Health of Students amidst Current Hazardous Situation: An Integrative Approach, Chemistry in Managing the Corona Virus Outbreak for a Better Living respectively.




Encouraging Social Message Dissemination in digital mode


- **World No Tobacco Day, 2021** by NSS Raidighi College on 31st May, 2021.
- Social Message to the inhabitants of Sundarbans before the landfall of Cyclone by the Principal on 24th May, 2021.
- **UN English Language Day** on 23rd April, 2021 by the Department of English, Raidighi College.
- **World Health Day, 2021** by NSS, RC on 7th April, 2021 by NSS, RC.
- **Commemoration of the life and activities of the Great Women Scientists** by the Department of Microbiology in collaboration with IQAC and Women's Cell on 8th March, 2021 [International Women's Day]
- **National Girls' Child Day** celebrated by Women's Cell and IQAC, RC on 24th Jan, 2021.
- **Swami Vivekananda's Birthday or National Youth Day** by NSS, RC on 12th January, 2021.
- **International Suicide Prevention Day, 2020** by NSS, RC on 5th oct, 2020.
- **National Nutrition Month Celebration, 2020** by the Department of Food & Nutrition, RC where awareness regarding matters like COVID 19 and Nutrition, Anaemia and the role of Diet in its Prevention, Stress Management through Diet and Exercise, Diabetes Mellitus: A Silent Killer, Food Adulteration: A heinous Crime, BMI (Body Mass Index): A Health Indicator, Proper Handling, Infantile Diarrhoea: Its Prevention and Management on 2nd, 6th, 7th, 11th, 15th, 18th, 26th, 30th Sept, 2020 respectively were spread on digital platform.
- **International Day of Democracy** by NSS, RC on 15.09.2020.
- **"Boost Immunity from Proximity"** by Department of Botany, RC on 7th Sept, 2020.
- **Public Library Day** on 31.08.20 by the Department of Library, RC.
- **National Sports Day** on 29th August, 2020 by the Department of Physical Education, RC.



	<ul style="list-style-type: none"> • Independence Day Celebration by the Department of Food & Nutrition on 15.08.2020. • “The shield of Tilottama” by the Department of Chemistry, dated: 8th June, 2020. • Immunonutrition & its role to fight COVID 19 (An effort to spread Awareness) on 02.06.2020. • A Remembrance: “The Hunger Pandemic-where would it lead us to? Starvation or yet another famine (Ponchaser Monnontor) on 19.05.2020. • Commemoration of the 200th Birth Anniversary of Florence Nightingale on 12.05.2020. • Rabindra Jayanti Celebration by the students of Department of Food & Nutrition, Raidighi College on 08.05.2020.
Supporting NSS	<ul style="list-style-type: none"> • During the unusual pandemic situation, the NSS Program Officers and Volunteers observed significant occasions and shared and circulated appropriate messages through social media and other communication platforms like YouTube, WhatsApp and others.
Vaccination Awareness	<ul style="list-style-type: none"> • IQAC encouraged Vaccination Awareness Campaigns amongst Teachers and Non-teaching Staff members since January, 2021


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IQAC MEETING MINUTES

Meeting No.	IQAC Meetings	Participants
1	IQAC Meeting (1st Quarter): Date: 12th September, 2020 (10:00 A.M.- 12:00 noon)	Meeting 1: 9 Participants
2	IQAC Meeting (2nd Quarter): Date: 8th December, 2020 (6:30 P.M.-8:30 P.M.)	Meeting 2: 10 Participants
3	IQAC Meeting (3rd Quarter): Date: 8th January, 2021 (7 P.M. to 9. P.M.)	Meeting 3: 8 Participants
4	IQAC Meeting for discussing the preparation of the 2nd cycle of NAAC with all the Depts. & the office members with main focus on organizing a webinar on NAAC Date: 19th January, 2021 (7 P.M. to 9. P.M.)	Meeting 4: 40 Participants
5	IQAC Meeting with Student Representatives on the role of students in the NAAC process and Student Satisfaction Survey. Date: 25th January, 2021 (7:15 P.M. to 9: 15 P.M.)	Meeting 5: 28 Participants
6	IQAC Meeting (4th Quarter) with the Departmental Representatives (Teachers) & Office Representatives: Date: 7 th June, 2021 (6 P.M. to 9 P.M.) <i>[Note: IQAC Meeting for the 4th Quarter of the session 2020-21 was previously scheduled on 25th May, 2021 but the date was changed to 7th June, 2021 due to the impact of Cyclone Yaas.]</i>	Meeting 6: 17 Participants


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IQAC Meeting (1st Quarter)

12th September, 2020

(10:00 a.m.—12:00 pm)

A meeting of the IQAC was held on 12th September, 2020 from 10:00 am in online mode (Google Meet). The Principal presided over the session.

Agenda:

1. Reviewing the programs and performances carried out by IQAC in the year 2018-2020 and improvising it for better output in future.
2. AQAR 2019-2020: Data collection and compilation duties.
3. Formation of 7 Sectional Committees of the college for the session 2020-2022 for facilitating IQAC and NAAC activities.
4. IQAC College Bulletin.
5. Preparation for NAAC, 2021.
6. Administrative, Financial and Academic Assessment of the College and conducting orientation program for updating all the stakeholders regarding NAAC advisories.

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. co-ordinator)
6. Ms. Rukshana Irani
7. Mr. Suvankar Ghosh Roy Chowdhury
8. Mr. Bidyut Saha (Invited)
9. Dr. Sisir Chatterjee (Coordinator)

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. The observations and experiences gathered by the IQAC during the session 2018-2020 will be taken into account. The way IQAC performed in a commendable way in the previous session was appreciated. The skills and teamwork must be strengthened by organizing more collaborative work.
2. IQAC and NAAC steering committee expect reformations to take the challenge of the upcoming NAAC in the year 2021 in a more efficient manner.
3. Dr. Sisir Chatterjee and Dr. Arunima Biswas will coordinate with Teachers, Non-Teaching Staff



members and other stakeholders for the preparation and submission of AQAR for the session 2019-2020.

4. Teachers Council Secretary will recommend the names of the members for the formation of non-statutory sub-committees and the Principal will coordinate accordingly. These committees will act as a support system for the up-liftment of academic, administrative and infrastructural functionalities.
5. In this Covid situation, the college will deliver its duties through Online Interactive mode. Training programs will be organized on academic and administrative aspects. Online awareness programs will be arranged on issues like environment, health and fitness, Sanitation, Covid Protocol etc.
6. A series of academic, cultural and community programs will be conducted to support students and the local community.
7. Website upgradation and modernization is now the need of the hour. Dr. Amitava Moitra will be the in-charge and Mr. Paritosh Bar will assist him.
8. Raidighi College must continue to prepare for the 2nd cycle of NAAC Evaluation in the year 2021 as much as possible. Waiting for further notification from the NAAC and the Government regarding the upcoming NAAC Visit in this unprecedented Pandemic Situation.

The meeting ended by thanking the chair.


