



RAIDIGHI COLLEGE

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

Phone No. (03218) 358-262

Website – www.raidighicollege.in

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



Five Years Reports of the Internal Examinations Committee, Raidighi College :

2018-2023 Sessions

The Internal Examination Committee aims to conduct all the internal examinations smoothly held in College including the practical examinations. The proper arrangement of the said examinations, their continuous assessment, preparation of award list and uploading of the marks following the guidelines of the University of Calcutta etc. are kept under the duties and responsibilities of the Internal Examination Committee (henceforth IEC). The IEC is also always active in redressing all grievances or complaints, if informed or submitted, regarding the internal examinations.

Minutes of Meeting :

Session: 2018-2019

Even Semester :

A general meeting was held of the Internal Examination Committee (IEC) dated November 12, 2018, in the room of Examination Cell of Raidighi College at 2.00.PM on the following subjects :

- *1) Internal Assessment (henceforth I A) and Tutorials, Practicals(G) of Semester -1Odd Semester (CBCS)
- 2) Test Examinations of part 3 & 2 students under the (1+1+1) system.
- 3) Miscellaneous.

*Members & Members present:

- 1) Dr. Sasabindu Jana, Chairman
- 2) Dr. Jahan Ali Purkait, Convener
- 3) Professor Sankar Kumar Santra, Dy. Convener
- 4) Professor Manas Gayen
- 5) Professor Ashraful Alam
- 6) Professor Sk. Abul Qasem
- 7) Professor Chandra Baidya
- 8) Professor Rames Chandra Das
- 9) Dr. Hamid Iqbal



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10) Professor Moloy Mandal

11) Professor Dibyendu Saha

12) Mr. Netaji Halder.

***Resolutions Adopted:**

1. All the IEs. (IA, TU/Pracs., Test exams.) would be conducted and completed following the guidelines of the University of Calcutta.
1. Proper arrangement for all IEs. would be confirmed.
2. Assistance to the Departments would be provided for conducting the IEs.
- 3) Invigilators, if required would be supplied to the Departments under the management of the IEC.
- 4) Assessments, uploading the marks and their preservation would be made as instructions of the University.
- 5) Documentation of the IEs. and departmentally reports are to be made and sent to the IEC as soon as the concerned examinations are over.



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Odd Semester :

*A meeting of IEC was held on the 2nd April, 2019 at 2.00 PM at the room of IEC to discuss and decide on the following :

1. Review reports of different departments on the conduction and evaluation of the last University examinations in the College.
2. Preparation of 2nd Semester Internal Assessment and Tutorials including Environmental Studies.
3. Role of IEC in CIE(College Internal Evaluation)
4. Miscellaneous

*Members Present:

- 1) Dr. Jahan Ali Purkait
- 2) Professor Sankar Kumar Santra
- 3) Professor Manas Gayen
- 4) Professor Ashraful Alam
- 5) Professor Chandra Baidya
- 6) Dr. Hamid Iqbal
- 7) Professor Abul Qasem
- 8) Professor Dibyendu Saha

Resolutions Adopted :

1. Required invigilators with invigilation Duty Lists for the aforesaid major departments are to be ensured.
2. Special management is to be deployed for the AECC- compulsory courses viz. Bengali, Environmental Studies.
3. The IEC would play the following roles:
 - A) notifying for IEs.
 - B) inviting questions from the concerned departments within a specific date
 - C) printing and delivering them
 - D) Reminding to complete the assessment and uploading within the deadline given by the University.



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E) Receiving detailed reports of the said examinations from Departments

F) making a coordinative and collaborative relationship between the IEC and Departments to conduct and complete the same as per University guidelines.

*Annual Action Taken Reports:

All the departments smoothly conducted and completed the IA, TU/ Pracs. and Test examinations and completed all sorts of assessments within the stipulated deadline of date. Required invigilators were provided at the IEs. to the departments having major students viz. Bengali, History, Political Science, Education. Printed question papers were also arranged for the general students of the said departments. The first IAs/ Tus/ Pracs. of CBCS ended successfully on the whole despite its experimentative phase in the Odd Semester. The gaps found were filled up in subsequent phases with planned and skilled management of the IEC. All the faculties and Office workers together played a united and mutual role in successfully conducting and completing the said examinations. No complaint regarding the IEs. was informed to the IEC.



