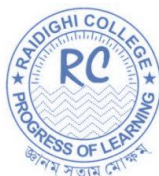




IQAC ACTION TAKEN REPORT: 2020-21

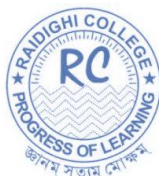
Plan of Action	Achievements/Outcomes
Implementation of G suite for Education to facilitate ICT and LMS based teaching, learning and evaluation practices.	<ul style="list-style-type: none"> Adopted in December, 2020 which made collaboration and sharing easier and effective.
To ensure safety in this pandemic 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:

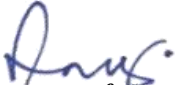
1. Dr. Arunima Biswas and Dr. Amitava Moitra will coordinate to address NAAC's observation and submit the edited/corrected AQAR 2019-20 within stipulated time.
2. The suggestions and perspectives of the IQAC members will be incorporated.
3. Orientation programs will be organized for both teaching and 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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