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IQAC Meeting (2nd Quarter)

8th December, 2020

(6:30 p.m.—8:30 pm)

A meeting of the IQAC took place on 8th December, 2020 from 6:30 pm in online mode (Google Meet). The Principal presided over the session.

Agenda:

1. AQAR 2019-2020 Submission.
2. Review of IQAC programs and future plans.
3. NAAC 2021 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
9. Mr. Bidyut Saha (Invited)
10. Mr. Saktipada Jana (Invited)
11. Mr. Utpal Dutta (Invited)

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 limitations regarding the submission of AQAR 2019-20 that were placed in the meeting by Dr. Arunima Biswas will be figured out. Our Teachers Council Secretary, Dr. Sudhin Sinha will coordinate with the departments and other associated bodies for collecting remaining information and data that is required for the prompt submission of the AQAR. 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. Mr. Utpal Dutta, Accountant also assured to give the financial data required for AQAR submission at the earliest.
2. A system will be developed for obtaining the feedback from the Guardians similar to the prevailing



system of the online feedback taken from the students and the departments to ensure quality. Feedback forms will be prepared in English as well as in regional language (Bengali) to encourage more students. Active cooperation from all departments will be needed to implement this initiative.

3. Ms. Rukshana Irani (GB member) will be in charge of preparing papers of Academic linkages/ MoU with our sister colleges.
4. Principal Sir will report the updated status of Academic, Financial and Administrative Audit as per norm within the stipulated period of time.
5. IQAC advises the college authority for the development of new e-governance policy and e-documentation for addressing the challenges in the present pandemic scenario. Principal will form an ICT committee as early as possible to take care of this issue.

The meeting ended by thanking the chair.


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IQAC Meeting (3rd Quarter)

8th January, 2021

(7 pm—9 pm)

A meeting of the IQAC was held on 8th January, 2021 from 7:00 pm in online mode (Google Meet). The Principal Dr. Sasabindu Jana presided over the meeting.

Agenda:

1. Consideration of the observations of NAAC for reviewing and improvisation of the submitted AQAR 2019-2020.
2. Discussion on organizing forthcoming Webinars.
3. Organizing more relevant Community outreach Programs in this Pandemic period as proposed by the Principal.
4. Miscellaneous.

Participants present: 24

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)

Resolution Adopted

It is resolved that:

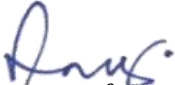
1. Dr. Arunima Biswas and Dr. Amitava Moitra will coordinate to address NAAC's observation and submit the edited/corrected AQAR 2019-20 within stipulated time.
2. The suggestions and perspectives of the IQAC members will be incorporated.
3. Orientation programs will be organized for both teaching and non-teaching staff of Raidighi College to address the issues of data validation and authentication.
4. Netaji 125 Birth Anniversary Celebration will be organized by Dept. of History on 23rd January. Dr. Ashis Das of R.B.U. and Prof. Shyamal Chakraborty of C.U. will be the speakers for the National Webinar to be held on 23rd January, 2021. IQAC accepted the proposal of Dr. Sudhin Sinha, HoD of the Department of History.
5. Representatives of IQAC and the Principals of other colleges will be invited to attend the NAAC webinar scheduled on 27th January. Mr. Sanat Kr. Purkait will send the invitations to them on behalf



of the college.

6. Our Principal discussed the severe damage caused to our Institution due to the Bulbul landfall in the year 2018 and Amphan Cyclone in the year 2020. He reported the submission of an application to the Government for financial assistance in this regard. According to him no financial help has been received till now but still expecting to get some. He discussed the entire scenario of relief work in Covid-19 and Post-amphan Cyclone as planned by college authority and contribution of some generous teachers of the College. IQAC appreciated the initiative taken on Power and water restoration services.

The meeting is ended by thanking the chair.


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IQAC Meeting (4th Quarter)

19th January, 2021

(7 pm—9 pm)

Orientation on NAAC Webinar

A meeting of the IQAC took place on 19th January, 2021 from 7:00 pm in online mode (Google Meet). The Principal presided over the session.

Single Agenda Meeting:

1. Orientation on NAAC Webinar on 27th January, 2021 (Time 1:50 pm to 4:10 pm) Attended by: IQAC members, all teaching and non-teaching staff members (total 50 participants).

It is resolved that:

1. All depts. and the office will study relevant NAAC guidelines for 2nd cycle evaluation and prepare themselves for the forthcoming webinars to be organized with the assistance of NAAC; so that any doubt and confusion can be cleared in this digital platform.
2. Dr. Sisir Chatterjee and Dr. Arunima Biswas will coordinate to collect and compile requisite information according to the suggestions and guidelines given in the NAAC portal.
3. Our college will surely encourage registration of participants from other colleges. Dr. Arunima Biswas and Mr. Sanat Kr Purkait will keep a record of their attendance.

The meeting ended by thanking the chair.


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IQAC Meeting no. 5 (with Students Representatives of the Departments)

25th January, 2021

(7:15 pm—8:15 pm)

A meeting involving the student representatives of all the 16 departments of the college and IQAC was held on 25th January, 2021 from 7:15 pm in online mode (Google Meet). The Principal presided over the session.

Agenda:

1. Orientation of the Students regarding their role in college development, NAAC Visit and Student Satisfaction Survey.
2. Members present:

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) & Student Representatives.

It is resolved that:

1. Students will be periodically oriented regarding their significant role in enhancing Teaching Learning Experience and their role in NAAC preparation.
2. The questions mentioned in the Students Satisfaction Survey that were discussed with the student representatives in the meeting, will also be communicated to the other students of the Departments by their representatives and the teachers. Language support will be given in translating the questions of the survey for better comprehension of the students.
3. Participatory approaches will be taken by the Departments, focusing on the personality development of the students and making them understand their contributions towards institutional responsibilities.

The meeting ended by thanking the chair


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IQAC Meeting 6: (4th Quarter)

7th June, 2021

(6:00 pm-9:00 pm)

A meeting was arranged by IQAC (Google Meet) on 7th June, 2021 from 6 pm to 9 pm via online mode. The Principal presided over the session.

[Note: IQAC Meeting for the 4th Quarter of the session 2020-21 was previously scheduled on 25th May, 2021 but the date was changed to 7th June, 2021 due to the impact of Cyclone Yaas.]

