



## YEARLY STATUS REPORT - 2021-2022

### Part A

#### Data of the Institution

<b>1.Name of the Institution</b>		<b>RAIDIGHI COLLEGE</b>
• Name of the Head of the institution	<b>Dr. Sasabindu Jana</b>	
• Designation	<b>PRINCIPAL</b>	
• Does the institution function from its own campus?	<b>Yes</b>	
• Phone no./Alternate phone no.	<b>9735310008</b>	
• Mobile No:	<b>9735310008</b>	
• Registered e-mail	<b>raidighicollege95@gmail.com</b>	
• Alternate e-mail	<b>iqac.raidighicollege@gmail.com</b>	
• Address	<b>RAIDIGHI COLLEGE, P.O + P.S - RAIDIGHI</b>	
• City/Town	<b>(Village: Raidighi) SOUTH 24 PARGANAS</b>	
• State/UT	<b>West Bengal</b>	
• Pin Code	<b>743383</b>	
<b>2.Institutional status</b>		
• Affiliated / Constitution Colleges	<b>Affiliated</b>	
• Type of Institution	<b>Co-education</b>	
• Location	<b>Rural</b>	

• Financial Status	UGC 2f and 12(B)				
• Name of the Affiliating University	University of Calcutta				
• Name of the IQAC Coordinator	Dr. Sisir Chatterjee				
• Phone No.	8017038882				
• Alternate phone No.	9433603681				
• Mobile	9433603681				
• IQAC e-mail address	iqac.raidighicollege@gmail.com				
• Alternate e-mail address	raidighicollege95@gmail.com				
<b>3. Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://www.raidighicollege.in/doc/AQAR-2020-21.pdf">http://www.raidighicollege.in/doc/AQAR-2020-21.pdf</a>				
<b>4. Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://www.raidighicollege.in/doc/ACADEMIC%20CALENDER%20edited%20202021-2022.pdf">http://www.raidighicollege.in/doc/ACADEMIC%20CALENDER%20edited%20202021-2022.pdf</a>				
<b>5. Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.01	2016	05/11/2016	31/12/2022
<b>6. Date of Establishment of IQAC</b>			21/03/2014		
<b>7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
nil	nil	nil	nil	nil	
<b>8. Whether composition of IQAC as per latest NAAC guidelines</b>			Yes		
• Upload latest notification of formation of IQAC			<a href="#">View File</a>		

<b>9.No. of IQAC meetings held during the year</b>	<b>6</b>	
<ul style="list-style-type: none"> <li>Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>	
<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	<a href="#">View File</a>	
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>	
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>		
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>		
<p>1. Session 2021-22 was also begun with COVID pandemic lockdown and strict health protocol. It was the period of extension of online classes and related academic and administrative activities. IQAC took a special initiative for a cohesive understanding between teachers and students for effective utilization of digital platform for teaching-learning system including continuous awareness campaign as per UGC and governments guidelines.</p>		
<p>2. IQAC submitted AQAR in online mode for session 2020-21 within stipulated time ( December, 2021) conducting series of meetings and data management practices through online mode.</p>		
<p>3. IQAC was also coordinated All India Survey on Higher Education ( AISHE) annual data for 2020-21 as part of quality assurance initiative within stipulated time ( February, 2022).</p>		
<p>4. We organized numerous online seminars and awareness programs upto October, 2021 and also supported many significant day celebrations, seminars and prestigious AJC Bose Memorial Lecture in the period November-December, 2021 with physical presence of students, teachers and guests in college campus.</p>		
<p>5. For the first time IQAC felicitated rank holders of final semester University of Calcutta students of Raidighi College ( 2018-2021) in a beautiful program chaired by local Members of Legislative Assesbly, Raidighi ,Dr Aloke Jaldata, on November, 2021 to encourage future generations as well as introduce new culture of acknowledgement.</p>		

## 12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
<p>Accommodation of ' New Normal' scenario in the Raidighi College ecosystem at the end of the COVID pandemic lockdown</p>	<p>The College has successfully arranged a number of initiatives at the end of 1st phase lockdown in our institution at November, 2021 as per the order of Government of West Bengal like practice of hand sanitization within a regular interval, mandatory wearing of face mask and shield in campus, distancing in class rooms, restricted activities in open places to maintain COVID free campus status.</p>
<p>Monitoring of Academic adaptation of students in present scenario and recognition of their achievements and success</p>	<p>Availability of e-resources and e- communication systems are very poor in this remotest part of West Bengal as Raidighi College is located in one of the gateway of Sundarban Mangrove forests. We tried our level best to ensure the availability of study materials in hard copies to address the challenges even in lockdown with personal and organizational initiatives. And finally in the history of Raidighi College students are awarded for their achievements after University final semester results in a program chaired by local people's representative on 11th February, 2022.</p>
<p>Post- Yass Management and rejuvenation program towards the devastation caused by the cyclonic hazard in May-June,2021</p>	<p>Restoration of basic infrastructural facilities like water services, electricity, College wall rebuilding etc. were done by College with the help of government administrative support.</p>

<p>IQAC planned to start preparation for participation in NIRF in 2022.</p>	<p>College has successfully registered NIRF in 2022 with a new NIRF Nodal Steering Committee</p>
<p>IQAC planned to publish a Edited volume on the living and suffering of Sundarbans of our very own Sundarbans people with his own ISBN No within this academic year.</p>	<p>A book named ' Sundarbans ' Society, Environment and Development Edited by Prof Sanat kr Purkait, IQAC member and Assistant Professor, Department of Geography is published at the end of 2021-22.</p>
<p>IQAC planned to continue feedback system for all stakeholders like students, teachers, alumni, employers for syllabus orientation and overall quality assurance.</p>	<p>Due to the lockdown for a long period since the early days of 2021-22 there was a limited scope for direct contact. Partially implemented with students, teachers and alumni in late 2021.</p>
<p>Vaccinations Camp with the help of local administration and Raidighi Hospital</p>	<p>IQAC encouraged Vaccination camp in college premises on 4-5th October,2021 and regular awareness campaign for Vaccinations of college students.</p>
<p>New orientation and restoration of College Website</p>	<p>College New website was introduced by Principal Dr Sasabindu Jana and Website In Charge Dr Amitava Moitra, Member, IQAC on 1st July, 2021. It was one of the major success of IQAC in 2021-22.</p>
<p>Celebration of Azadi ki Amrit Mahotsava, 75th Year of India' s Independence</p>	<p>IQAC observed the memorable event in various ways. Other than 15th August traditional flag hoisting and community involved ceremonial program , Cultural Subcommittee under the convenorship of Dr Suvankar Ghosh Roy Chowdhury organized essay writing, poster preparation competitions to spread the message of patriotism</p>

	and responsibilities.
Promotional guidance to incumbent teachers	Promotional papers of Dr Debashree Saha of Chemistry dept, Prof Rukshana Irani of Food and Nutrition dept were verified and forwarded for next level official procedures and papers of Dr Sudhin Sinha of History dept, Dr Manab kanti Baidya of Bangla dept were forwarded to DPI for necessary rectification as per new orders with proper certification.
Environmental Awareness Programs	West Bengal Pollution Control Board Chairperson Dr Kalyan Rudra conveyed his willingness to install a Weather and Pollution Monitoring system on 8th October, 2021 to Raidighi College as IQAC was very much worried about the future of the institution because it is located on a pathway of tropical cyclone. Raidighi College Botany dept particularly Prof Asim Panda actively contributed organic agricultural practices and soil restoration in and around Raidighi College after 29th August, 2021.
IQAC resolved to support and assist various Departmental programmes, NSS Community awareness campaign, Academic webinars, Day observations by sub committees throughout the entire academic period.	There were various Webinars, Community awareness, Social message dissemination seminars and Day observations supported and collaborated by IQAC in online mode from 1st June to 15th November, 2021, January and May, 2022 and rest of the four and half months offline mode in College campus. IQAC organized 2020-21 Raidighi College Annual AJC Bose Memorial Lecture on 19th July, 2021 online mode from 10:30 am to 2:30 pm and 2021-22

Raidighi College same lecture on 16th December, 2021 from 12 noon to 3 pm.

**13. Whether the AQAR was placed before statutory body?**

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	06/06/2023

**14. Whether institutional data submitted to AISHE**

Year	Date of Submission
2021	22/02/2022

**15. Multidisciplinary / interdisciplinary**

The session 2021-22 was partially COVID lockdown and affected by natural calamities. Raidighi College took several initiatives to conduct multidisciplinary/ Interdisciplinary webinars and lectures from beginning of the session in online mode. We adopted the policy of collaborative multidisciplinary program engaging students from Humanities and Science, and related sub committees & IQAC. Our Academic Committee members representing both humanities and science sections participated in interdisciplinary classes and related academic motivational programs. Our Library provides multidisciplinary/ Interdisciplinary resources for more extensive studies of meritorious students as well as teachers for preparation of lectures for their college classes and seminars/ webinars preparations. Raidighi College Annual lecture AJC Bose Memorial Lecture was organized twice in this session one in July, 2021 and another in December, 21 and these were truly multidisciplinary in nature addressing the issues of scope and opportunities of utilization of natural resources of College for Community uses and environmental challenges of Sundarbans, inclusiveness and development issues respectively. Women's Cell of Raidighi College was very much successful to organize webinars in October 2021 on rural women centric issues and domestic violence which was very much appreciated by students of all sections. Further details regarding these can be found in the link:

<http://www.raidighicollege.in/College%20Events.html>

#### **16.Academic bank of credits (ABC):**

At present Raidighi College has adopted Choice Based Credit System (CBCS) and we allow our students to select their preferred elective subjects as per the norms of University of Calcutta. Raidighi College is affiliated to the University of Calcutta and as per statutory provision we are committed to follow the curriculum framework and examination procedures adopted, modified time to time by our parent University. Raidighi College is ready to implement the Academic Bank of Credit system as per the directives of Department of Higher Education, Government of West Bengal and the University of Calcutta. It is dependent on the discretion of University and affiliated Colleges like Raidighi will act according to their adoption and offers of ABC for registered undergraduate students.

#### **17.Skill development:**

As per the National Skills Qualifications Framework there is no such vocational courses or job-supportive certificate courses in Raidighi College. However, the college has already started offering add-on courses on

- Communicative English and Personality Development,
- Value Education, Ethics and Applied Spirituality, and
- Yoga, Mental Strength and Healthcare.