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*Minutes of Meeting :

Session: 2019-2020

Even Semester :

A meeting of the Internal Examination Cell was held on September 23, 2019, at 2.00 PM in the room of the Examination Cell, Raidighi College on the following subjects :

1. Arrangement of Internal assessment, Tutorials and Practicals (G) of Even Semester ;
2. Arrangement of Part-III Test Exams. in all Departments ;
3. Marks uploading in the University Portal
4. Miscellaneous

Members Present :

1. Dr. Jahan Ali Purkait
2. Prof. Sankar Kr Santra
3. Dr Hamid Iqbal
4. Prof. Dibyendu Saha
5. Prof. Ashraful Alam
6. Prof. Abul Qasem
7. Prof. Chandra Baidya
8. Prof. Manas Gayen
9. Prof.Moloy Mondal

*Resolutions adopted :

1. All the internal, tutorial and practical (G) examinations of the Even Semester would happen as soon as the Puja vacation was over;
2. Part-III Test Examinations will be held in late December 2019 and early January 2020;
3. The IEC would play the role as did in the last exams. viz. notifying the IEs., receiving the questions (G) from the Departments of Bengali, History, Political Sc. & Education and printing them.
4. Mutual collaboration among the faculties of a Department with respect of specially uploading the marks in the University portal was solicited.



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5. Details reports of the said examinations from all the Departments were to be sent as soon as the exams were over.



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Odd Semester :

A virtual meeting through the Google Meet platform was held on May 30, 2020, at 3.00 PM to discuss and decide on the following agenda:

1. Online arrangement of examinations due to the Covid Pandemic ;
2. Online evaluation and marks uploading ;
3. Online orientation of the students on the virtual examination system along with the awareness of the COVID-19 pandemic.
4. Miscellaneous

Members Present :

1. Dr. Sasabindu Jana
2. Dr.Jahan Ali Purkait
3. Dr Hamid Iqbal
4. Prof. Sankar Kr Santra
5. Prof.Dibyendu Saha
6. Prof. Chandra Baidya
7. Prof. Manas Gayen
8. Prof. Rames Chandra Das
9. Prof. Ashraful Alam
10. Prof. Abul Qasem
11. Mr. Netaji Halder

***Resolutions Adopted :**

1. All the examinations would be organised in Online mode following the instructions of the University of Calcutta.
2. The College ICT and E-communication mechanism would act as the code of communication and examinations.
3. The students would be made aware of the pros. and cons. of the online examination system.



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4. Mutual understanding and collaboration among the members of the IEC in particular and faculties, in general, would make it stronger to successfully conduct and complete the whole examination combating the COVID situation.

*Annual Action Taken Report :

All types of Internal Examinations including the practicals were smoothly conducted and completed virtually through the College ICT and communication mechanism following the instructions from the University of Calcutta. Despite some limitations, students' participation in the exams. and performance was quite satisfactory because of the repeated online training they got from the concerned departments. Marks obtained by the students were also uploaded in due time. All the departments prepared the reports of the examination and sent them to the IEC. Some problems faced by the students due to the internet as well as technical errors in respect of answer script submission were duly solved. No complaint was lodged from the end of the students.