Agenda:

1. AQAR 2020-21: Documentation and associated preparation for timely submission.
2. NAAC Visit 2021: Reviewing the possibilities of conducting the Scheduled Visit in Pandemic Scenario.
3. Taking decisions on New College Website Launch Date: A part of the initiative taken by IQAC.
4. Miscellaneous

Members present:

1. Dr. Sasabindu Jana, Principal.
2. Dr. Alope Jaldata, Local MLA and IQAC member from College Management Section.
3. Dr. Md Sayeedur Rahman, Registrar, Diamond Harbour Women's University and an IQAC member from the Section of Employers.
4. Dr. Sisir Chatterjee, Coordinator
1. 5. Dr. Arunima Biswas, Jt coordinator
5. Prof. Sanat kumar Purkait
6. Prof. Rukshana Irani
7. Prof. Suvankar Ghosh Roychowdhury
8. Dr. Amitava Moitra
9. Dr. Madhumita Majumdar
10. Sri Saktipada Jana
11. Sri Utpal Dutta

Invited Departmental HoD Representatives:

1. Prof. Suprity Sarkar
2. Dr. Debasree Saha
3. Prof. Pintu Mandal
4. Prof. Hamid Iqbal
5. Prof. Bidyut Saha

It is resolved that:

1. IQAC will provide relevant formats, information sheets and requisite proformas to all the Departments and Official Sections of the College within 15th June, 2020-2021 for the procurement of data necessary for submitting the AQAR, 20-21. IQAC appealed to all in the meeting to provide carefully scrutinized



and appropriate data having proper documentation so as to perform this process of submitting the AQAR correctly, precisely and at the right time.

2. IQAC shares 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.
3. IQAC analyzed the views of the Departmental Representatives and IQAC members on the NAAC Visit (2nd Cycle) to be held in November, 2021.
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.
4. IQAC requested to convey this issue to the Governing Body so as to make a decision about whether to conduct the scheduled NAAC Visit in the midst of so many unfavorable circumstances or delay a bit if possible.
5. IQAC also appealed for this decision to be taken by the Governing Body in consultation with the NAAC Steering Committee.
5. NSS Volunteers of Raidighi College will conduct Community Awareness Campaigns and other motivational activities focusing mainly on counseling of students in this unprecedented time of Covid-19 from 14th June, 2021. Local administrators will cooperate and provide all their help needed to carry out this initiative successfully.
6. Raidighi College will launch the new college website with the aim to showcase the activities of the college and to facilitate the students in a newer approach within 30th June, 2021. It has been prepared keeping in mind NAAC and UGC Guidelines.

The meeting ended by thanking the chair


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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(1st Quarter): Date: 24 th August, 2021 (4:00 P.M.-7:00 P.M.)	Meeting 2: 10 Participants
3	IQAC Meeting(2nd Quarter): Date:13 th September, 2021 (7P.M. to 9. P.M.)	Meeting 3: 8 Participants
4	IQAC Meeting(3rd 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 (4th 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
2. Dr. Debasree Saha
3. Prof. Pintu Mandal
4. Prof. Diddyendu Saha
5. Prof. Bidyut Saha
6. Prof. Sabita Soren
7. Dr. Sreyashi Pal
8. Dr. Arvinda Shaw
9. Dr. Payel Ghosh
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.


Signature of Coordinator
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Ref. No:

Date:

IQAC MEETING MINUTES

Meeting No.	IQAC Meetings	Participants
1	IQAC Meeting (1st Quarter) Date: 13 th September 2022 (Online)(2 P.M. to 5 P.M.)	Meeting 1: 15 Participants
2	IQAC Meeting (Special meeting on NAAC Orientation by Prof. Dr. Swapna Banerjee, Director, IQAC, University of Calcutta) Date: 20 th September 2022 (12 noon to 3 P.M.)	Meeting 2: 51 Participants
3	IQAC Meeting (Special meeting on Academic and Administrative future planning with a special deliberation from GB Govt. Nominee) Date: 4 th November, 2022 (3 P.M. to 5 P.M.)	Meeting 3: 39 Participants
4	IQAC Meeting (2nd Quarter) Date: 21 st November, 2022 (2 P.M. to 4.30 P.M.)	Meeting 4: 12 Participants
5	IQAC Meeting (3rd Quarter) Date: 6 th December, 2022 (2 P.M. to 4.30 P.M.)	Meeting 5: 15 Participants
6	IQAC Meeting (4th Quarter) Date: 28 th March, 2023 (12 noon to 2.30 P.M.)	Meeting 6: 12 Participants

Sisir Nathyee

Coordinator
IQAC
Raidighi College

Dr. Sasabindu Jana
(DR. SASABINDU JANA)
Principal, Raidighi College
PRINCIPAL
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SOUTH 24 PARGANAS



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Ref. No:

Date:

IQAC Meeting 1(1st Quarter)

13th September, 2022

(2 PM to 5 PM)

(Online due to natural calamities)

A meeting of IQAC was held on 13th September, 2022 from 2 pm in online mode (Google Meet). The Principal presided over the session.


Agenda:

1. Preview of NAAC
2. AQAR (2021-22) preparation and our duties
3. Discussing students' progression to higher education and facilities available for them in the departments and the institute.
4. Data documentation: Our challenges.
5. Post-2016 infrastructural development in College.
6. 20th September 2022 - Programme organization in College
7. Miscellaneous.

Members Present:

1. Dr. Sasabindu Jana, Principal
2. Dr. Sisir Chatterjee (Coordinator)
3. Dr. Arunima Biswas (Jt. Coordinator)
4. Mr. Sanat Kr. Purkait
5. Dr. Suvankar Ghosh Roychowdhury
6. Ms. Rukshana Irani


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7. Dr. Amitava Moitra
8. Dr. Madhumita Majumder
9. Dr. Shakuntala Ghorai
10. Mr. Bidyut Saha (Invitee)
11. Mr. Asim Panda (Invitee)
12. Sri Saktipada Jana
13. Sri Utpal Dutta (Invitee)
14. Sri Barun Kanti Halder (Invitee)
15. Sri Paritosh Bar

Resolution adopted

The following points were discussed and the following resolutions were made.

1. The principal extended a warm welcome to the members at the inaugural meeting of the 2022-24 session, expressing contentment with the collaborative efforts of the members throughout the college's development.
2. Dr. Sisir Chatterjee, Coordinator of the IQAC, delved into the post-COVID context of the current IQAC, providing details on the programs executed, anticipated, and recommended by IQAC 2021-22. These initiatives encompass the preparation for the NAAC 2nd Cycle and the sustainable enhancement of the college's academic, financial, and administrative processes. He conveyed optimism about continuing such endeavours with increased adherence to timelines and a more objective approach in the future.
3. Dr. Arunima Biswas, Joint Coordinator of the IQAC, provided insights into Raidighi College's NAAC affiliation status for the 1st Cycle until December 31, 2022. She detailed the schedule for submitting SSR and IIQA and elucidated the norms for data documentation, highlighting challenges associated with the NAAC scoring system. The resolution was made to have all sub-committees review outstanding tasks and implement them by December 31, 2022.
4. IQAC will ensure the earliest and transparent mechanism of all pending (teachers') promotional cases and the IQAC coordinator will meet the incumbent teachers with necessary guidelines as early as possible to address their queries and confusions as per the advice of Dr. Sudhin Sinha, TCS.
5. IQAC shared its concern about the mechanism of the college data entry system and associated challenges in coordination. As per the recommendation of Sri Saktipada Jana, Head Clerk, IQAC recommended the requirements in office to the College Governing Body for earliest action.
6. Both Dr. Suvankar Ghosh Roychowdhury and Dr. Amitava Moitra provided updates on the AQAR (Annual Quality Assurance Report) for 2021-22, noting that it is currently in progress. The meeting decided that the AQAR would be submitted by December 2022, depending upon everything aligning with the established norms. The IQAC coordination requested Principal Dr. Sasabindu Jana to promptly prepare the Financial Audit Report for 2021-22. Several commitments and policies related to AQAR remain unverified due to the pending Audit report for 2021-22.