These certificate courses for all sections of our students to inculcate their principles and practices in lifestyle in a broad understanding. We believe proper lifestyle with rightness, truth and human values are very much essential for personality development as well as environmental awareness which is an integral part of skilled orientation in living and building prosperous future. Further details on these may be found in the

link: <http://www.raidighicollege.in/Add-On-Courses.html>

A computer laboratory completely dedicated for purposeful uses of all stakeholders is under construction for soft skill development and uniform participation in digital education as well as e-governance which is a true demand of 21st Century's India.

Our college is very much committed for developing communication skill and efficiency related with Computer particularly for Science subjects in each academic session not only for the fulfilment of syllabus requirements but also for their necessary confidence building and personality development.



### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Raidighi College, situated far from the city of Kolkata and thereby, removed from the urban culture, is not exposed to the English language as an usual mode of communication in higher education. However, instead of thinking this to be a challenge, we have been able to make the best of this opportunity by merging elements of Indian Knowledge system in the knowledge dissemination process. In all of the departments, classroom lectures are delivered in bilingual mode.

Special mention must be made here on the General Course on Sanskrit that has been running since 2011. We also have plans to make it into an Honours course. In addition to this, the college holds regular cultural programs coordinated by the Cultural Subcommittee. Such programs are mostly made of events that find their roots in our Indian Sports (such as kabadi, khokho etc) and Cultural tradition. Besides, as already mentioned, the add-on courses on Yoga and Value Education, too, stem from our rich knowledge system.

Further details on such activities may be found in the link: <http://www.raidighicollege.in/College%20Events.html>

### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

With the introduction of the CBCS system in 2018, the college had taken initial steps towards Outcome Based Education (OBE). With time, the college has been able to design and arrange its course-planning accordingly.

With the help of this, the students have a clear expectation of what needs to be attained by the end of the course, just as the teachers know better what are going to be the thrust areas while teaching. Such a system has also allowed the teachers of our college to structure their lesson plans around the students' needs. As and when required, the teachers implement group discussions, presentations, quizzes and similar methods to guide the students in their studies. Being a student centric method, OBE has also enabled the college to distinguish a slow learner from an advanced learner, and accordingly, through formative assessments, lessen the gap in between.

The link to the POc / COs is given below:

<http://www.raidighicollege.in/Courses.html>

**20.Distance education/online education:**

In recent years, educational institutions have faced with a choice, to combine technological innovation with traditional teaching (blended learning). The faculties and the students have used online platforms like Google Meet, Google Classroom, Moodle, Zoom, etc to interact on regular basis during lockdown. Despite facing challenges in terms of connectivity, the interactive sessions proved to be helpful and promising for the teaching-learning process, and helped both the learners and educators to make the most of their homebound situation.

Many colleges have accepted a new curriculum based on distance learning. Raidighi College is not an exception. The college has been offering different PG courses under Rabindra Bharati University (DDE) and Netaji Subhas Open University to cater the taste of higher education for students of this backward region of Sundarbans. The students mostly are from the economically weaker section and they are the first generation learners. Financial constrains are one of the main reasons why most young people cannot afford quality education. Keeping in mind the college authority have been providing basic infrastructure to facilitate the students to pursue higher studies.

**Extended Profile****1.Programme**

1.1	15
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1	3886
Number of students during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.2	1088
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
2.3	698	
Number of outgoing/ final year students during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>3.Academic</b>		
3.1	63	
Number of full time teachers during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
3.2	64	
Number of Sanctioned posts during the year		
File Description	Documents	
Data Template	<a href="#">View File</a>	
<b>4.Institution</b>		
4.1	27	
Total number of Classrooms and Seminar halls		
4.2	49.71055	
Total expenditure excluding salary during the year (INR in lakhs)		
4.3	61	
Total number of computers on campus for academic purposes		

**Part B****CURRICULAR ASPECTS**

## 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college offers an Orientation programme to all the Honours and General students to elaborate the CBCS curriculum in the beginning of the Semester. The academic Subcommittee develops the master routine and distributes it among the departments for departmental routine design. Some examples of teaching methods include chalk and talk, student seminar, participatory learning, expert lectures, group discussions, etc.

The curriculum is offered throughout the session taking into account the needs of both slow and advanced learners, based on the learning levels of the students as indicated by formative assessments. The departments implement active learning methods by regularly using audio-visual modes of communication such as PPT, videos, etc. For slow learners and as per need, remedial lessons are offered. The library resources are a great addition to the in-class lectures. The course material was also given online using platforms and applications including MOODLE LMS, Google Classroom, Google CoLaboratory and Meet, Youtube streaming, and other E-resources. Students are informed about the lesson plan, course curriculum, course outcomes, and curriculum implementation through orientation programmes. Practical lessons are also delivered during the lockdown period as feasible. The institution periodically hosts seminars by the teachers of various disciplines to spread knowledge across all subjects.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The master calendar of the institution's affiliated university, The University of Calcutta, served as the foundation for the academic calendar, which was modified to provide for the institution's distinctive extra curricular activities. The institution adheres to central and departmental timetables that are clearly laid forth. Internal Assessments and Tutorials are part of the grade of the Internal Examination System that corresponds with the CBCS course.

University examinations are administered twice a year as part of the CBCS System called the ODD and EVEN Semester Examinations (displayed in Notice in website). The internal evaluation component of each core course, skill-enhancement course, and discipline-specific course is allotted 10 marks (Centrally conducted). For advanced pupils, regular tutorial sessions are offered as and when required. Additionally, faculty members conduct remedial programmes for weak pupils. Departmental student seminars are organized to help them become better presenters. CIE operates throughout the college in a number of different ways, including class tests, Home Assignments etc. Fieldwork is required for Botany, Geography, Microbiology, and Zoology students. Report writing based on class field trips in disciplines like History, Geography etc.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in B. Any 3 of the above following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.**  
**Academic council/BoS of Affiliating University**  
**Setting of question papers for UG/PG programs**  
**Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**  
**Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

## 1.2 - Academic Flexibility

**1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented**

**1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

### 1.2.2 - Number of Add on /Certificate programs offered during the year

#### 1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

### 1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

1885

#### 1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

1457

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 1.3 - Curriculum Enrichment

### 1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The curriculum is made up of a number of courses that incorporate universally applicable topics including professional ethics, gender, human values, the environment, and sustainability. In semester II, the ability-enhancement requirement subject "Environmental Sciences" is made available to all UG students. The departments of Botany, Geography, Microbiology, and Food and Nutrition provide courses that address a variety of environmental topics, including waste management, environmentally friendly synthesis alternatives, pollution control techniques, energy conservation, biodiversity preservation, threats to and management of wetlands, organic farming, soil remediation, water conservation, climate change, conservation genetics, environment and public health, etc. The departments of Bengali, English, History, Philosophy, Political Science, and Sanskrit offer courses pertinent to the worth of the natural world, women's empowerment, human values, gender concerns, and the instillation of moral principles in students through professional ethics.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

2266

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

## 1.4 - Feedback System

**1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders**  
**Students**  
**Teachers**  
**Employers**  
**Alumni**

**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>



### 1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://www.raidighicollege.in/doc/Stakeholders_Feedback.pdf">http://www.raidighicollege.in/doc/Stakeholders_Feedback.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

2412

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

795

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

### 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Based on the reciprocal interactions and class level assessment departmental teachers identify advanced and slow learners in every

semester. This 2021-22 period was truly an example of blended educational practices where traditional teaching methods are supported by newly introduced digital communications.

The advanced learners are exposed to:

- DBT-Manav project conducted by NCCS, IISER
- References of more learning platforms in online mode mentioning YouTube , digital libraries etc.
- Arrangements of journal studies, magazines etc.
- Hands on training with assignments
- Arrangements of study materials from other institutions from rest of the countries or abroad
- Encouragement for the use of libraries.
- Participation in different curriculum-related competitions and seminar presentations, to encourage advanced learners.

The supports for slow learners are:

- Remedial coaching
- Special classes and mentoring
- Encouragement for more careful examination and arrangements of mock test.
- Arrangements for study materials in vernacular language.
- Group discussion and participatory demonstration in laboratory based classes.
- Peer Group Support System

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3886	63

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Learning experience proves to be a key factor in inspiring the students to carry forward their quest in higher education. Providing novel learning experience is a promising prospect, to say the least. However, different disciplines and subjects require different learning experiences. Keeping these in mind, the institution broadly exercises a few methodologies that might prove helpful irrespective of disciplines and subjects. Following a classroom lecture, students are encouraged to solve problems posed by the teachers either individually or in groups. In case of subjects like political science, philosophy, group discussions are often encouraged to initiate and execute a debate. Such problem solving and participative methods enable the students to look beyond the theoretical foundations of the subjects into their applications. Following such broad methodologies, there are obviously subject-centric approaches as well where experiential learning complements one's classroom experiences. In subjects like Food and Nutrition, Zoology, Botany, Geography, field visits/ excursions/ industrial visits/ participating in science fair are mandatory activities to offer a student a more comprehensive insight. Hence, a combination of traditional classroom teaching-and-learning methods and application-based co-curricular learning centred round the students give them a comprehensive view of their respective area.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In COVID pandemic lockdown period teaching-learning practices with ICT tools was very common and the only way to get the classroom within our catering services. In online classes teachers use make the best use of technology in their respective lectures or Computer Language practical classes for better understanding of the topic. Using platforms like Google Meet, Google classroom, Moodle, MS Team, Zoom along with several online learning related channels has been a regularity among the teachers to explore the new dimension of new challenges.

Our college is wi-fi enabled campus which helps teachers and students to learn from online learning and training related resources, such as N-List, e-PGPathshala, etc. The College has several ICT enabled classrooms.

Students queries and confusion are also attended through various social networks. Communications through e-mail, telegram group and whatsapp are very common to share ideas and information for updates.

