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

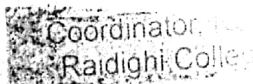|	
harvesting system and to look for possible sponsors	through generous donations
Proposed to introduce online feedback system from stakeholders	Implemented. Feedback have been taken through Google forms, analyzed, placed before GB and new resolutions adopted to address limitations
As part of Silver Jubilee celebration (starting May 16th, 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.

Signature of IQAC co-ordinator

Coordinator, IQAC
Raidighi College

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.

19.3.19.

Signature of IQAC co-ordinator

Coordinator, IQAC,
Raidighi College.

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.

29.4.19.

Signature of IQAC co-ordinator
Coordinator IQAC
Raidighi College

Signature of Principal
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.
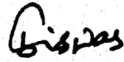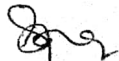
Members present:

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.

4.6.19.
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
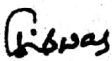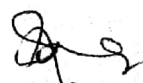2. To briefly discuss SSS, IIQA, SSR related to NAAC

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.

Biswas 30.6.19

Signature of IQAC co-ordinator
Coordinator, IQAC
Raidighi College

Signature of Principal
PRINCIPAL
RAIDIGHI COLLEGE