



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



MINUTES OF THE MEETING

RIGHT TO INFORMATION CELL (Session 2018-2019) R.T.I

Meeting No: 1

The meeting of the College level R.T.I was held on 27th May, 2019 at 12 Noon in the S.R. Basu Memorial Hall of college.

The following members and invitees were present:

Sl. No.	Name	Position held	Contact No	Email ID
1	Dr Sasabindu Jana	1st Appellate Authority, Principal	9831766135	sasabindujana@gmail.com
2	Mr. Bidyut Saha	Information Officer	8240619868	saha.bidyut75@gmail.com
3	Mr. Sanat Kumar Purkait	Deputy Information Officer	9433840729	sanatkumar05geog@gmail.com
4	Ms. Rukshana Irani	Deputy Information Officer	7439335218	rukshana9@gmail.com

Meeting Details and Resolutions Adopted:

1. At the outset, Chairperson welcomed all the members and invitees of the committee and explained the issues and relevance of the meeting.
2. Follow up of issues from previous meeting
 - a) Confirmation of last meeting minutes by the members/ permanent invitees of the committee.
 - b) Awareness Posters and boards are displayed in college campus satisfactorily.
3. Review of Current session:
 - a) No of RTI complaints/ suggestions received (verbal/ written/ digital): NIL
 - b) It is resolved that RTI Cell will participate in orientation program of 1st Semester (new) students annually organized by college authority in beginning of every session with the message of their rights and duties (as per RTI Act) as most important stakeholder of this institution.



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




- c) The cell will continue regular monitoring in the receiving section of college office as well as College digital platforms to check if any RTI related queries, complaints, suggestions are received in any form of communication.
- d) College Principal Dr Sasabindu Jana will continue institutional communication/ interactions with DPI, Government of West Bengal in this regard.


Signature of the Principal
PRINCIPAL
RAIDIGHI COLLEGE
SOUTH 24 PARGANAS

Action Taken Report:

As per Action Taken Report is concerned the cell noted that no complaints or suggestions has been received from any stakeholders till date. It was emphasized in order to create awareness and sensitization among the stakeholders, it is essential to orient our students as well as their guardians from ground level that is departmental classes or at the time of Parent-teachers meeting.




Signature of the Principal
PRINCIPAL
RAIDIGHI COLLEGE
SOUTH 24 PARGANAS



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



MINUTES OF THE MEETING

RIGHT TO INFORMATION CELL (Session 2019 - 2020) R.T.I

Meeting No: 2

The meeting of the College level R.T.I was held on 14th March, 2020 at 11 am in the S.R. Basu Memorial Hall of college.

The following members and invitees were present:

Sl. No.	Name	Position held	Contact No	Email ID
1	Dr Sasabindu Jana	1st Appellate Authority, Principal	9831766135	sasabindujana@gmail.com
2	Mr. Bidyut Saha	Information Officer	8240619868	saha.bidyut75@gmail.com
3	Mr. Sanat Kumar Purkait	Deputy Information Officer	9433840729	sanatkumar05geog@gmail.com
4	Ms. Rukshana Irana	Deputy Information Officer	7439335218	rukshana9@gmail.com

Meeting Details and Resolutions Adopted:

1. At the outset, Chairperson welcomed all the members and invitees of the committee and explained the issues and relevance of the meeting.
2. Follow up of issues from previous meeting
 - a) Confirmation of last meeting minutes by the members/ permanent invitees of the committee.
 - b) Awareness Posters and boards are displayed in college campus satisfactorily.
3. Review of Current session:
 - a) No of RTI complaints/ suggestions received (verbal/ written/ digital): NIL
 - b) It is resolved that RTI Cell will participate in orientation program of 1st Semester (new) students annually organized by college authority in



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




beginning of every session with the message of their rights and duties (as per RTI Act) as most important stakeholder of this institution.

- c) The cell will continue regular monitoring in the receiving section of college office as well as College digital platforms to check if any RTI related queries, complaints, suggestions are received in any form of communication.
- d) College Principal Dr Sasabindu Jana will continue institutional communication/ interactions with DPI, Government of West Bengal in this regard.