College has also an well equipped Central Computer lab ( severely damaged in Cyclone Amphan in 2020 and Yass cyclone in 2021). It is now under reconstruction for the purpose of better ICT oriented educational ecosystem in college.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://www.raidighicollege.in/doc/ICT%20Policy.pdf">http://www.raidighicollege.in/doc/ICT%20Policy.pdf</a>

### 2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )

#### 2.3.3.1 - Number of mentors

65

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

### 2.4 - Teacher Profile and Quality

#### 2.4.1 - Number of full time teachers against sanctioned posts during the year

63

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

#### 2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

##### 2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

16

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

#### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

##### 2.4.3.1 - Total experience of full-time teachers

600

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Raidighi College has no self made option in this particular area like other affiliated Colleges under University of Calcutta. All

official examination related notices are posted in college website, student groups for rigorous follow up of University guidelines.

The College has formed a Internal Assessment ( Examination) Committee to be Incharge of creating subject wise timetable foe the departments. Though the departments usually choose a specific date to arrange Internal Assessment, Tutorials for their respective students within the given guidelines of University of Calcutta, it follows a routine prepared by the College Internal Examination Committee. The examination system involves setting and organizing questions papers, implementing examination and completing the assessment within given time. Upload of Internal Assessment results University portal and submission of Results for all the semesters are regular practices of the institution like us. In case of any doubts and clarification college authority used to contact with University for necessary guidelines and supporting documents. During the first half of the 2021-22 all of the Internal Assessment were to be arranged online but in later some examinations were offline as per government guidelines.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Primarily students report all internalexamination related grievances to the HOD of concerned departments for necessary action. Secondly the College has a Grievance Redressal Cell under the Chairmanship of the Principal. Any major grievance that has been issued in relation to the institution falls under its concern.

All university examination related complaints are received after the publication of results by University of Calcutta. Steps are promptly taken by College office and Results Committee to correct errors. Due to the sincere effort by Departmental teachers and office, however, no grievance related to Internal Examinations has been placed to the cell. Hence, the Committee's involvement in the above-mentioned case remains untested in this lockdown affected period where blended mode of examination was organized accordingly.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

As per the present understanding of the ideas related to the CBCS system of Higher Education, dissemination of knowledge in classrooms our college and faculty members are strictly oriented on the basis of course outcomes designed by the University of Calcutta as prescribed by UGC. These are communicated to our students through College prospectus. While designing such outcomes, departmental teachers keep in regular touch with the University's respective Board of Studies. From the previous session the outcomes are prepared as per the orientation of UGC supported documents like <https://www.ugc.ac.in/subpage/LOCF.aspx>. balancing the immediate deliverables and sustainable growth of proper ecosystem.

The departments and academic committee organize several lectures, seminars, awareness programs with the support of Career guidance and counseling and Placement Cell to orient students properly in the present course of activities. Departments, mostly from the introductory classes of the assignments, the program/course outcomes are circulated and explained among the students. The program/courses details are available in University website and academic committee organize College policy accordingly and communicate through various social platforms. Academic, particularly classroom communications are made keeping in mind the ultimate outcome of a course or syllabus, in turn a complete undergraduate program and extensional opportunities in general.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.raidighicollege.in/doc/CourseOutcome.pdf">http://www.raidighicollege.in/doc/CourseOutcome.pdf</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our College ensures transparent evaluation of students' performance through various methods for measuring the attainment of each program and course outcome in a proper manner. As it happens in case of University of Calcutta examinations, the Internal Assessment, Tutorials, Practicals in laboratory components offer the teachers ample scopes to assess the students' familiarity with the courses and attainment of the outcomes.

Besides the terminal summative assessment at the end of each semester, the departments arrange for formative assessments as well, in tune with their outcomes and capacity. Assessment methods include short written examinations, viva voce, laboratory experiments, home assignments, group discussion in the formative period. Based upon the way the students fare in these, special mock tests are usually taken before the final summative assessment, in accordance with the advanced or slow stages of learning. As the course outcomes often have objectives related with capabilities of recognition, perception, understanding and delivery, popular quiz presentations, debates are often encouraged in group. Following this, advanced learners are taken to higher scope of attainments, while the slow learners are taken care of by arranging more such session within and outside regular class hours.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.raidighicollege.in/doc/CourseOutcome.pdf">http://www.raidighicollege.in/doc/CourseOutcome.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

579



File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

## 2.7 - Student Satisfaction Survey

**2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)**

[http://www.raidighicollege.in/doc/SSS\\_26\\_06\\_2023.pdf](http://www.raidighicollege.in/doc/SSS_26_06_2023.pdf)

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

**3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

**3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)**

1,25,000

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

**3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year**

**3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year**

0

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

### 3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

#### 3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

13

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

11

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

17

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Since its inception, Raidighi College fostered and nurtured the students through various extracurricular and co-curricular activities. NSS team along with its volunteers made it a practice to interact with nearby villagers and share the nitty-gritty of their livelihood. Department of Food and Nutrition every year visits local schools and organizes surveys among the students to check their health and dietary status. Free counseling sessions are also conducted for the needy ones. Through observation of Heart Day, Health Day and Poshan Maah etc. they strengthen the notion of physical and mental wellbeing in the students. Department of Microbiology arranges awareness programs on Antimicrobial Resistance, Covid variants, vaccination and IPR etc. Students prepare awareness videos, participate in poster presentation, quiz, drawing, slogan writing, calendar and wall magazine making etc. to observe and commemorate days of relevance such as International Microorganisms Day, Antimicrobial Awareness week, World TB Day, World Health Day, No Plastic Day, National Science Day etc. Students are encouraged to take the responsibility to share their knowledge among their peer group, family and relatives. Women Cell along with other departments paid tribute to legendary women scientists on International Day of Women and Girls in Science through student presentation and award ceremony.

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/College%20Events.html">http://www.raidighicollege.in/College%20Events.html</a>
Upload any additional information	No File Uploaded

**3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**

### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

### 3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year

#### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

4

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

220

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

#### 3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

18

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

#### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

##### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college in collaboration with the local administration has completed the post-cyclone repair works as much as possible.

We have a few ICT-enabled classrooms with audio-visual facilities, and also a number of lecture halls, conference rooms and seminar halls to address a large number of students. In addition to the General College Library, individual departments have departmental libraries that further enhance the learning experience of the students. Individual laboratories, separate geoinformatics laboratory, desktop-equipped Library are there for smooth functioning of the e-resources. All departments have are enabled with net connectivity. The college in collaboration with the West Bengal Pollution control Board has established a digital jumbo pollution control monitoring display board at the middle of the campus ground from where the stakeholders can easily access the basic information of climatic phenomenon. In addition to the transformer and the Green Generator facility, the college authority has established a 20kW solar power grid with the help of the Ministry of Non-Conventional Energy Sources, Government of WB. College authority is to establish a central computer laboratory for wide accessibility of each and every teachers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has sufficient infrastructure for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga Centre etc. There are four halls to organize cultural programme and interdepartmental or intradepartmental competitions. There are two separate grounds since 2001. The total area of the grounds is 720 sq. m. and 700 sq. m. respectively. One is within the campus and another one is in the southern part of the campus separated by a common boundary wall which was destroyed by the last cyclone. The restoration of the playground damaged by the over topping and entry of saline is going on. A wide concrete playground (31mt×18mt) has been constructed for the purpose of Basket Ball, Badminton, Volley,

Lawn Tennis etc. This ground is very much useful to the newly introduced Department of Physical Education. The college has separate room for gymnasium and yoga which was established in the year of 2015. Both the gymnasium and the yoga Centre can accommodate roughly 30 students at a time. It is needless to say that due to COVID-19 situation these facilities were not in proper use during the whole time-period; and on top of that two major cyclones hit the college campus drastically.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://www.raidighicollege.in/College%20Events.html">http://www.raidighicollege.in/College%20Events.html</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

13

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6.19520

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

## 4.2 - Library as a Learning Resource

### 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

An Integrated Library Management System (ILMS) is also considered as a Library Management System (LMS), which is an enterprise of the resource planning system for a library. This has also a direct impact on LMS. Information and communication technology has made the users comfortable and friendly to use library resources. The most popular open-source software like Koha is highly involved in ILMS. The Institute installed Integrated Library Management System (ILMS) namely "KOHA" in the year 2016. We first time use KOHA version 3.18.03 and now we use version 21.05 due to gradual up-gradation. Online public access catalogue (OPAC) facility is available in our library. OPAC which is used by students and faculty members for searching resources available in the library by the keywords of Title, Author, Subject name etc. Apart from OPAC facility the centralized database of library resources has been developed and it has been in a steady growth. The metadata format is as per the international standard to facilitate better search and retrieval. Provision of circulation of library resources through KOHA will be introduced soon through the technological and infrastructural development very soon. These online access of books can only be done through an IP address within the College Premise.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://nlist.inflibnet.ac.in/">https://nlist.inflibnet.ac.in/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources** C. Any 2 of the above



File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

#### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

##### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

0.47073

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

#### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

##### 4.2.4.1 - Number of teachers and students using library per day over last one year

7

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Computers in the Administrative section and in different departments are well-equipped with branded PC's adequately supported by internet connectivity. Due to severe cyclones, most of the electronic gadgets like Computer, Printer, Projector etc. are completely or partially damaged. But after the reopening of the college in January, 2022,

the college has repaired the damaged gadgets as far as possible. These machines are equipped with a wide range of licensed system software and application software. The whole campus is connected with LAN. Computers are well connected to the internet help students and faculty to carry out their academic and administrative work. Technical assistants are available to support students and faculty in their problems. During this Pandemic situation. However, none of the facilities got updated; primarily because of the fact that the transport system was fully disrupted in the college area. However, a proposal has been adopted by the authority to purchase more new computers, projector to make the maximum classroom ICT based.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

61

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

## 11.15533

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

All the physical facilities, inclusive of academic and support facilities are usually maintained and utilized through established system of different committees and their established procedures. Regular maintenance of electrical support, plumbing and sanitary work, carpentry, reprographics, etc. is properly looked after through these committees and incorporating the valuable suggestions from the head of the institute and the governing body in a timely manner. A dedicated transformer for the college, a Green Generator had proved very effective in addressing issues of power cuts and voltage fluctuations. Electrical appliances such as air-conditioners, water purifiers, CCTV surveillance system require a regular maintenance. So far as the maintenance and utilization of the academic and support facilities are concerned, the departments are instructed to make a stock book enlisting the details of the equipment and materials purchased. The laboratory instruments are properly kept and used according to the instructions mentioned in the product manual. Logbooks are maintained to record instrument usage. Whenever any problem in the function is detected, concerned agencies are asked for repairing. The sensitive instruments in the laboratories are protected from voltage fluctuations by using UPS and Voltage Stabilizers. The library is INFLIBNET supported and is undergoing automation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://www.raidighicollege.in/doc/Organogram.pdf">http://www.raidighicollege.in/doc/Organogram.pdf</a>

**STUDENT SUPPORT AND PROGRESSION****5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

1305

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills  
Language and communication skills Life skills  
(Yoga, physical fitness, health and hygiene)  
ICT/computing skills**

B. 3 of the above

File Description	Documents
Link to institutional website	<a href="http://www.raidighicollege.in/Add-On-Courses.html">http://www.raidighicollege.in/Add-On-Courses.html</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

#### 5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

##### 5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

52

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government

**examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

1

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

A major proportion of this session i.e., 21-22 was affected by the COVID lockdown, with the majority of the students, belonging to low socio-economic strata, we were unable to fully involve them due to some restrictions. But we tried to reach them and make them understand the importance of their engagement in college activities for holistic upliftment.