Sisir Chatterjee

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7. Mr. Sanat Kr. Purkait analysed the final year results published in August 2022 and elaborated on the challenges of post-COVID offline classes due to a lack of teachers and proper infrastructure. The members asked the Principal to make a decision at the next Governing Body meeting on the recruitment of new guest teachers and the construction of a new building under Integrated Campus Planning.
8. As per the observation of Dr. Madhumita Majumder and Ms. Rukshana Irani, IQAC recommended immediate new construction of Girl Students' toilets and as well as teachers' toilets as an emergency task.
9. IQAC discussed all issues related to the arrangement of the lecture by Dr. Swapna Banerjee, Director, IQAC, CU and it is resolved that Dr. Arunima Biswas and Mr. Bidyut Saha will coordinate the program and organize the event as per the discussion to be held on 20th September, 2022

The meeting ended with a vote of thanks.

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Ref. No:

Date:

IQAC Meeting 2

20th September, 2022

(12 noon to 3 PM)

A special meeting of IQAC was held on 20th September, 2022 from 12 noon at Smart Class Room(2nd Floor, Swami Vivekananda Bhawan). The Principal presided over the session.

Agenda:

1. Orientation and SWOT Analysis of Raidighi College before 2nd Cycle NAAC by Dr. Swapna Banerjee, Director, IQAC, University of Calcutta

Members Present:

- | | | |
|---|-------------------------------|-------------------------------|
| 1. Dr. Sasabindu Jana, Principal | 18. Mr. Dibbyendu Saha | 36. Mr. Debanjan Pandit |
| 2. Dr. Sisir Chatterjee (Coordinator) | 19. Mr. Sital Sing | 37. Mr. Durbadal Barman |
| 3. Dr. Arunima Biswas (Jt. Coordinator) | 20. Dr. Jahan Ali Purkait | 38. Mrs. Shakuntala Ghosh |
| 4. Dr. Sudhin Sinha | 21. Mr. Barun Halder | 39. Mr. Prabir Sahoo |
| 5. Mr. Sanat Kr. Purkait | 22. Mr. Swarup Purkait | 40. Mrs. Sharbani Halder |
| 6. Dr. Amitava Moitra | 23. Mr. Asim Panda | 41. Mrs. Bularani Mondal |
| 7. Ms. Rukshana Irani | 24. Mr. Gourhari Mondal | 42. Mr. Moloy Mandal |
| 8. Dr. Suvankar Ghosh Roychowdhury | 25. Mrs. Begum Naziya Sultana | 43. Mr. Joydeb Roy |
| 9. Mr. Uttam Roy Mondal | 26. Mr. Rames Chandra Das | 44. Mrs. Atasi Mallick Mondal |
| 10. Dr. Manab Kanti Baidya | 27. Mr. Goutam Baidya | 45. Mr. Sankar Kr. Santra |
| 11. Prof. Suprity Sarkar | 28. Mr. Surajit Khan | 46. Mr. Bidyut Saha |
| 12. Dr. Shakuntala Ghorai | 29. Mr. Arindam Bhattacharya | 47. Sri Saktipada Jana |
| 13. Dr. Madhumita Majumder | 30. Ms. Sonali Basu | 48. Sri Utpal Dutta |
| 14. Dr. Arvinda Shaw | 31. Mr. Santi Baidya | 49. Sri Manturam Purkait |
| 15. Mr. Debashis Biswas | 32. Smt. Srabanti Kundu | 50. Sri Indranarayan Bhadra |
| 16. Mr. Pintu Mondal | 33. Mr. Hamidur Rahaman | 51. Sri Paritosh Bar |
| 17. Dr. Payel Ghosh | 34. Ms. Sharmila Roy | |
| | 35. Mr. Abul Kashem | |

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

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1. Raidighi College must continue to prepare for the 2nd Cycle of NAAC evaluation in the coming session 2023-24 as early as possible. IQAC is looking forward to further notification as well as modification from the NAAC and both the Governments, Central and State regarding the schedule of NAAC visits in this post-pandemic period. IQAC welcomed all the impressive suggestions and observations delivered by Dr. Swapna Banerjee, Director, IQAC, University of Calcutta in the present scenario. We also agreed with her opinion about more systematic and pre-planned time-bound development programmes after the appraisal of our departmental SWOT Analysis. The IQAC is well-informed about the evolving practices of NAAC and is ready to prepare itself to collaborate with the parent institution i.e., the University of Calcutta, for additional comprehensive initiatives. The IQAC expressed gratitude to the Director of the University of Calcutta's IQAC for her visit to our departmental and sectional infrastructure, as well as for her encouraging words directed at our teaching and non-teaching staff.

The meeting ended with a vote of thanks.

Ref. No:

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IQAC Meeting 3

4th November, 2022

(3 PM to 5 PM)

A special meeting of IQAC took place on 4th November, 2022 from 3 PM at Conference Hall (1st Floor, AJC Bose Building). The Principal presided over the session.

Agenda:

1. Academic review and planning.
2. Review of IQAC programs, the role of Sub-committees and future plans in contemporary scenarios.
3. Miscellaneous.

Members Present:

1. Dr. Sasabindu Jana, Principal
2. Dr. Sisir Chatterjee (Coordinator)
3. Dr. Arunima Biswas (Jt. Coordinator)
4. Mr. Sanat Kr. Purkait
5. Dr. Amitava Moitra
6. Ms. Rukshana Irani
7. Dr. Suvankar Ghosh Roychowdhury
8. Mr. Uttam Roy Mondal
9. Dr. Shakuntala Ghorai
10. Dr. Madhumita Majumder
11. Dr. Arvinda Shaw
12. Dr. Jahan Ali Purkait
13. Mr. Debashis Biswas
14. Dr. Manab Kanti Baidya
15. Dr. Debasree Saha
16. Dr. Payel Ghosh
17. Mr. Dibbyendu Saha
18. Dr. Sabita Soren
19. Mr. Santi Baidya
20. Mr. Hamidur Rahaman
21. Mr. Swarup Purkait
22. Mr. Moley Mandal
23. Mrs. Shakuntala Ghosh
24. Mr. Swadhin Banerjee
25. Mr. Rames Chanda Das
26. Mr. Asim Panda
27. Mr. Goutam Baidya
28. Mr. Abul Kashem
29. Mr. Prabir Sahoo
30. Mr. Arindam Bhattacharya
31. Ms. Sonali Basu
32. Mr. Debanjan Pandit
33. Mr. Joydeb Roy
34. Mr. Ashraful Alam
35. Mr. Chanchal Das
36. Mr. Bidyut Saha
37. Mr. Manturam Purkait
38. Mr. Saktipada Jana
39. Paritosh Bar