As Government of West Bengal is announced COVID pandemic lockdown from today, 14th March, 2020 the Cell is ready to conduct its duties in e-communications and other digital platforms as per requirements. We are looking forward for government's intimation about the future course of action.

The meeting is ended with vote of thanks to the chair.


Signature of the Principal

PRINCIPAL
RAIDIGHI COLLEGE
SOUTH 24 PARGANAS

Action Taken Report:

As per Action Taken Report is concerned the cell noted that no complaints or suggestions has been received from any stakeholders till date. It was emphasized in order to create awareness and sensitization among the stakeholders, it is essential to orient our students as well as their guardians from ground level that is departmental classes or at the time of Parent-teachers meeting.




Signature of the Principal

PRINCIPAL
RAIDIGHI COLLEGE
SOUTH 24 PARGANAS



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



MINUTES OF THE MEETING

Meeting No: 3

RIGHT TO INFORMATION CELL (Session 2020-2021) R.T.I

The meeting of the College level R.T.I was held on 4th December, 2021 at 2 P.M. in the Principal's chamber of college.

The following members and invitees were present:

Sl. No.	Name	Position held	Contact No	Email ID
1	Dr Sasabindu Jana	1st Appellate Authority, Principal	9831766135	sasabindujana@gmail.com
2	Dr Sisir Chatterjee	Information Officer IQAC Coordinator	9433603681	sisirchatterjeegeo@gmail.com
3	Mr. Sanat Kumar Purkait	(Permanent Invitee), Bursar	9433840729	sanatkumar05geog@gmail.com
4	Sri Saktipada Jana	(Permanent Invitee), Head Clerk	7557045651	saktipadajana67@gmail.com

Meeting Details and Resolutions Adopted:

1. At the outset Chairperson and Principal of the College Dr Sasabindu Jana welcomed all the members and permanent invitees of the committee. He informed that as per the guidelines issued by RTI Act, 2005, all the educational institutions must represent Right to Information Cell and in this context the committee has been set obeying the directives of DPI, Government of West Bengal.
2. The Cell acknowledged the fact that normal campus activities related with RTI Act was suspended in 2019-20, 2020-21 and 2021-22 partially/fully due to COVID pandemic lockdown.
3. The Committee has discussions at length and the following Resolutions were made
 - a) The immediate task of the cell is to arrange proper display of information boards in College campus and updated website with latest information on RTI Cell of the College
 - b) Verification of RTI issues received by College Authority till date, if any (including COVID pandemic affected 2020-21 session also): NIL



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



- c) It was suggested to arrange orientation program after the withdrawal of COVID pandemic restrictions to sensitize them on RTI Cell
 - d) It was also suggested that College Principal should Consult government authorities in DPI for necessary guidelines on the conduction of the cell
4. Issues and points that need to be addressed in the next meeting.
 5. Keep a regular track with office and accounts administration, to check if any RTI related issues, complaints, suggestions, observations are received in office receiving counter, e-mail or verbal to authority.

The Chairperson conveyed thanks to the members and permanent invitees for attending the meeting and the members/ invitees agreed that the cell will meet at least one in a year on a regular basis or more than one, if need arise.

The meeting ended with vote of thanks to the chair.


Principal's Signature
PRINCIPAL
RAIDIGHI COLLEGE
SOUTH 24 PARGANA

Action Taken Report:

As per Action Taken Report is concerned the cell noted that no complaints or suggestions has been received from any stakeholders till date. It was emphasized in order to create awareness and sensitization among the stakeholders, it is essential to orient our students as well as their guardians from ground level that is departmental classes or at the time of Parent-teachers meeting.


Principal's Signature
PRINCIPAL
RAIDIGHI COLLEGE
SOUTH 24 PARGANA





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



MINUTES OF THE MEETING

Meeting No: 4

RIGHT TO INFORMATION CELL (Session 2021-2022) R.T.I

The meeting of the College level R.T.I was held on 18th May, 2022 at 1:30 P.M. in the Principal's chamber of college.