There is student representation in the IQAC which is intrinsically associated with many Academic and Administrative Cells. There are 'Student Coordinators' in all the departments for each semester.

They provide their opinions and feedback on teaching-learning. They act as mediums for disseminating information regarding classes, examinations etc. The 'Student Coordinators' perform actively under the tutelage of their HoDs, and the Principal remains in constant touch with them.

The students are components of many significant committees which are directly linked to students' welfare and upgradation.

They take initiatives in organising programs like Fresher's Welcome, Social, Cultural Annual Program, Saraswati Puja and awareness programs on health, social and environmental issues etc. with their teachers.

Every student makes a contribution to the 'Students Health Home' with the intention to help needy students in medical emergencies as a symbol of harmony and affection for each other

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/College%20Events.html">http://www.raidighicollege.in/College%20Events.html</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	No File Uploaded



## 5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is no registered alumni association. Very recently the College has taken initiative to form a registered alumni association. However, some of the departments regularly convene meetings with their former students and involve them to participate in various activities of the department or College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year E. <1Lakhs  
(INR in Lakhs)

File Description	Documents
Upload any additional information	No File Uploaded

## GOVERNANCE, LEADERSHIP AND MANAGEMENT

### 6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college has always been to carve a niche for itself as a premier institution offering quality education to the poverty-stricken, under-developed community of rural marshlands of the Sundarbans. However, the post-pandemic scenario has now called for an updated, revised approach to it. Having already succeeded in utilizing the 'digital divide' to a positive effect, the college now is well into blending the two modes of learning - online and offline - into a harmonious whole. In tune with our mission of educating the youth into self-sufficient, responsible citizens, the college, beside regular curricular activities, has started a few add-on courses as well, focusing specifically on the students' holistic development by means of training them in communicative English, Yoga and Value Education. Though the departments and the office are

normalising activities back to the offline mode, need-based & relevant use of online medium, has not been discarded at all. We are now on a journey to communicate and motivate our students and the community to which they belong in a way that is more comprehensive and integral in relation to the present time. Despite encountering challenges en route, our envisioned future looks neither unplanned, nor far off.

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/Add-On-Courses.html">http://www.raidighicollege.in/Add-On-Courses.html</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

a. The institutional leadership deserves a special mention in background of the uncertain past and challenging present. A true effective decision making process by our management authority was very much appreciated by academic community, particularly an effort to empowered sub committees and special cells to regular implementation of co-curricular and extensional activities.

b. Now our college authority and IQAC have been successful in restoring academic and administrative regular practices with decentralization and participatory management policy (visit <http://www.raidighicollege.in/doc/Organogram.pdf>). At first we invite departmental teachers for their necessary support and innovative ideas in IQAC level decision making system. We also requested sub committees and students for their contributions with sustainable planning with budgetary support considering the demand of our overall environment. Now we are gradually reviving our campus culture in post-COVID scenario because of this effective decisions from college leadership.

c. Raidighi College has introduced a two years rotational Headship for all the departments in November, 2021. It was a great initiative towards the decentralization of power and welcoming new ideas and thoughts in academic and administrative dynamics. It also provides the opportunity to be exposed in new kinds of administrative responsibilities.

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/doc/Organogram.pdf">http://www.raidighicollege.in/doc/Organogram.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic planning done by the college has three major components - admission, examinations and classes - of which, the first one has been happening online for quite some years now. In accordance with regulations of the state government, University of Calcutta, and UGC, our college is regularly striking a cent per cent success rate in the admission procedure with a coming-of-age communication planning through website to the community. Our teachers and non-teaching staffs met students and guardians as and when necessary. The entire process is mobile friendly & e-wallet supported, with a vision to infuse a habit of education in an area marked by limited digital infrastructure.

Examinations, however, moved back to the offline mode during mid-2022, for the students of the even-semester. Though the college had been successful in conducting online examination during the pandemic period, now following university guidelines, it has entered the conventional modus operandi, acting as a centre for the examinees of a different college students during final examination. Classes, too, though only for four and a half months in the concerned session, were conducted offline. However, platforms like Google Classroom and Google Co-Lab are kept in use to share study materials with students easily.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**The Principal :**

The Principal holds the apex position of College and girls' hostel. He presides over all academic, administrative and financial events and decision making processes.

**The Governing Body :**

The Raidighi College Governing Body resides, and it possess fundamental legal and administrative authority over college. The Governing Body President provides assimilative leadership to the institution. Appointment of any kind, following governmental rules and discretion, is subject to the Governing Body's approval. In such cases Governing Body scrutinizes the effectivity of the appointments and their nature, before mobilizing the necessary processes. Statutory service rules and conventional code of conduct are made clear by the administrative bodies in a transparent manner and these are kept under regular monitoring.

**Policy implementation and services in college administrative structure:**

The college office functions under the Bursar (office superintendent) and Head Clerk combinedly. IQAC, working with the suggestions of the Academic Subcommittee, advises the authority accordingly. Teachers' Council and Non teaching staff Council function under their respective Secretaries. In addition Students' Council Secretary, Hostel Super, Librarian, and Convenors of all statutory and non statutory sub committees and special cells comprise important and effective heads of the organization.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://www.raidighicollege.in/doc/Organogram.pdf">http://www.raidighicollege.in/doc/Organogram.pdf</a>
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination**

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has some effective measures for teaching and Non-teaching staff. Our college provides Government level welfare supports as per their instruction, if any.

For Teaching staff-

A. Employees Provident Fund

including loan provision from P.F.

B. West Bengal Health Scheme supported by Govt. of West Bengal

C. Sasthasathi Scheme for SACT teachers supported by Govt. of West Bengal

D. Pension as per government norms

For Non-teaching staff-

A. Employees Provident Fund including loan provision from P.F.

B. Sasthasathi Scheme supported by Govt. of West Bengal.

C. Festival Bonus for casual staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

#### 6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

### 6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

#### 6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

#### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

First of all, our teaching and non teaching staff are highly appreciated by college Governing Body and IQAC for their social responsibilities and care towards the students during COVID and Yaas - Cyclonic period 2021-22. However college authority and IQAC examine the performances and behaviors of teaching and non-teaching staff before their regular promotion as per UGC and Higher Education Department, government of West Bengal guidelines.

Except the routine practice, Principal with the help of IQAC reviews the class conduct of teachers as well as their mentoring programs. He interacts with students directly in his room without any prejudice and hears them sensitively and acts accordingly. Considering the workload of teachers and non teaching staff, Principal used to interact with them on regular basis and motivate them, guide them for more careful interaction with students and their guardians.

A special mention is about the role of the IQAC is due here, the body not only reviews but also monitors teachers' individual progression over the year and provides necessary appreciation through empowerment and responsibilities following the Principal's directives.

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/doc/IOAC%20ANN%20UAL%20REPORT%202021-2022.pdf">http://www.raidighicollege.in/doc/IOAC%20ANN%20UAL%20REPORT%202021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

## 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College conducts the internal audit regularly. The general procedure is to conduct the Governmental audit after the internal audit is completed. However due to the unavailability of Governmental Auditors, the Govt. Audit is due for several years for several Colleges. Due to COVID pandemic lockdown the Government Audit of session 2021-22 is not complete till date, however the internal audit is conducted and the certificate is attached where needed.

A. The external auditor is C.A. appointed by the state government of West Bengal.

B. The internal auditor of college is : A.Mukhopadhyay & Co.  
Address: 25 /1A/1 Naktala Road, Kolkata - 700047

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)**

**6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)**

0



File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Due to the pandemic lockdown in 2021-22, the college was unable to address the issue in larger scale under certain unavoidable circumstances. Other than Covid, two tropical cyclones: Amphan in May 2020 and Yass in June 2021, in two consecutive years have devastated many of our asset in our College premise. Our Computer Lab was totally ruined by the flood right after the cyclone, Many of our Computers got damaged either due to unuse for several months or due to the high voltage surge during the cyclone. Several high end lab equipments also got damaged. Our college had appealed to the local block authority, district administration and Sundarban Development Board for reinstallation of some of those basic infrastructure and services like drinking water supply, etc; however, we returned empty handed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

### 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC' s plan for coordinating the quality assurance strategies and processes in post-COVID pandemic session of 2021-22 was according to the stakeholders of our college and associated dynamics of local community.

The two such practices that have evolved significantly in post-COVID 2021-22 were:

A. IQAC was determined to resume Career Advancement Scheme ( CAS) of teachers again in 2021-22 after a long gap and stagnation due to COVID pandemic lockdown. It is directly related with quality assurance strategies of our educational institution and motivational effort for teaching staff. IQAC has always responsibly addressed the mandatory practice of CAS for teachers as it is an integral part of academic development. The IQAC check the CAS related papers of incumbent in a coordinated manner for early completion of entire procedures within stipulated time.

B. IQAC was very much involved to restore student-centric programs and activities in conventional ways in 'New Normal' college campus. It was IQAC's priority to ensure students' physical and mental health during this time, their environmental awareness and their enthusiasm towards regular classes. A few programs were organized by concerned sub committees and special cells like Green Club, NSS, Students Welfare and Services Committee etc. However, because of the lockdown this session, most of the programs were organized online mode.