In a meeting convened specifically in response to the Government Nominee's requisites, Raidighi College extensively discussed two major points. The following resolutions were reached:


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1. Principal Dr. Sasabindu Jana presented an updated overview of the College authority's perspectives to the extended IQAC assembly, emphasizing the institution's ongoing student-centric teaching practices. He expressed concerns regarding the campus culture and detailed the Governing Body's special initiative to foster a more dynamic campus environment. Following this, Mr. Sankar Halder, the State Government Nominee in the College Governing Body, shared his expectations for staff development and future plans. The assembly acknowledged his perspective, as well as the associated suggestions from IQAC members. It was resolved that the Governing Body would deliberate on these observations in the near future, working collaboratively with sub-committees and the IQAC.
2. IQAC emphasized their collaborative approach to the development proposals as perceived by representatives from the Governing Body. Emphasizing that development is an ongoing process contingent on mutual respect, faith, and understanding, IQAC advised the college authority to ensure overall transparency in academic, administrative, and financial practices. Such transparency is crucial for fostering a respectful and motivating symbiotic working atmosphere within the college. IQAC acknowledged that achieving a proper academic system is currently challenging due to infrastructural limitations such as buildings, benches, student amenities, and, most importantly, an insufficient number of teachers. Consequently, IQAC suggested a gradual but steady upliftment of academic and administrative aspects of the college with a realistic understanding. The statement highlighted that external ideas or externally hired programs may not be suitable for our college ecosystem in a generalized application.

IQAC emphatically advocated for increased interactions with our students, especially in the early semesters, with the aim of identifying and addressing potential dropouts. This recommendation stems from the lingering effects of the COVID lockdown, which persisted even after the 2021-22 session. Additionally, IQAC emphasized the need for a more dynamic teaching-learning system to adapt to the challenges posed by the prolonged impact of the pandemic.

IQAC also advised the college authority for the reciprocal policy and proper documentation for the justification of the recommendation of Sub. Committees in the context of 2nd Cycle NAAC preparation in the coming session.

It is also resolved that the Governing Body will discuss the preparation and arrangements of 2nd Cycle NAAC with IQAC for early implementation of their previous proposals.


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The meeting ended by thanking the chair and especially Mr. Sankar Halder, Government Nominee, Raidighi College and Dr. Alope Jaldata, respected MLA, Ridighi A.C. for their enthusiastic and benevolent approaches.

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Ref. No.:

Date:

IQAC Meeting 4 (2nd Quarter)

21st November, 2022

(2 P.M. to 4.30 P.M.)

A meeting of IQAC (2nd Quarter) was held on 21st November, 2022 from 2 P.M. at IQAC Room (1st Floor, AJC Bose Building). The Principal Dr. Sasabindu Jana presided over the session.

Agenda:

1. To confirm the resolution of the last meeting.
2. Confirmation of the 2nd Cycle NAAC schedule.
3. AQAR 2021-22 preparation and submission Schedule.
4. Visit of Swami Shastrajanandaji Maharaj in Raidighi College on 1st December, 2022 and the related preparation needed.

Members Present:

1. Dr. Sasabindu Jana, Principal
2. Dr. Sisir Chatterjee (Coordinator)
3. Dr. Arunima Biswas (Jt. Coordinator)
4. Dr. Sudhin Sinha
5. Dr. Amitava Moitra
6. Mr. Sanat Kr. Purkait
7. Dr. Suvankar Ghosh Roychowdhury
8. Ms. Rukshana Irani
9. Dr. Shakuntala Ghorai
10. Dr. Madhumita Majumder

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11. Sri Saktipada Jana


12. Mr. Paritosh Bar

Resolution adopted

It is resolved that:

1. Principal Dr. Sasabindu Jana, Dr. Arunima Biswas, Convener of the NAAC Steering Committee, and Dr. Sisir Chatterjee, IQAC Coordinator, will collaborate with the Education Directorate, Government of West Bengal, to address the recent observations made by NAAC regarding the A&A system and associated policies of the Government of West Bengal. The college is currently awaiting the comprehensive submission of AQAR for 2021-22 and is in the process of preparing half of the SSR from 2018-19 to 2022-23. This will be the basis for the next-level communication to NAAC along with the IIQA.
2. A crucial orientation program is scheduled for both the teaching and non-teaching staff of Raidighi College to address the evolving landscape of NAAC. Swami Shastrajanandaji, Secretary of Ramakrishna Mission Saradapitha and Member Advisor of NAAC, will engage with all stakeholders on December 1, 2022. Following this session, we will finalize our future NAAC-related programs based on the insights and guidance provided.
3. The suggestions and viewpoints put forth by the IQAC members are scheduled for discussion in the upcoming Governing Body meeting, in accordance with the assurances given by both the Principal and the State Government Nominee, Sri Sankar Halder, in the previous meeting held on November 4th. The focus will particularly be on the proposed development initiatives, orientation programs, and budgetary requirements.
4. IQAC thanked Mr. Gourhari Mondal, Education Department for his outstanding contribution to the academic development of the college for the last three decades. IQAC also obliged Sri Utpal Dutta, Accountant and ex-IQAC member of the college for his committed services to the college from 1997 to 2022.
5. IQAC again expressed deep concern about the status of pending financial audits since 2019-20 and unresolved cases of UGC's fund in college development from 2007. IQAC expected much more intensive and proper


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coordination from the Financial Committee and UGC Committee to resolve the issues within the stipulated time.

6. IQAC has advised the prompt creation of the College Stock Register at both central and departmental levels. Additionally, the completion of the library accession system, aligned with the guidelines provided by the expert committee that visited the library in September 2022, is strongly recommended. IQAC has urged the Academic Committee and Library Sub-Committee to urgently review the situation and take appropriate actions accordingly.
7. Dr. Sasabindu Jana, the Principal, delved into the current challenges posed by NAAC and discussed the administrative perspectives of both the State Government and institutional authorities. He outlined the current understanding of the Governing Body on these matters. Dr. Jana noted that, as of now, no financial assistance has been received for the construction of the new building, which is crucial for the future academic landscape. Despite this, he remains optimistic about securing support from various government sources. The Principal also provided insights into the status of various audit works, including Academic, Administrative, Financial, Green, and Gender audits, along with the corresponding update plan by the State Government Mentor Group on NAAC.

IQAC appreciated the initiatives and requested Principal Sir for immediate completion of pending works like the Girls' Toilets, Central Computer Center, Medicinal Plant Garden, Language Lab, History Museum, Teachers' room and Office room including the Principal's room modification, Seminar Hall, Canteen and other students' amenities like multi-dimensional common room and sports facilities.

The meeting ended by thanking the chair.


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Ref. No.:

Date:

IQAC Meeting 5 (3rd Quarter)

6th December, 2022

(2 P.M. to 4.30 P.M.)

A meeting of IQAC took place on 6th December, 2022 from 2 P.M. at IQAC Room (1st Floor, AJC Bose Building). The Principal presided over the session.