The following members and invitees were present:

Sl. No.	Name	Position held	Contact No	Email ID
1	Dr Sasabindu Jana	1st Appellate Authority, Principal	9831766135	sasabindujana@gmail.com
2	Dr Sisir Chatterjee	Information Officer IQAC Coordinator	9433603681	sisirchatterjeegeo@gmail.com
3	Mr Sanat Kumar Purkait	(Permanent Invitee), Bursar	9433840729	sanatkumar05geog@gmail.com
4	Sri Saktipada Jana	(Permanent Invitee), Head Clerk	7557045651	saktipadajana67@gmail.com

Meeting Details and Resolutions Adopted:

1. At the outset Chairperson and Principal of the College Dr Sasabindu Jana welcomed all the members and permanent invitees of the committee. He informed that as per the guidelines issued by RTI Act, 2005, all the educational institutions must represent Right to Information Cell and in this context the committee has been set obeying the directives of DPI, Government of West Bengal.
2. The Cell acknowledged the fact that normal campus activities related with RTI Act was suspended in 2019-20, 2020-21 and 2021-22 partially/fully due to COVID pandemic lockdown.
3. The Committee has discussions at length and the following Resolutions were made
 - a) The immediate task of the cell is to arrange proper display of information boards in College campus and updated website with latest information on RTI Cell of the College
 - b) Verification of RTI issues received by College Authority till date, if any (including COVID pandemic affected 2020-21 session also): NIL



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



- c) It was suggested to arrange orientation program after the withdrawal of COVID pandemic restrictions to sensitize them on RTI Cell
 - d) It was also suggested that College Principal should Consult government authorities in DPI for necessary guidelines on the conduction of the cell
4. Issues and points that need to be addressed in the next meeting.
 5. Keep a regular track with office and accounts administration, to check if any RTI related issues, complaints, suggestions, observations are received in office receiving counter, e-mail or verbal to authority.

The Chairperson conveyed thanks to the members and permanent invitees for attending the meeting and the members/ invitees agreed that the cell will meet at least one in a year on a regular basis or more than one, if need arise.

The meeting ended with vote of thanks to the chair.


Principal's Signature

PRINCIPAL
RAIDIGHI COLLEGE
SOUTH 24 PARGANAS

Action Taken Report:

As per Action Taken Report is concerned the cell noted that no complaints or suggestions has been received from any stakeholders till date. It was emphasized in order to create awareness and sensitization among the stakeholders, it is essential to orient our students as well as their guardians from ground level that is departmental classes or at the time of Parent-teachers meeting.




Principal's Signature

PRINCIPAL
RAIDIGHI COLLEGE
SOUTH 24 PARGANAS



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



MINUTES OF THE MEETING

Meeting No: 5

RIGHT TO INFORMATION CELL (Session 2022-2023) R.T.I

The meeting of the College level R.T.I was held on 25th May, 2023 at 2 P.M. in the Principal's chamber of college.

The following members and invitees were present:

Sl. No.	Name	Position held	Contact No	Email ID
1	Dr Sasabindu Jana	1st Appellate Authority, Principal	9831766135	sasabindujana@gmail.com
2	Dr Sisir Chatterjee	Information Officer IQAC Coordinator	9433603681	sisirchatterjeegeo@gmail.com
3	Mr. Sanat Kumar Purkait	(Permanent Invitee), Bursar	9433840729	sanatkumar05geog@gmail.com
4	Sri Saktipada Jana	(Permanent Invitee), Head Clerk	7557045651	saktipadajana67@gmail.com

Meeting Details and Resolutions Adopted:

1. At the outset Chairperson and Principal of the College Dr Sasabindu Jana welcomed all the members and permanent invitees of the committee. He informed that as per the guidelines issued by RTI Act, 2005, all the educational institutions must represent Right to Information Cell and in this context the committee has been set obeying the directives of DPI, Government of West Bengal.
2. The Cell acknowledged the fact that normal campus activities related with RTI Act was suspended in 2019-20, 2020-21 and 2021-22 partially/fully due to COVID pandemic lockdown.
3. The Committee has discussions at length and the following Resolutions were made
 - a) The immediate task of the cell is to arrange proper display of information boards in College campus and updated website with latest information on RTI Cell of the College



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



- b) Verification of RTI issues received by College Authority till date, if any (including COVID pandemic affected 2020-21 session also): NIL
 - c) It was suggested to arrange orientation program after the withdrawal of COVID pandemic restrictions to sensitize them on RTI Cell
 - d) It was also suggested that College Principal should Consult government authorities in DPI for necessary guidelines on the conduction of the cell
4. Issues and points that need to be addressed in the next meeting.
 5. Keep a regular track with office and accounts administration, to check if any RTI related issues, complaints, suggestions, observations are received in office receiving counter, e-mail or verbal to authority.