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/doc/IQAC%20ANNUAL%20REPORT%202021-2022.pdf">http://www.raidighicollege.in/doc/IQAC%20ANNUAL%20REPORT%202021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

There were limited scope of institutional reviews and implementation of experimental teaching-learning process and components related activities in college due to COVID related pandemic lockdown and associated limitations in the period 2021-22. However IQAC has encouraged all the students to participate in classes, both in online and offline mode of academic preparations in an innovative manner. For example, in lockdown period of 2021-22 individual students were used to coordinate the class lecture as prime speaker where the class teacher were present to support him or her in the same Google classroom or Google meet platform. Sometimes Principal was also present in such type of academic ecosystem.

After the reopening of college in mid-November, 2021 Raidighi College authority, Academic council and IQAC were committed to

restore traditional students' friendly classroom environment in all departments and IQAC was also very much alert about moral and ethical understanding of the students community within campus after the physical attendance were permitted as per government order.

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/Courses.html">http://www.raidighicollege.in/Courses.html</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.raidighicollege.in/iqac.html">http://www.raidighicollege.in/iqac.html</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Raidighi College Women's Cell organized a meeting(online) on 21st September 2021 to address the critical issue of under-age marriage of our rural girls students in pandemic lockdown. In this connection, the faculties, after regular academic interactions in online classes, especially encouraged the girl students to prioritize and continue their studies.

Besides, quite a few attempts were successfully arranged to address the issues of gender equity and sensitization:

1. Webinar of International Day of Rural Women (15th October) and International Day for the Elimination of Violence against Women (25th November) on 7th October, 2021 (online) participant: 100

2. Programme on Anti Sexual Harassment of Women at Workplace on 9th December, 2021 as observance Day (offline) participant: 60

3. Observation of International Day of Science for Women and Girls and Felicitation of College rank holders in University of Calcutta Examination, 2020-21 on 11th February, 2022 (offline) participant: 120

4. Observation of International Women's Day on 8th March, 2022 to Accelerate Equality (College campus) participant: 50

Other facilities and support systems for women in Raidighi College:

1. An active and strong Women's Cell for Grievance Redressal and overall infrastructural quality assurance related with services

2. Girls Common Room

3. Proper display of Anti Sexual Harassment regulations in entrance of the campus.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.raidighicollege.in/doc/Gender%20Sensitization.pdf">http://www.raidighicollege.in/doc/Gender%20Sensitization.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">Sanitary Napkin Vending Machine</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

**D. Any 1 of the above**

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Raidighi College is situated in a socio-economically backward area where civic services are not available as per Municipality areas of our country. The College authority has separate plan for solid and e-waste management system in both College and Hostel premises after the restoration of normal activities in post-COVID scenario as per government norms.

Cleaning of the premises by the college sweeper is a regular practice and sanitization before opening of the college in both November, 2021 and February, 2022 were done by local administration as per the guidelines of Government of West Bengal.

Our vision is to manage the regular as well as e-waste through a professional system and expert organization with proper written understanding in coming session.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus** C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

C. Any 2 of the above

with ramps/lifts for easy access to classrooms.  
 Disabled-friendly washrooms Signage  
 including tactile path, lights, display boards  
 and signposts Assistive technology and  
 facilities for persons with disabilities  
 (Divyangjan) accessible website, screen-  
 reading software, mechanized equipment 5.  
 Provision for enquiry and information :  
 Human assistance, reader, scribe, soft copies of  
 reading material, screen reading

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Raidighi College is located in an area of geographical and social uniqueness. The village literacy is above 70 percent and Schedule Caste population is about 20 percent and Schedule Tribes population is about 3 percent. Only Bengali speaking people are living here. From classroom to play ground, cultural programs to National Service Scheme awareness programs students participations and activities are not only holistic but also inclusive in nature irrespective of religion, caste, clan and language diversity. It is a sincere example of our institutional harmonious practice particularly at the time of natural calamities that community kitchen and shared livinghood are used to create within our campus with mutual respect and warmth. International Language Day on 21st February as well as observations of Commemorative Days like birth anniversaries of Dr B.R. Ambedkar on 14th April pioneer of constitutional rights of all citizens. Our college is committed for healthy academic as well as extra curricular activities without any discrimination depending on Socio-cultural prejudice and other sectional biased segregation.

For detailed description of various events please



visithttp://www.raidighicollege.in/College%20Events.html

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The students of Raidighi College are regularly communicated to participate or observe important national and state level programs or celebrations associated with constitutional rights and fundamental duties. Our Political Science Department observes Constitution Day in 26th November every year involving all stakeholders. They are also made aware about the general Human Rights, legal protections for women's , SC/ST community and Minorities with regular awareness programs by different committees under UGC's guidelines on fostering social responsibility and community engagement in HigherEducation Institution of India. Raidighi College is always focused to address the issues of duties and rights of youth of India, the section belongs to our students in almost all seminars, webinars and awareness programs by IQAC and specially NSS. Even in COVID period Students Welfare and Services Sub committee was concerned about the inclusion of the names of our eligible students in Voters' List. Our students are very much active not only in Mock Parliament organized by Higher Education dept of Government of West Bengal but also they are very much familiar with local Panchayat level administrative services to the poorest of the poor to ensure the rights of living irrespective of religion, caste and other diversities.

Please visithttp://www.raidighicollege.in/College%20Events.html

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers,** C. Any 2 of the above



administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

2021-22 is a year of both online and offline institutional practices for implementation of academic and extensional activities due to COVID pandemic lockdown and Natural calamities. But as a long standing practice of Raidighi College we are committed to maintain our tradition of celebrations / observations of commemorative days, events as per the specific guidelines of Higher Education Department, Government of West Bengal and other issues like availability of resource persons, examination schedule etc. The College believes that this is not a practice of documentation or ritual but it is our commitment for our history, heritage and cultural diversity. Our programs are always responsibly addressed the proud sentiment of nationality and sensitivity of global human values.

For detailed description of various events please visit <http://www.raidighicollege.in/College%20Events.html>

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

## 7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Institutional Best Practices successfully implemented in 2021-22**

? Care for girl students' academic and extensional opportunities and motivational support Objective: The Curricular, Co-Curricular and Extra-Curricular opportunities in Raidighi College are carefully and judiciously planned for student coming from diverse economical background with special stress on gender equality.

? Practice of development of e-content and digital communications in post-COVID scenario Objective: The College is ready to accept the paradigm shift in post-COVID new normal scenario to introduce regular blended educational practices and services related with digital education within the limited reach of e-communications.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Raidighi College is always committed to the empowerment of girl students as per the understanding of UNICEF, to tackle discriminatory gender norms and harmful practices that deny them access to education and self reliance. Three Add-On courses on Applied Spirituality, Yoga & Mental Health; and Communicative English & Personality Development offered by NSS, Physical Education and English Departments, respectively, made a huge impact on the local community. Our Academic domain is always well aware about the

of girl child education in this region. Our office was appreciated by local BDO Office for their enrollment and services for Kanyashree Scholarships programs, a unique financial support by the Government of WB. College has organized a Vaccination Camp with special attention to girl students. College felicitated several girls student achievers in February, 2022, where the local MLA Dr Aloke Jaldata was present to celebrate the success of a girl student (Ms Pallabi Halder) who was awarded 1st among all departments of college in University Examination, 2021. Our College office maintains separate telegram group for Kanyashree students. All the departments are specifically engaged to monitor the community life of our girl students and even mentoring their family members for necessary support individually and institutionally.

## Part B

### CURRICULAR ASPECTS

#### 1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The college offers an Orientation programme to all the Honours and General students to elaborate the CBCS curriculum in the beginning of the Semester. The academic Subcommittee develops the master routine and distributes it among the departments for departmental routine design. Some examples of teaching methods include chalk and talk, student seminar, participatory learning, expert lectures, group discussions, etc.

The curriculum is offered throughout the session taking into account the needs of both slow and advanced learners, based on the learning levels of the students as indicated by formative assessments. The departments implement active learning methods by regularly using audio-visual modes of communication such as PPT, videos, etc. For slow learners and as per need, remedial lessons are offered. The library resources are a great addition to the in-class lectures. The course material was also given online using platforms and applications including MOODLE LMS, Google Classroom, Google CoLaboratory and Meet, Youtube streaming, and other E-resources. Students are informed about the lesson plan, course curriculum, course outcomes, and curriculum implementation through orientation programmes. Practical lessons are also delivered during the lockdown period as feasible. The institution periodically hosts seminars by the teachers of various disciplines to spread knowledge across all subjects.

File Description	Documents
Upload relevant supporting document	<a href="#">View File</a>
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

The master calendar of the institution's affiliated university, The University of Calcutta, served as the foundation for the academic calendar, which was modified to provide for the

institution's distinctive extra curricular activities. The institution adheres to central and departmental timetables that are clearly laid forth. Internal Assessments and Tutorials are part of the grade of the Internal Examination System that corresponds with the CBCS course. University examinations are administered twice a year as part of the CBCS System called the ODD and EVEN Semester Examinations (displayed in Notice in website). The internal evaluation component of each core course, skill-enhancement course, and discipline-specific course is allotted 10 marks (Centrally conducted). For advanced pupils, regular tutorial sessions are offered as and when required. Additionally, faculty members conduct remedial programmes for weak pupils. Departmental student seminars are organized to help them become better presenters. CIE operates throughout the college in a number of different ways, including class tests, Home Assignments etc. Fieldwork is required for Botany, Geography, Microbiology, and Zoology students. Report writing based on class field trips in disciplines like History, Geography etc.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	Nil

**1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**1.2 - Academic Flexibility****1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented****1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented**

15

File Description	Documents
Any additional information	<a href="#">View File</a>
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

**1.2.2 - Number of Add on /Certificate programs offered during the year****1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)**

10

File Description	Documents
Any additional information	<a href="#">View File</a>
Brochure or any other document relating to Add on /Certificate programs	<a href="#">View File</a>
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

**1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year**

1885

**1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year**

1457

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The curriculum is made up of a number of courses that incorporate universally applicable topics including professional ethics, gender, human values, the environment, and sustainability. In semester II, the ability-enhancement requirement subject "Environmental Sciences" is made available to all UG students. The departments of Botany, Geography, Microbiology, and Food and Nutrition provide courses that address a variety of environmental topics, including waste management, environmentally friendly synthesis alternatives, pollution control techniques, energy conservation, biodiversity preservation, threats to and management of wetlands, organic farming, soil remediation, water conservation, climate change, conservation genetics, environment and public health, etc. The departments of Bengali, English, History, Philosophy, Political Science, and Sanskrit offer courses pertinent to the worth of the natural world, women's empowerment, human values, gender concerns, and the instillation of moral principles in students through professional ethics.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

14

File Description	Documents
Any additional information	<a href="#">View File</a>
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

2266

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above
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File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	<a href="#">View File</a>

**1.4.2 - Feedback process of the Institution may be classified as follows**

**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	<a href="http://www.raidighicollege.in/doc/Stakeholders_Feedback.pdf">http://www.raidighicollege.in/doc/Stakeholders_Feedback.pdf</a>

## TEACHING-LEARNING AND EVALUATION

### 2.1 - Student Enrollment and Profile

#### 2.1.1 - Enrolment Number Number of students admitted during the year

##### 2.1.1.1 - Number of sanctioned seats during the year

2412

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

#### 2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

##### 2.1.2.1 - Number of actual students admitted from the reserved categories during the year

795

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

## 2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Based on the reciprocal interactions and class level assessment departmental teachers identify advanced and slow learners in every semester. This 2021-22 period was truly an example of blended educational practices where traditional teaching methods are supported by newly introduced digital communications.