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Minutes of Meeting

Session:2020-2021

Even Semester

An Online meeting was arranged by the IEC dated 28/08/2020 at 8.00 PM to discuss the agenda as follows :

1. To conduct Part-I, II & III examinations.
2. Plan to upload the marks of Environmental studies.
3. Completion of CBCS examinations
4. To increase coordination and activeness among the faculties
5. Miscellaneous

*Members Present

1. Dr Jahan Ali Purkait
2. Prof. Sankar Kr Santra
3. Prof. Manas Gayen
4. Prof. Ashraful Alam
5. Prof. Chandra Baidya
6. Prof. Abul Qasem
7. Prof. Dibyendu Saha
8. Dr Hamid Iqbal

*Resolutions Adopted

1. Part-III Hons. & Gen. examinations would be arranged in September and the Part-I & II would be in December 2020.
2. Uploading the marks of environmental studies would be made within December '20.
3. Conduction and completion of CBCS examinations would be made as per instructions by the University of Calcutta.
4. Coordination and collaboration among the faculties needed to be increased.



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5. Extensive E-communication with the students was to be made and all sorts of academic assistance were to be ensured to them.



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* Odd Semester

A virtual meeting through the Google Meet platform, of the IEC was called on the 22nd February, 2021 at 7.00 PM to discuss and decide on the following issues :

1. Review of the C.U. examination guidelines for both CBCS and 1+1+1 systems.
2. Conduction of examinations.
3. Miscellaneous

Members present :

1. Dr. Jahan Ali Purkait
2. Dr Hamid Iqbal
3. Prof. Abul Qasem
4. Prof. Moloy Mondal
5. Prof. Chandra Baidya
6. Prof. Dibyendu Saha
7. Mr. Netaji Halder

* Resolutions Adopted:

1. Reformed guidelines for examinations by the CU would be followed.
2. Odd semester examinations will be held within the third week of March 2021
3. Students ' interests in this respect would be prioritised above all.

*Annual Action Taken Report :

Amidst the adverse situation of Covid reign, all the aforesaid examinations were conducted and completed in due time successfully following the new guidelines of the University of Calcutta. Instructions from the University on the points of setting up questions, assessment, uploading of marks etc. were strictly followed by the College. An online helpline was opened in view to facilitate the students in respect of examinations. All the faculties did their best in the whole examination system of the time. The IEC did not find any grievance from the end of the learners but rather cooperation and support.



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Session: 2021-2022

Even Semester

The Internal Examination Cell organised an Online meeting on July 10, 2021, to discuss the subjects as follows :

1. Arrangement of Even Semester IAs.Tus.,Pracs.(G) and University Theory & Practicals;
2. Arrangement of Question Bank for students
3. Uploading the Marks of 6th Semester
4. Miscellaneous

Members present:

1. Dr Sasabindu Jana
2. Dr Jahan Ali Purkait
3. Dr Hamid Iqbal
4. Prof. Dibyendu Saha
5. Prof. Sankar Kr Santra
6. Prof. Chandra Baidya
7. Prof. Rames Chandra Das
8. Prof. Ashraful Alam
9. Prof. Abul Qasem
10. Prof. Manas Gayen

***Resolutions Adopted:**

1. The IAs., TUs.Pracs. (G) examinations would be arranged.
2. Theory and Practical exams. of the University would also be arranged as per guidelines.
3. Questions Bank would be prepared as per guidelines by BoS of the University.
4. Marks of 6 th Semester were to be uploaded within the middle of August 2021
5. Coordination among faculties was to be made stronger in all respects of exam affairs.



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***Odd Semester:**

A virtual meeting of the Internal Examination Cell was held on the 13th January 2022 at 7.00 PM on the following agenda:

1. To conduct the University Odd Semester Examinations ;
2. To upload the questions before exams.
3. To upload the concerned marks in due time
4. Miscellaneous

***Members present:**

1. Dr. Jahan Ali Purkait
2. Prof. Sankar Kr Santra
3. Prof. Manas Gayen
4. Dr Hamid Iqbal
5. Prof. Ashraful Alam
6. Prof. Abul Qasem
7. Prof. Chandra Baidya
8. Prof. Rames Chandra Das
9. Prof. Dibyendu Saha

*** Resolutions Adopted:**

1. All the examinations of Odd Semester would be arranged following the guidelines of Calcutta University.
2. Official support system in respect of uploading the question papers before exams.was to be ensured.
3. Marks to be uploaded in due time
4. The examination mechanism system was to be strengthened and developed.
5. A member of the IEC was to be placed as Observer to observe the whole affairs of the examinations.



