

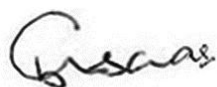


## IQAC Action taken Report ~ 2019-20

<b>Plan of Action</b>	<b>Achievements/Outcomes</b>
<p>To open a study centre of <b>Netaji Subhas Open University</b> 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, (<a href="http://www.wbnsou.ac.in/">http://www.wbnsou.ac.in/</a>), is the sole state open university of West Bengal and the largest one in India which is recognized both by the <b>University Grants Commission</b> and <b>Distance Education Council</b> 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><b><u>Courses offered:</u></b></p> <ul style="list-style-type: none"> <li>• PG Degree in Bengali, English, Education, History, Political Science, Geography, Social Work.</li> <li>• Second Degree in Library and Information Science (BLIS)</li> </ul>
<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 Dhruvo 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"> <li>• Organized “<b>Save Water Campaign</b>” — 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.</li> <li>• 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.</li> <li>• Organized a community awareness program in collaboration with Dept. of Microbiology, on “<b>Say No to Plastics</b>”, inspired by Ministry of Human Resource Development, Govt. of India, on 27th September, 2019.</li> <li>• 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 ‘<b>The Magical Mangroves: Biodiversity and Challenges</b>’, on 24<sup>th</sup> June 2020, as</li> </ul>

	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 <sup>th</sup> , 2019 to May 16 <sup>th</sup> , 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).



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## **IQAC Meeting Minutes**

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

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IQAC Meeting 1 (internal):

**1st July, 2019**

(11.30a.m.-12.30pm)

A meeting of the IQAC took place on 1<sup>st</sup> 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.

  
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IQAC Meeting 2 (internal):

**1<sup>st</sup> August, 2019**

(1.30-3 pm)

A meeting of the IQAC took place on 1<sup>st</sup> 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.

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

**6<sup>th</sup> September, 2019**

(1-3 pm)

A meeting of the IQAC took place on 6<sup>th</sup> 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 12<sup>th</sup> 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

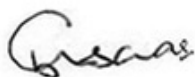
- Dr. Sasabindu Jana, Principal
- Dr. Sudhin Sinha (TCS)
- Mr. Uttam Roy Mandal
- Mr. Sanat K. Purkait (Academic council secretary)
- Dr. Sisir Chatterjee
- Dr. Amitava Moitra
- Mr. Suvankar Ghosh Roy Chowdhury
- Dr. Arunima Biswas (IQAC co-ordinator)
- All HODs (invited)
- Mr. Bidyut Saha (invited)
- 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 12<sup>th</sup> 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 12<sup>th</sup> 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 27<sup>th</sup> 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:  
**10<sup>th</sup> December, 2019**  
(1-3 pm)  
Orientation on NAAC RAF & AQAR

A meeting of the IQAC took place on 10<sup>th</sup> 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 15<sup>th</sup> 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):

**31<sup>st</sup> Jan, 2020** (1-2pm)

A meeting of representatives of IQAC, NSS units & Women's cell, took place on 31<sup>st</sup> 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 21<sup>st</sup> 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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