The advanced learners are exposed to:

- DBT-Manav project conducted by NCCS, IISER
- References of more learning platforms in online mode mentioning YouTube , digital libraries etc.
- Arrangements of journal studies, magazines etc.
- Hands on training with assignments
- Arrangements of study materials from other institutions from rest of the countries or abroad
- Encouragement for the use of libraries.
- Participation in different curriculum-related competitions and seminar presentations, to encourage advanced learners.

The supports for slow learners are:

- Remedial coaching
- Special classes and mentoring
- Encouragement for more careful examination and arrangements of mock test.
- Arrangements for study materials in vernacular language.
- Group discussion and participatory demonstration in laboratory based classes.
- Peer Group Support System

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

### 2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
3886	63

File Description	Documents
Any additional information	No File Uploaded

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

Learning experience proves to be a key factor in inspiring the students to carry forward their quest in higher education. Providing novel learning experience is a promising prospect, to say the least. However, different disciplines and subjects require different learning experiences. Keeping these in mind, the institution broadly exercises a few methodologies that might prove helpful irrespective of disciplines and subjects. Following a classroom lecture, students are encouraged to solve problems posed by the teachers either individually or in groups. In case of subjects like political science, philosophy, group discussions are often encouraged to initiate and execute a debate. Such problem solving and participative methods enable the students to look beyond the theoretical foundations of the subjects into their applications. Following such broad methodologies, there are obviously subject-centric approaches as well where experiential learning complements one's classroom experiences. In subjects like Food and Nutrition, Zoology, Botany, Geography, field visits/ excursions/ industrial visits/ participating in science fair are mandatory activities to offer a student a more comprehensive insight. Hence, a combination of traditional classroom teaching-and-learning methods and application-based co-curricular learning centred round the students give them a comprehensive view of their respective area.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In COVID pandemic lockdown period teaching-learning practices with ICT tools was very common and the only way to get the classroom within our catering services. In online classes teachers use make the best use of technology in their respective lectures or Computer Language practical classes for better understanding of the topic. Using platforms like Google Meet, Google classroom, Moodle, MS Team, Zoom along with several online learning related channels has been a regularity among the teachers to explore the new dimension of new challenges.

Our college is wi-fi enabled campus which helps teachers and students to learn from online learning and training related resources, such as N-List, e-PGPathshala, etc. The College has several ICT enabled classrooms.

Students queries and confusion are also attended through various social networks. Communications through e-mail, telegram group and whatsapp are very common to share ideas and information for updates.

College has also an well equipped Central Computer lab ( severely damaged in Cyclone Amphan in 2020 and Yass cyclone in 2021). It is now under reconstruction for the purpose of better ICT oriented educational ecosystem in college.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://www.raidighicollege.in/doc/ICT%20Policy.pdf">http://www.raidighicollege.in/doc/ICT%20Policy.pdf</a>

**2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year )****2.3.3.1 - Number of mentors**

65

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	No File Uploaded

**2.4 - Teacher Profile and Quality****2.4.1 - Number of full time teachers against sanctioned posts during the year**

63

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

**2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)****2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

16

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

### 2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

#### 2.4.3.1 - Total experience of full-time teachers

600

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Raidighi College has no self made option in this particular area like other affiliated Colleges under University of Calcutta. All official examination related notices are posted in college website, student groups for rigorous follow up of University guidelines.

The College has formed a Internal Assessment ( Examination) Committee to be Incharge of creating subject wise timetable foe the departments. Though the departments usually choose a specific date to arrange Internal Assessment, Tutorials for their respective students within the given guidelines of University of Calcutta, it follows a routine prepared by the College Internal Examination Committee. The examination system involves setting and organizing questions papers, implementing examination and completing the assessment within given time. Upload of Internal Assessment results University portal and submission of Results for all the semesters are regular practices of the institution like us. In case of any doubts and clarification college

authority used to contact with University for necessary guidelines and supporting documents. During the first half of the 2021-22 all of the Internal Assessment were to be arranged online but in later some examinations were offline as per government guidelines.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Primarily students report all internalexamination related grievances to the HOD of concerned departments for necessary action. Secondly the College has a Grievance Redressal Cell under the Chairmanship of the Principal. Any major grievance that has been issued in relation to the institution falls under its concern.

All university examination related complaints are received after the publication of results by University of Calcutta. Steps are promptly taken by College office and Results Committee to correct errors. Due to the sincere effort by Departmental teachers and office, however, no grievance related to Internal Examinations has been placed to the cell. Hence, the Committee's involvement in the above-mentioned case remains untested in this lockdown affected period where blended mode of examination was organized accordingly.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

## 2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

As per the present understanding of the ideas related to the CBCS system of Higher Education, dissemination of knowledge in classrooms our college and faculty members are strictly oriented on the basis of course outcomes designed by the University of

Calcutta as prescribed by UGC. These are communicated to our students through College prospectus. While designing such outcomes, departmental teachers keep in regular touch with the University's respective Board of Studies. From the previous session the outcomes are prepared as per the orientation of UGC supported documents like <https://www.ugc.ac.in/subpage/LOCF.aspx>. balancing the immediate deliverables and sustainable growth of proper ecosystem.

The departments and academic committee organize several lectures, seminars, awareness programs with the support of Career guidance and counseling and Placement Cell to orient students properly in the present course of activities. Departments, mostly from the introductory classes of the assignments, the program/course outcomes are circulated and explained among the students. The program/ courses details are available in University website and academic committee organize College policy accordingly and communicate through various social platforms. Academic, particularly classroom communications are made keeping in mind the ultimate outcome of a course or syllabus, in turn a complete undergraduate program and extensional opportunities in general.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.raidighicollege.in/doc/CourseOutcome.pdf">http://www.raidighicollege.in/doc/CourseOutcome.pdf</a>
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Our College ensures transparent evaluation of students' performance through various methods for measuring the attainment of each program and course outcome in a proper manner. As it happens in case of University of Calcutta examinations, the Internal Assessment, Tutorials, Practicals in laboratory components offer the teachers ample scopes to assess the students' familiarity with the courses and attainment of the outcomes.

Besides the terminal summative assessment at the end of each semester, the departments arrange for formative assessments as well, in tune with their outcomes and capacity. Assessment methods



include short written examinations, viva voce, laboratory experiments, home assignments, group discussion in the formative period. Based upon the way the students fare in these, special mock tests are usually taken before the final summative assessment, in accordance with the advanced or slow stages of learning. As the course outcomes often have objectives related with capabilities of recognition, perception, understanding and delivery, popular quiz presentations, debates are often encouraged in group. Following this, advanced learners are taken to higher scope of attainments, while the slow learners are taken care of by arranging more such session within and outside regular class hours.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="http://www.raidighicollege.in/doc/CourseOutcome.pdf">http://www.raidighicollege.in/doc/CourseOutcome.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

#### 2.6.3.1 - Total number of final year students who passed the university examination during the year

579

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[http://www.raidighicollege.in/doc/SSS\\_26\\_06\\_2023.pdf](http://www.raidighicollege.in/doc/SSS_26_06_2023.pdf)

### RESEARCH, INNOVATIONS AND EXTENSION

<b>3.1 - Resource Mobilization for Research</b>	
<b>3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
<b>3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)</b>	
1,25,000	
File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	<a href="#">View File</a>
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>
<b>3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year</b>	
<b>3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year</b>	
0	
File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil
<b>3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year</b>	
<b>3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year</b>	
13	

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 3.2 - Research Publications and Awards

#### 3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

##### 3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

11

File Description	Documents
Any additional information	<a href="#">View File</a>
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

##### 3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year

17

File Description	Documents
Any additional information	<a href="#">View File</a>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Since its inception, Raidighi College fostered and nurtured the students through various extracurricular and co-curricular

activities. NSS team along with its volunteers made it a practice to interact with nearby villagers and share the nitty-gritty of their livelihood. Department of Food and Nutrition every year visits local schools and organizes surveys among the students to check their health and dietary status. Free counseling sessions are also conducted for the needy ones. Through observation of Heart Day, Health Day and Poshan Maah etc. they strengthen the notion of physical and mental wellbeing in the students. Department of Microbiology arranges awareness programs on Antimicrobial Resistance, Covid variants, vaccination and IPR etc. Students prepare awareness videos, participate in poster presentation, quiz, drawing, slogan writing, calendar and wall magazine making etc. to observe and commemorate days of relevance such as International Microorganisms Day, Antimicrobial Awareness week, World TB Day, World Health Day, No Plastic Day, National Science Day etc. Students are encouraged to take the responsibility to share their knowledge among their peer group, family and relatives. Women Cell along with other departments paid tribute to legendary women scientists on International Day of Women and Girls in Science through student presentation and award ceremony.