The Chairperson conveyed thanks to the members and permanent invitees for attending the meeting and the members/ invitees agreed that the cell will meet at least one in a year on a regular basis or more than one, if need arise.

The meeting ended with vote of thanks to the chair.


Principal's Signature
PRINCIPAL
RAIDIGHI COLLEGE
SOUTH 24 PARGANA

Action Taken Report:

As per Action Taken Report is concerned the cell noted that no complaints or suggestions has been received from any stakeholders till date. It was emphasized in order to create awareness and sensitization among the stakeholders, it is essential to orient our students as well as their guardians from ground level that is departmental classes or at the time of Parent-teachers meeting.




Principal's Signature
PRINCIPAL
RAIDIGHI COLLEGE
SOUTH 24 PARGANA



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



MINUTES OF THE MEETING

Meeting No: 6

RIGHT TO INFORMATION CELL (Session 2023-2024) R.T.I

The meeting of the College level R.T.I was held on 13th May, 2024 at 12 Noon in the Principal's chamber of college.

The following members and invitees were present:

Sl. No.	Name	Position held	Contact No	Email ID
1	Dr Sasabindu Jana	1st Appellate Authority, Principal	9831766135	sasabindujana@gmail.com
2	Dr Sisir Chatterjee	Information Officer IQAC Coordinator	9433603681	sisirchatterjeegeo@gmail.com
3	Mr. Sanat Kumar Purkait	(Permanent Invitee), Bursar	9433840729	sanatkumar05geog@gmail.com
4	Sri Saktipada Jana	(Permanent Invitee), Head Clerk	7557045651	saktipadajana67@gmail.com

Meeting Details and Resolutions Adopted:

1. At the outset Chairperson and Principal of the College Dr Sasabindu Jana welcomed all the members and permanent invitees of the committee. He informed that as per the guidelines issued by RTI Act, 2005, all the educational institutions must represent Right to Information Cell and in this context the committee has been set obeying the directives of DPI, Government of West Bengal.
2. The Cell acknowledged the fact that normal campus activities related with RTI Act was suspended in 2019-20, 2020-21 and 2021-22 partially/fully due to COVID pandemic lockdown.
3. The Committee has discussions at length and the following Resolutions were made
 - a) The immediate task of the cell is to arrange proper display of information boards in College campus and updated website with latest information on RTI Cell of the College
 - b) Verification of RTI issues received by College Authority till date, if any (including COVID pandemic affected 2020-21 session also): NIL
 - c) It was suggested to arrange orientation program after the withdrawal of COVID pandemic restrictions to sensitize them on RTI Cell



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



- d) It was also suggested that College Principal should Consult government authorities in DPI for necessary guidelines on the conduction of the cell
4. Issues and points that need to be addressed in the next meeting.
 5. Keep a regular track with office and accounts administration, to check if any RTI related issues, complaints, suggestions, observations are received in office receiving counter, e-mail or verbal to authority.

The Chairperson conveyed thanks to the members and permanent invitees for attending the meeting and the members/ invitees agreed that the cell will meet at least one in a year on a regular basis or more than one, if need arise.

The meeting ended with vote of thanks to the chair.

Principal's Signature

PRINCIPAL
RAIDIGHI COLLEGE
SOUTH 24 PARGANAS

Action Taken Report:

As per Action Taken Report is concerned the cell noted that no complaints or suggestions has been received from any stakeholders till date. It was emphasized in order to create awareness and sensitization among the stakeholders, it is essential to orient our students as well as their guardians from ground level that is departmental classes or at the time of Parent-teachers meeting.



Principal's Signature

PRINCIPAL
RAIDIGHI COLLEGE
SOUTH 24 PARGANAS