Agenda:

1. To confirm the resolution of the last meeting.
2. Confirmation of IQAC recommendation (for Governing Body Approval).
3. Approval of AQAR 2021-22 and SSR coordination team.
4. CAS associated coordination status.
5. Miscellaneous.

Members Present:

1. Dr. Sasabindu Jana, Principal
2. Dr. Sisir Chatterjee (Coordinator)
3. Dr. Arunima Biswas (Jt. Coordinator)
4. Dr. Sudhin Sinha
5. Mr. Sanat Kr. Purkait
6. Ms. Rukshana Irani
7. Dr. Madhumita Majumder


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8. Dr. Shakuntala Ghorai
9. Dr. Suvankar Ghosh Roychowdhury
10. Dr. Amitava Moitra
11. Dr. Payel Ghosh, NIRF Nodal Officer (Invitee)
12. Mr. Bidyut Saha (Invitee)
13. Mr. Manturam Purkait (Invitee)
14. Sri Saktipada Jana
15. Mr. Paritosh Bar

Resolution adopted

It is resolved that:

1. All departmental teachers and the office will study relevant NIRF and AISHE guidelines and prepare themselves for necessary assistance to NIRF Nodal Officer Dr. Payel Ghosh and AISHE Nodal Officer Dr. Arunima Biswas.
2. Dr. Sasabindu Jana, the Principal, will take charge of coordinating the collection and compilation of necessary information, aligning with the suggestions and guidelines provided by the DPI sectional in charge of the Government of West Bengal for the NAAC evaluation system.
3. The submission of AQAR 2021-22 will be timely, adhering to UGC-NAAC guidelines. The Principal will oversee the coordination with internal auditors to ensure early preparation and certification of the audited report for AQAR.
4. Dr. Sisir Chatterjee and Ms. Rukshana Irani will participate in mentoring workshop on NAAC Accreditation for colleges of South 24 Pgs in coming 9th January, 2023, Monday, as per schedule.
5. The IQAC has proposed the approval of AQAR and SSR Preparatory Team to the Governing Body, as endorsed by Dr. Arunima Biswas, Convener of the NAAC Steering Committee. The IQAC appreciates the

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Governing Body's efforts to authorize various policy documents developed by relevant sub-committees and expresses gratitude to Sri Sanat Kr. Purkait for ensuring proper arrangements and communication.

6. The IQAC expressed gratitude to both teaching and non-teaching members, acknowledging their coordination and mutual cooperation in ensuring the seamless implementation of CAS procedures in accordance with the norms set by DPI, Government of West Bengal. The IQAC extended best wishes to those undergoing the next level of promotion and pursuing academic advancements. Additionally, the IQAC conveyed thanks to Sri Sanat Kr. Purkait for efficiently coordinating the update of Service Books and Leave Register for all teaching and non-teaching staff during the contemporary period.
7. IQAC welcomed the arrangements and initiatives of the Examination Committee of Raidighi College for the upcoming University level odd semester examination and requested the Campus Development and Maintenance Committee to justify the requirements of overall basic amenities like drinking water, electricity, sanitation, canteen etc. accordingly.
8. It has been decided that the 2nd-year Annual Prize Distribution Ceremony for students who achieved ranks in the University of Calcutta Exams in 2022 (Humanities and Science), Best Sports Personalities (Male and Female) 2021-22, Green Volunteers (Male and Female) 2021-22, and any other awardees will be organized on the day of the college Nabin Baran/Social after the completion of the current odd semester examinations in 2022-23 within the stipulated period. Dr. Sisir Chatterjee, the IQAC Coordinator, will coordinate all arrangements following the previous year's guidelines under the guidance of Principal Dr. Sasabindu Jana. The esteemed chief guest for the event will be Dr. Alope Jaldata, MLA, Raidighi. The meeting ended by thanking the chair.

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Ref. No.:

Date:

IQAC Meeting 6 (4th Quarter)

28th March, 2023

(12 noon to 2.30 P.M.)

A meeting was arranged by IQAC on 28th March, 2023 from 12 noon at IQAC Room (1st Floor, AJC Bose Building), Raidighi College. The Principal presided over the session.


Agenda:

1. To confirm the resolution of the previous meeting.
2. Preparation and submission schedule of AQAR 2021-22 and SSR 2018-19 to 2022-23.
3. Review of infrastructural and academic challenges before the session 2023-24 and a preview of NEP-2020 related challenges in the 4 years degree course system.
4. Miscellaneous.

Members Present:

1. Dr. Sasabindu Jana, Principal
2. Dr. Sisir Chatterjee (Coordinator)
3. Dr. Arunima Biswas (Jt. Coordinator)
4. Mr. Sanat Kr. Purkait
5. Ms. Rukshana Irani
6. Dr. Madhumita Majumder
7. Dr. Shakuntala Ghorai
8. Dr. Suvankar Ghosh Roychowdhury


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9. Dr. Amitava Moitra
10. Prof. Bidyut Saha (Invitee)
11. Sri Saktipada Jana
12. Mr. Paritosh Bar

Resolution adopted

It is resolved that:

1. The IQAC will incorporate the insights and experiences gained during the 2022-23 session to provide a concise overview of decisions. The commendable performance of the IQAC in navigating the challenges of the post-COVID pandemic era was acknowledged across all sections of the college. There is an emphasis on reinforcing coordination and teamwork for greater success in the upcoming session of 2023-24. The IQAC anticipates a more supportive and consistent response from the College Governing Body in terms of actions taken.
2. IQAC analyzed the views of all sections of the college including IQAC members on the NAAC visit (2nd Cycle) to be held in 2023-24. The IQAC acknowledges the sentiments expressed by Principal Dr. Sasabindu Jana, emphasizing that the college will strictly adhere to the authentic path of the NAAC A&A system. Dr. Jana assures that the college is committed to achieving a fair assessment based on the true merits of its performance, without resorting to any shortcuts, hiring professional agents, or engaging in fraudulent practices to secure a specific grade such as A or A+. He underscores the importance of a genuine evaluation and notes that the college may attain a score reflective of its actual standing, whether it be B or C, depending on the circumstances. The College is prepared to accept the outcome without placing blame on any teaching or non-teaching staff. Dr. Jana appeals to all IQAC members to unite with a singular focus on organizing the SSR transparently and expresses readiness to face the consequences, whatever they may be.
3. IQAC shared its concern again and again for the pending financial audits as well as UGC's unresolved financial issues with the College. IQAC requested Principal Dr. Jana and other concerned Governing Body


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members to take immediate solution/action in this regard. All these issues should be resolved before the submission of AQAR 2021-22 and SSR (2018-19 to 2022-23) as well as DVV of 2nd Cycle NAAC.