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/College%20Events.html">http://www.raidighicollege.in/College%20Events.html</a>
Upload any additional information	No File Uploaded

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	No File Uploaded

**3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., ( including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs ) during the year**

**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

4

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

**3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**

**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year**

220

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

**3.4 - Collaboration**

**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year**

18

File Description	Documents
e-copies of linkage related Document	<a href="#">View File</a>
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

### 3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

#### 3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

10

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	<a href="#">View File</a>

## INFRASTRUCTURE AND LEARNING RESOURCES

### 4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college in collaboration with the local administration has completed the post-cyclone repair works as much as possible.

We have a few ICT-enabled classrooms with audio-visual facilities, and also a number of lecture halls, conference rooms and seminar halls to address a large number of students. In addition to the General College Library, individual departments have departmental libraries that further enhance the learning experience of the students. Individual laboratories, separate geoinformatics laboratory, desktop-equipped Library are there for smooth functioning of the e-resources. All departments have are enabled with net connectivity. The college in collaboration with

the West Bengal Pollution control Board has established a digital jumbo pollution control monitoring display board at the middle of the campus ground from where the stakeholders can easily access the basic information of climatic phenomenon. In addition to the transformer and the Green Generator facility, the college authority has established a 20kW solar power grid with the help of the Ministry of Non-Conventional Energy Sources, Government of WB. College authority is to establish a central computer laboratory for wide accessibility of each and every teachers.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

The institution has sufficient infrastructure for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga Centre etc. There are four halls to organize cultural programme and interdepartmental or intradepartmental competitions. There are two separate grounds since 2001. The total area of the grounds is 720 sq. m. and 700 sq. m. respectively. One is within the campus and another one is in the southern part of the campus separated by a common boundary wall which was destroyed by the last cyclone. The restoration of the playground damaged by the over topping and entry of saline is going on. A wide concrete playground (31mt×18mt) has been constructed for the purpose of Basket Ball, Badminton, Volley, Lawn Tennis etc. This ground is very much useful to the newly introduced Department of Physical Education. The college has separate room for gymnasium and yoga which was established in the year of 2015. Both the gymnasium and the yoga Centre can accommodate roughly 30 students at a time. It is needless to say that due to COVID-19 situation these facilities were not in proper use during the whole time-period; and on top of that two major cyclones hit the college campus drastically.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://www.raidighicollege.in/College%20Events.html">http://www.raidighicollege.in/College%20Events.html</a>

#### 4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

13

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

#### 4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

##### 4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

6.19520

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

#### 4.2 - Library as a Learning Resource



## 4.2.1 - Library is automated using Integrated Library Management System (ILMS)

An Integrated Library Management System (ILMS) is also considered as a Library Management System (LMS), which is an enterprise of the resource planning system for a library. This has also a direct impact on LMS. Information and communication technology has made the users comfortable and friendly to use library resources. The most popular open-source software like Koha is highly involved in ILMS. The Institute installed Integrated Library Management System (ILMS) namely "KOHA" in the year 2016. We first time use KOHA version 3.18.03 and now we use version 21.05 due to gradual up-gradation. Online public access catalogue (OPAC) facility is available in our library. OPAC which is used by students and faculty members for searching resources available in the library by the keywords of Title, Author, Subject name etc. Apart from OPAC facility the centralized database of library resources has been developed and it has been in a steady growth. The metadata format is as per the international standard to facilitate better search and retrieval. Provision of circulation of library resources through KOHA will be introduced soon through the technological and infrastructural development very soon. These online access of books can only be done through an IP address within the College Premise.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	<a href="https://nlist.inflibnet.ac.in/">https://nlist.inflibnet.ac.in/</a>

**4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

### 4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

#### 4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

0.47073

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

### 4.2.4 - Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)

#### 4.2.4.1 - Number of teachers and students using library per day over last one year

7

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	<a href="#">View File</a>

### 4.3 - IT Infrastructure

#### 4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

Computers in the Administrative section and in different departments are well-equipped with branded PC's adequately supported by internet connectivity. Due to severe cyclones, most of the electronic gadgets like Computer, Printer, Projector etc. are completely or partially damaged. But after the reopening of the college in January, 2022, the college has repaired the damaged gadgets as far as possible. These machines are equipped with a wide range of licensed system software and application software. The whole campus is connected with LAN. Computers are well connected to the internet help students and faculty to carry out their academic and administrative work. Technical assistants are available to support students and faculty in their problems. During this Pandemic situation. However, none of the facilities got updated; primarily because of the fact that the transport

system was fully disrupted in the college area. However, a proposal has been adopted by the authority to purchase more new computers, projector to make the maximum classroom ICT based.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

#### 4.3.2 - Number of Computers

61

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

11.15533

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

All the physical facilities, inclusive of academic and support facilities are usually maintained and utilized through established system of different committees and their established procedures. Regular maintenance of electrical support, plumbing and sanitary work, carpentry, reprographics, etc. is properly looked after through these committees and incorporating the valuable suggestions from the head of the institute and the governing body in a timely manner. A dedicated transformer for the college, a Green Generator had proved very effective in addressing issues of power cuts and voltage fluctuations. Electrical appliances such as air-conditioners, water purifiers, CCTV surveillance system require a regular maintenance. So far as the maintenance and utilization of the academic and support facilities are concerned, the departments are instructed to make a stock book enlisting the details of the equipment and materials purchased. The laboratory instruments are properly kept and used according to the instructions mentioned in the product manual. Logbooks are maintained to record instrument usage. Whenever any problem in the function is detected, concerned agencies are asked for repairing. The sensitive instruments in the laboratories are protected from voltage fluctuations by using UPS and Voltage Stabilizers. The library is INFLIBNET supported and is undergoing automation.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	<a href="http://www.raidighicollege.in/doc/Organogram.pdf">http://www.raidighicollege.in/doc/Organogram.pdf</a>

## STUDENT SUPPORT AND PROGRESSION

**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

1305

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

**5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year****5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

**5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills**

B. 3 of the above

File Description	Documents
Link to institutional website	<a href="http://www.raidighicollege.in/Add-On-Courses.html">http://www.raidighicollege.in/Add-On-Courses.html</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

**5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

**5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year**

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees**

**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

3

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

### 5.2.2 - Number of students progressing to higher education during the year

#### 5.2.2.1 - Number of outgoing student progression to higher education

52

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

### 5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

#### 5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State

**government examinations) during the year**

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

**5.3 - Student Participation and Activities****5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year****5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.**

1

File Description	Documents
e-copies of award letters and certificates	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	<a href="#">View File</a>

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )

A major proportion of this session i.e., 21-22 was affected by the COVID lockdown, with the majority of the students, belonging to low socio-economic strata, we were unable to fully involve them due to some restrictions. But we tried to reach them and make them understand the importance of their engagement in college activities for holistic upliftment.

There is student representation in the IQAC which is intrinsically associated with many Academic and Administrative Cells. There are 'Student Coordinators' in all the departments



for each semester. They provide their opinions and feedback on teaching-learning. They act as mediums for disseminating information regarding classes, examinations etc. The 'Student Coordinators' perform actively under the tutelage of their HoDs, and the Principal remains in constant touch with them.

The students are components of many significant committees which are directly linked to students' welfare and upgradation.

They take initiatives in organising programs like Fresher's Welcome, Social, Cultural Annual Program, Saraswati Puja and awareness programs on health, social and environmental issues etc. with their teachers.

Every student makes a contribution to the 'Students Health Home' with the intention to help needy students in medical emergencies as a symbol of harmony and affection for each other

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/College%20Events.html">http://www.raidighicollege.in/College%20Events.html</a>
Upload any additional information	<a href="#">View File</a>

### 5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

#### 5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

**5.4 - Alumni Engagement**

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

There is no registered alumni association. Very recently the College has taken initiative to form a registered alumni association. However, some of the departments regularly convene meetings with their former students and involve them to participate in various activities of the department or College.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**5.4.2 - Alumni contribution during the year (INR in Lakhs)**

**E. <1Lakhs**

File Description	Documents
Upload any additional information	No File Uploaded

**GOVERNANCE, LEADERSHIP AND MANAGEMENT****6.1 - Institutional Vision and Leadership**

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The vision of the college has always been to carve a niche for itself as a premier institution offering quality education to the poverty-stricken, under-developed community of rural marshlands of the Sundarbans. However, the post-pandemic scenario has now called for an updated, revised approach to it. Having already succeeded in utilizing the 'digital divide' to a positive effect, the college now is well into blending the two modes of learning - online and offline - into a harmonious whole. In tune with our mission of educating the youth into self-sufficient, responsible citizens, the college, beside regular curricular activities, has started a few add-on courses as well, focusing specifically on the students' holistic development by means of training them in communicative English, Yoga and Value Education. Though the

departments and the office are normalising activities back to the offline mode, need-based & relevant use of online medium, has not been discarded at all. We are now on a journey to communicate and motivate our students and the community to which they belong in a way that is more comprehensive and integral in relation to the present time. Despite encountering challenges en route, our envisioned future looks neither unplanned, nor far off.

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/Add-On-Courses.html">http://www.raidighicollege.in/Add-On-Courses.html</a>
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

a. The institutional leadership deserves a special mention in background of the uncertain past and challenging present. A true effective decision making process by our management authority was very much appreciated by academic community, particularly an effort to empowered sub committees and special cells to regular implementation of co-curricular and extensional activities.

b. Now our college authority and IQAC have been successful in restoring academic and administrative regular practices with decentralization and participatory management policy (visit <http://www.raidighicollege.in/doc/Organogram.pdf>). At first we invite departmental teachers for their necessary support and innovative ideas in IQAC level decision making system. We also requested sub committees and students for their contributions with sustainable planning with budgetary support considering the demand of our overall environment. Now we are gradually reviving our campus culture in post-COVID scenario because of this effective decisions from college leadership.

c. Raidighi College has introduced a two years rotational Headship for all the departments in November, 2021. It was a great initiative towards the decentralization of power and welcoming new ideas and thoughts in academic and administrative dynamics. It also provides the opportunity to be exposed in new kinds of administrative responsibilities.

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/doc/Organogram.pdf">http://www.raidighicollege.in/doc/Organogram.pdf</a>
Upload any additional information	No File Uploaded

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The strategic planning done by the college has three major components - admission, examinations and classes - of which, the first one has been happening online for quite some years now. In accordance with regulations of the state government, University of Calcutta, and UGC, our college is regularly striking a cent per cent success rate in the admission procedure with a coming-of-age communication planning through website to the community. Our teachers and non-teaching staffs met students and guardians as and when necessary. The entire process is mobile friendly & e-wallet supported, with a vision to infuse a habit of education in an area marked by limited digital infrastructure.