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* Annual Action Taken Report :

The IEC successfully conducted all the semesterial and yearly examinations as per guidelines of the University of Calcutta and very tactfully completed the same in due time. The Departments prepared the question bank for their students and that was supplied to the students in due time. To ascertain and ensure the uploading of marks as per University instructions, coordination and collaboration among the faculties were strengthened. The students were frequently communicated for their assignments and assistance from the end the both IEC and faculties. Placing an Observer to look after the whole examination system increased the strength of coordination and collaboration among the faculties, which helped to overcome all the difficulties of virtual examination system faced especially the rural Colleges. The continuous efforts by the faculties to make the examination system smoother and more suitable, perhaps, led to no complaints from the examinees.



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Session: 2022-2023

Even Semester

A meeting of the Internal Examination Cell was held on the 4th June 2022 the room of the Examination Cell at 2.00 PM to discuss and decide on the following points :

1. Conducting the Even Semesters (2,4&6) Examinations in Online mode.
2. Arranging of Part-III examinations.
3. Issues related to submission of marks & coordination with HEs.
4. Miscellaneous

Members Present :

1. Dr Sasabindu Jana
2. Dr Jahan Ali Purkait
3. Dr Hamid Iqbal
4. Prof. Sankar Kr Santra
5. Prof Ashraful Alam
6. Prof Abul Qasem
7. Prof. Manas Gayen
8. Prof. Chandra Baidya
9. Prof. Rames Chandra Das
10. Mr. Netaji Halder

*** Resolutions Adopted:**

1. As per the CU guidelines dated June 3, 2022, the Even Semester Examinations will be conducted.
2. Part-III examinations would follow as instructions.
3. Arrangements for examination for the remaining students in the Departments would also be made.
4. Properly submission of marks in due time and coordination with the concerned HEs. would be ensured.



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Odd Semester

The Internal Examination Cell sat for a meeting on the 2nd January of 2023 at the Examination Cell Room at 3.00 P to discuss the following subjects :

1. To review the Internal Assessment, Tutorials and Practical (G) Examinations of Odd Semesters ;
2. To review the campus-based classroom examination after the COVID restrictions were slugged.
3. To ensure departmental coordination for engaging the students for examinations.
4. To look into the College infrastructure for campus examination and evaluation
5. Miscellaneous

Members present :

1. Dr. Sasabindu Jana
2. Dr Jahan Ali Purkait
3. Dr Hamid Iqbal
4. Prof. Sankar Kr Santra
5. Prof. Dibyendu Saha
6. Prof Ashraful Alam
7. Prof. Abul Qasem
8. Prof. Chandra Baidya
9. Prof. Moloy Mondal
10. Mr. Netaji Halder

* Resolutions adopted

1. The management of the IEC needed to be strengthened.
2. It would conduct the campus-based examinations for the time to come.
3. Orientation of the students for on-campus examination would be made.
4. College infrastructure for conducting the on-campus examination would be prepared.
5. Departmental coordination needs to be increased



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6. Documentation and detailed reports of the examinations from the Department s are to be made and sent to the IEC in due time.

Annual Action Taken Report :

The Internal Examination Cell tried its best to perform duties and responsibilities in the concerned area combating mostly the adverse situations of the Covid pandemic. It organised extensive awareness and orientation among the students to make them sit for examinations as much as possible. This particular academic session was a juncture between the virtual and physical system of examination as well as learning. In other words, the shift of examination system from the ICT base to the Campus base during this academic phase was a remarkable feature of the time that both of them skillfully faced by both the teachers and learners. After the restrictions of Covid were over, the College campus was sterilized and prepared to welcome the learners as well as examinees to physically sit for examinations in the classrooms. The additional but required infrastructure of the College was made for reinstating its physical activities. The coordination and collaboration from all categories of staff in the College acted behind the success and achievement in all sorts of activities of the Internal Examination Cell for so long.



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