4. The IQAC has urged Principal Dr. Jana to promptly communicate the matter concerning the ownership of land, building, and infrastructural development of Swami Vivekananda Bhawan to the Governing Body. This is to ensure that appropriate legal and administrative arrangements are made swiftly, aligning with the college's achievements and developments, in preparation for the 2nd Cycle NAAC assessment.
5. The IQAC expressed appreciation for the commendable initiatives undertaken by the Sub-Committees, Special Cells, and departments, especially the self-orientation activities aimed at adopting and generating knowledge about NEP-2020 and the newly introduced four-year degree course starting from the 2023-24 session, which brings new challenges and demands. The college authority perceives this as a 'New Challenging' endeavour, with the goal of better serving the students. The IQAC eagerly awaits observations and guidelines from the Governing Body to ensure the proper implementation of the four-year degree course. This includes the provision of justified infrastructure and an adequate number of teachers as per the requirements, fostering true academic sustainability at Raidighi College.
6. IQAC appreciates successful running of Certificate courses and training workshop and significant impact on our students. All the courses will continue in coming 2023-24 as per availability of students in different courses. We will also consider future scope of Certificate courses as per requirements.

The meeting ended by thanking the chair.

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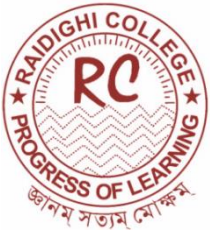
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IQAC ACTIONS TAKEN REPORT 2022-23

PLAN OF ACTION	ACHIEVEMENT/ OUTCOME
<ul style="list-style-type: none">Adaptation of post-COVID academic and administrative arrangements as per the guidelines of central and state governments and University of Calcutta.	<ul style="list-style-type: none">✓ The College has successfully arranged post-COVID even semesters exams as per the decisions of University of Calcutta syndicate (dated 3rd June, 2022) and associated academic arrangements as per the guidelines of Government of West Bengal and UGC to maintain safe and healthy COVID free Raidighi College campus.
<ul style="list-style-type: none">Regularization of odd semesters classes in campus and proper functioning of academic supportive system.	<ul style="list-style-type: none">✓ As per the advice of IQAC the newly elected Teachers' Council has decided on 17th June,2022 to continue classroom interactions with the physical presence of students maintaining standing protocol of safety and encourage all the concerned with community awareness message. From 8th August,2022 College Academic activities are as normal as pre-COVID scenario.
<ul style="list-style-type: none">IQAC planned to start reorientation and modernization of College Library	<ul style="list-style-type: none">✓ Restoration of upgraded infrastructural facilities, students' services were started by College according to the expert committee report given by 3 members visiting team on 16th September,2022 led by Prof Sabuj Kumar Chaudhuri, HOD, DLIS, University of Calcutta.
<ul style="list-style-type: none">IQAC planned to organize two holistic orientation program and SWOT analysis before 2nd Cycle of NAAC in 2023-24 session.	<ul style="list-style-type: none">✓ IQAC has successfully organized two very important and impressive Workshops and interactions with two eminent expertise working with UGC-NAAC; first one was Prof Swapna Banerjee, Director, IQAC, University of Calcutta on 20th September,2022 and Swami Shastrajnananda, NAAC advisory Committee

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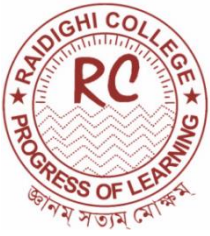
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	member and Secretary, Ramkrishna Mission Saradapitha, Belur on 1st December, 2022.
<ul style="list-style-type: none">IQAC planned to organize its annual AJC Bose Lecture, 2022-23 and inaugurate statue of Pandit Iswar Chandra Vidyasagar as Homage on His bicentennial birth anniversary.	<ul style="list-style-type: none">✓ Dr Debiprosad Duari, Director, Institute of Astronomy, Space and Earth Science has delivered 2022-23 Raidighi College Annual AJC Bose Memorial Lecture on 26th September, 2022 and Vidyasagar's Statue was also inaugurated by him in front of college Library. Hundreds of students, teachers, Non-teaching and local people were present at the ceremony.
<ul style="list-style-type: none">IQAC planned for an integrated workshop with other colleges and West Bengal Higher Education Council to organize a pathway for next level of NAAC A& A under new modalities.	<ul style="list-style-type: none">✓ Raidighi College and six other higher educational institutions has successfully organized 7 days workshops with the coordination of West Bengal Higher Education Council from 19th to 26th September, 2022 at Asanna Bhawan, Kolkata to refresh our thoughts and practices as per the dynamic changes as delivered by NAAC.
<ul style="list-style-type: none">Following the urgent requirements from College Governing Body IQAC planned to organize proposals and budget demands of all sub committees (Emergency Plan)	<ul style="list-style-type: none">✓ As per the urgent requirements from College Governing Body, IQAC has finalized specific proposals on academic, administrative and financial conduction and upgradation of Raidighi College following a series of interactions from 4th November, 2022 to 21st November, 2022 with various sub committees and recommendations were forward to Governing Body through College Principal.
<ul style="list-style-type: none">Submission of AISHE as per the understanding of ME, Government of India.	<ul style="list-style-type: none">✓ College has successfully submitted AISHE on 19th January, 2023 under the able coordination of AISHE Nodal Coordination Committee headed by Dr Arunima Biswas.
<ul style="list-style-type: none">IQAC planned to participate in NIRF 2023	<ul style="list-style-type: none">✓ College has successfully submitted NIRF documents on 6th January, 2023 under the able


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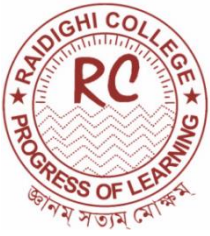
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	coordination of NIRF Nodal Steering Committee headed by Dr Payel Ghosh.
<ul style="list-style-type: none">IQAC planned to continue feedback system for all stakeholders like students, teachers, alumni, guardians for syllabus orientation and overall understanding	✓ Due to COVID pandemic lockdown there was a limited scope for direct contact in 2021-22 but in 2022-23 we are hopefully done better and still encouraging our students and other stakeholders for thoughtful response in this regard. It will take some more time to accustom with practice after a long psychological and functional gap.
<ul style="list-style-type: none">Promotional guidance to incumbent teachers and assistance for post-retirement benefits of teaching and non-teaching staff.	✓ Promotional papers of Dr Shakuntala Ghorai, Dr Madhumita Majumdar, Mr. Sanat Kumar Purkait, Dr Arvinda Shaw, Dr Payel Ghosh, Dr Amitava Moitra, Dr Suvankar Ghosh Roy Chowdhury, Mr Debashis Biswas were verified and completed all the procedures as per norms and submitted to West Bengal Education Directorate for necessary approval. Papers of Dr Sudhin Sinha of History, Dr Manab Kanti Baidya of Bengali, Dr Jahan Ali Purkait of History and Dr Hamid Iqbal of Political Science and Sri Barun Halder, Librarian are under process of next level promotion at the end of the session. IQAC is also monitored the post-retirement paper submission of Sri Gourhari Mandal, Education and Sri Utpal Dutta, Accountant and many others under process for promotional as well as retirement benefits.
<ul style="list-style-type: none">Environment Awareness Programs and Green Audit	✓ IQAC supported all the environmental awareness and sustainability programs, messages organized by Green Club under the able leadership of Dr Madhumita Majumdar, IQAC member. We are successfully completed our Green Audit for the Session 2022-23. We are presently working with Human Wave NGO, Hooghly (for 2022-25 as per MoU on 31st May, 2022) to ensure our College and surrounding plastic free with the help of our students and other community people. Raidighi


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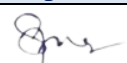


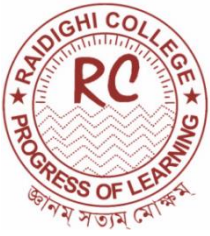
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	College Botany Department are now restored our medicinal plant garden after series of cyclonic disasters. For the first time IQAC awarded best male and female Green volunteers from our Green family. Except these there were series of awareness and motivational programs like photography competitions for students (open) on International Forest Day, 21st March, 2023 etc.
<ul style="list-style-type: none">Working with the plans and understanding as per the decisions of West Bengal Government NAAC Mentor Group	✓ IQAC of Raidighi College is officially coordinating with the West Bengal Government NAAC Mentor Group, South 24 Parganas from 3rd January, 2023.
<ul style="list-style-type: none">Gender Awareness Practices and Audit	✓ IQAC is always committed for gender equity and girl students' supportive programs. Our college is one of the successful college to achieve 'Kanyashree ' financial support scheme by Government of West Bengal to reach maximum number of students. As per the decisions of Women's Cell on 13th February, 2023 Gender Audit was organized considering the observations of IQAC and they also acknowledged the construction of new ladies toilets for girl students started from 4th February, 2023.
<ul style="list-style-type: none">Orientation on NEP and newly introduced 4 years degree course program and celebrations of India's Presidency in G20	✓ IQAC discussed the forms and implementation of NEP and newly introduced 4 years degree course preparation in almost all the IQAC meeting as subsequent subcommittee meetings in various angles as per the guidelines of UGC and DPI, Government of West Bengal from September, 2022 to February, 2023. IQAC is also happily shared the success of India's Presidency on G20 and its global impact to its stakeholders.
<ul style="list-style-type: none">Memorandum of Understanding with different Colleges and organizations	✓ IQAC is very much successful to organize new MoU and associated cooperative arrangements


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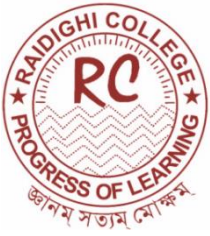
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	<p>with various Higher Educational Institutions like Narendrapur Ramkrishna Mission Residential College (on December, 2022), Budge Budge College (on April,2023) and continued old Academic cooperation with K.K. Das College, Kolkata, Maheshtala College, South 24 Parganas, Dinabandhu Andrews College, Kolkata, D.C. Halder College, South 24 Parganas etc for sharing plan of development and needful accessibility.</p>
<ul style="list-style-type: none">• Special initiatives for career-oriented guidance, empowerment and placement opportunities	<p>✓ This is the special drive of IQAC after post pandemic economic challenges in various layers of our society. Our Placement Cell under the able leadership of Dr Arunima Biswas also Convenor, NAAC Steering Committee organised the entire ecosystem in two parts. One is counselling of students and their families to overcome social taboos about quality of employment and the present challenges. It was slow but gradually progressive achievements because it is the hardest part of a rural College. Secondly, we organized few vocational courses collaboratively with Narendrapur Ramkrishna Mission Lokshiksha Parishad for both male and female students at the late 2022-23 session because of several hardships in this semester system. We are looking forward for better results in 2023-24.</p>
<ul style="list-style-type: none">• IQAC resolved to support and assist various Departmental programs, NSS activities, Day Observations, Seminars and Webinars by sub committees including Alumni Association organizing Committee throughout the entire Academic Year.	<p>✓ There were various Academic seminars, social message dissemination seminars and Day Observations supported and collaborated by IQAC in offline mode and very few in online mode from June 1, 2022 to May 31, 2023. Very memorable 1st Annual General Meeting of Alumni Organising Committee was held on 18th December, 2022 with the warmth participation of nearly 200 ex-students and staff.</p>

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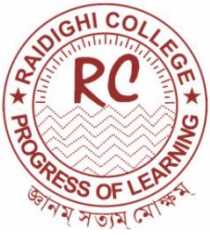
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✓ On 11th September, 2022 Our Food and Nutrition Department organised a workshop in nearby Krishnachandrapur High School to observe National Nutrition Month with local school going youths for more vibrant community message. Our 'Microbiology department organized Microbiology Literacy and Outreach Program' in collaboration with Microbiologists Society, India on 22nd September, 2022 for more awareness among students guardians and community after COVID challenges. On 20th December, 2022 Minority Welfare Cell of Raidighi College observed Minority Rights Day to share the legal and administrative scope and challenges of minority students in Higher Education. Special initiative was taken by College to observe Students Week from 2nd to 7th January, 2023 as per the order of West Bengal Government. Our NSS Unit 1 and 2 collectively organized Vivek-Yapan program on 9th January, 2023 to observe the 160th Birth Anniversary of Swami Vivekananda. Swami Ishteshanada, the Headmaster of Ramakrishna Mission Vidyalaya, Narendrapur was the esteemed speaker on the occasion. The Bengali Department observed bicentennial of prolific Poet Michael Madhusudan Dutta on 25th January, 2023 and on the same day Political Science Department observed National Voters Day to encourage students for citizens' rights. Raidighi College Geography students participated in National Level Namami Gange Project in Jadavpur University in 15th March, 2023 as our representatives. National Science Day, 28th February, 2023 was celebrated by Department of Chemistry and Zoology with very impressive Poster Competition for students. Department of Microbiology observed 8th March, 2023 International Women's Day on 'Gut Microbes and Women Health'. International Forest Day, 21st March, 2023 observed by Botany Department through plantation in college medicinal plant garden. On 11th April, 2023 World

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	<p>Health Day was observed by Food and Nutrition Department encouraging students to share their ideas for healthy living, 'Health for All-2023'. On 29th April, 2023 College Placement Cell and Microbiology department collectively organized an online lecture on 'Career scope in Bioscience', collaboration with MSI and lecture delivered by their respected President Prof A. Deshmukh. On 16th May, 2023, the Cultural Subcommittee with the assistance of IQAC organized the Annual Prize Distribution and a Cultural Event to commemorate the foundation day of the college. Raidighi College completed its 28th year on this day. On 30th May, 2023, the annual cultural event – the college social, along with Navin Baran, was organized successfully.</p>
<ul style="list-style-type: none">• Appeal for philanthropic support particularly for students' amenities	<ul style="list-style-type: none">✓ The esteemed business house P.C Chandra group of Kolkata donated Rs 99000 for drinking water facilities and several interactions are still going on particularly for Canteen and Common Room facilities.
<ul style="list-style-type: none">• Submission of AQAR 2021-22 as per UGC NAAC Guidelines and preparation of SSR from 2018-19 to 2022-23 period.	<ul style="list-style-type: none">✓ AQAR 2021-22 was successfully submitted on 01.07.2023, as per UGC NAAC Guidelines. The college is simultaneously preparing itself to compose the SSR for the period from 2018-19 to 2022-23.

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