Examinations, however, moved back to the offline mode during mid-2022, for the students of the even-semester. Though the college had been successful in conducting online examination during the pandemic period, now following university guidelines, it has entered the conventional modus operandi, acting as a centre for the examinees of a different college students during final examination. Classes, too, though only for four and a half months in the concerned session, were conducted offline. However, platforms like Google Classroom and Google Co-Lab are kept in use to share study materials with students easily.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

**The Principal :**

The Principal holds the apex position of College and girls' hostel. He presides over all academic, administrative and financial events and decision making processes.

**The Governing Body :**

The Raidighi College Governing Body resides, and it possess fundamental legal and administrative authority over college. The Governing Body President provides assimilative leadership to the institution. Appointment of any kind, following governmental rules and discretion, is subject to the Governing Body's approval. In such cases Governing Body scrutinizes the effectivity of the appointments and their nature, before mobilizing the necessary processes. Statutory service rules and conventional code of conduct are made clear by the administrative bodies in a transparent manner and these are kept under regular monitoring.

**Policy implementation and services in college administrative structure:**

The college office functions under the Bursar (office superintendent) and Head Clerk combinedly. IQAC, working with the suggestions of the Academic Subcommittee, advises the authority accordingly. Teachers' Council and Non teaching staff Council function under their respective Secretaries. In addition Students' Council Secretary, Hostel Super, Librarian, and Convenors of all statutory and non statutory sub committees and special cells comprise important and effective heads of the organization.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	<a href="http://www.raidighicollege.in/doc/Organogram.pdf">http://www.raidighicollege.in/doc/Organogram.pdf</a>
Upload any additional information	No File Uploaded

**6.2.3 - Implementation of e-governance in areas of operation Administration Finance**

C. Any 2 of the above

## and Accounts Student Admission and Support Examination

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

### 6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

The institution has some effective measures for teaching and Non-teaching staff. Our college provides Government level welfare supports as per their instruction, if any.

For Teaching staff-

A. Employees Provident Fund

including loan provision from P.F.

B. West Bengal Health Scheme supported by Govt. of West Bengal

C. Sasthasathi Scheme for SACT teachers supported by Govt. of West Bengal

D. Pension as per government norms

For Non-teaching staff-

A. Employees Provident Fund including loan provision from P.F.

B. Sasthasathi Scheme supported by Govt. of West Bengal.

C. Festival Bonus for casual staff

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

**6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**

**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

**6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year**

**6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year**

2

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	<a href="#">View File</a>

### 6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

#### 6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

13

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Details of teachers attending professional development programmes during the year (Data Template)	<a href="#">View File</a>

### 6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

First of all, our teaching and non teaching staff are highly appreciated by college Governing Body and IQAC for their social responsibilities and care towards the students during COVID and Yaas - Cyclonic period 2021-22. However college authority and IQAC



examine the performances and behaviors of teaching and non-teaching staff before their regular promotion as per UGC and Higher Education Department, government of West Bengal guidelines.

Except the routine practice, Principal with the help of IQAC reviews the class conduct of teachers as well as their mentoring programs. He interacts with students directly in his room without any prejudice and hears them sensitively and acts accordingly. Considering the workload of teachers and non teaching staff, Principal used to interact with them on regular basis and motivate them, guide them for more careful interaction with students and their guardians.

A special mention is about the role of the IQAC is due here, the body not only reviews but also monitors teachers' individual progression over the year and provides necessary appreciation through empowerment and responsibilities following the Principal's directives.

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/doc/IQAC%20ANNUAL%20REPORT%202021-2022.pdf">http://www.raidighicollege.in/doc/IQAC%20ANNUAL%20REPORT%202021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

#### 6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The College conducts the internal audit regularly. The general procedure is to conduct the Governmental audit after the internal audit is completed. However due to the unavailability of Governmental Auditors, the Govt. Audit is due for several years for several Colleges. Due to COVID pandemic lockdown the Government Audit of session 2021-22 is not complete till date, however the internal audit is conducted and the certificate is attached where needed.

A. The external auditor is C.A. appointed by the state government of West Bengal.

B. The internal auditor of college is : A.Mukhopadhyay & Co.

Address: 25 /1A/1 Naktala Road, Kolkata - 700047

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

#### 6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

##### 6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

#### 6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

Due to the pandemic lockdown in 2021-22, the college was unable to address the issue in larger scale under certain unavoidable circumstances. Other than Covid, two tropical cyclones: Amphan in May 2020 and Yass in June 2021, in two consecutive years have devastated many of our asset in our College premise. Our Computer Lab was totally ruined by the flood right after the cyclone, Many of our Computers got damaged either due to unuse for several months or due to the high voltage surge during the cyclone. Several high end lab equipments also got damaged. Our college had appealed to the local block authority, district administration and Sundarban Development Board for reinstallation of some of those basic infrastructure and services like drinking water supply, etc; however, we returned empty handed.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

## 6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC' s plan for coordinating the quality assurance strategies and processes in post-COVID pandemic session of 2021-22 was according to the stakeholders of our college and associated dynamics of local community.

The two such practices that have evolved significantly in post-COVID 2021-22 were:

A. IQAC was determined to resume Career Advancement Scheme ( CAS) of teachers again in 2021-22 after a long gap and stagnation due to COVID pandemic lockdown. It is directly related with quality assurance strategies of our educational institution and motivational effort for teaching staff. IQAC has always responsibly addressed the mandatory practice of CAS for teachers as it is an integral part of academic development. The IQAC check the CAS related papers of incumbent in a coordinated manner for early completion of entire procedures within stipulated time.

B. IQAC was very much involved to restore student-centric programs and activities in conventional ways in 'New Normal' college campus. It was IQAC's priority to ensure students' physical and mental health during this time, their environmental awareness and their enthusiasm towards regular classes. A few programs were organized by concerned sub committees and special cells like Green Club, NSS, Students Welfare and Services Committee etc. However, because of the lockdown this session, most of the programs were organized online mode.

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/doc/IQAC%20ANNUAL%20REPORT%202021-2022.pdf">http://www.raidighicollege.in/doc/IQAC%20ANNUAL%20REPORT%202021-2022.pdf</a>
Upload any additional information	<a href="#">View File</a>

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

There were limited scope of institutional reviews and implementation of experimental teaching-learning process and components related activities in college due to COVID related pandemic lockdown and associated limitations in the period 2021-22. However IQAC has encouraged all the students to participate in classes, both in online and offline mode of academic preparations in an innovative manner. For example, in lockdown period of 2021-22 individual students were used to coordinate the class lecture as prime speaker where the class teacher were present to support him or her in the same Google classroom or Google meet platform. Sometimes Principal was also present in such type of academic ecosystem.

After the reopening of college in mid-November, 2021 Raidighi College authority, Academic council and IQAC were committed to restore traditional students' friendly classroom environment in all departments and IQAC was also very much alert about moral and ethical understanding of the students community within campus after the physical attendance were permitted as per government order.

File Description	Documents
Paste link for additional information	<a href="http://www.raidighicollege.in/Courses.html">http://www.raidighicollege.in/Courses.html</a>
Upload any additional information	<a href="#">View File</a>

**6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s)**

**C. Any 2 of the above**

**Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://www.raidighicollege.in/igac.html">http://www.raidighicollege.in/igac.html</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

**INSTITUTIONAL VALUES AND BEST PRACTICES**

**7.1 - Institutional Values and Social Responsibilities**

**7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year**

Raidighi College Women's Cell organized a meeting(online) on 21st September 2021 to address the critical issue of under-age marriage of our rural girls students in pandemic lockdown. In this connection, the faculties, after regular academic interactions in online classes, especially encouraged the girl students to prioritize and continue their studies.

Besides, quite a few attempts were successfully arranged to address the issues of gender equity and sensitization:

1. Webinar of International Day of Rural Women(15th October) and International Day for the Elimination of Violence against Women(25th November) on 7th October, 2021(online) participant:100

2. Programme on Anti Sexual Harassment of Women at Workplace on 9th December, 2021 as observance Day(offline) participant:60

3. Observation of International Day of Science for Women and Girls and Felicitation of College rank holders in University of Calcutta Examination, 2020-21 on 11th February, 2022(offline) participant:120

4. Observation of International Women's Day on 8th March, 2022 to

Accelerate Equality(College campus) participant:50

Other facilities and support systems for women in Raidighi College:

- 1.An active and strong Women's Cell for Grievance Redressal and overall infrastructural quality assurance related with services
- 2.Girls Common Room
- 3.Proper display of Anti Sexual Harrasment regulations in entrance of the campus.

File Description	Documents
Annual gender sensitization action plan	<a href="http://www.raidighicollege.in/doc/Gender%20Sensitization.pdf">http://www.raidighicollege.in/doc/Gender%20Sensitization.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">Sanitary Napkin Vending Machine</a>

**7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment**

D. Any 1 of the above

File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Raidighi College is situated in a socio-economically backward area where civic services are not available as per Municipality areas of our country. The College authority has separate plan for solid and e-waste management system in both

College and Hostel premises after the restoration of normal activities in post-COVID scenario as per government norms.

Cleaning of the premises by the college sweeper is a regular practice and sanitization before opening of the college in both November, 2021 and February, 2022 were done by local administration as per the guidelines of Government of West Bengal.

Our vision is to manage the regular as well as e-waste through a professional system and expert organization with proper written understanding in coming session.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus**

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.5 - Green campus initiatives include**

**7.1.5.1 - The institutional initiatives for greening the campus are as follows:**

- 1. Restricted entry of automobiles**
- 2. Use of Bicycles/ Battery powered vehicles**
- 3. Pedestrian Friendly pathways**
- 4. Ban on use of Plastic**

A. Any 4 or All of the above

**5. landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

**7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution**

**7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities**

**B. Any 3 of the above**

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View File</a>
Certification by the auditing agency	<a href="#">View File</a>
Certificates of the awards received	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading**

**C. Any 2 of the above**



File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Policy documents and information brochures on the support to be provided	<a href="#">View File</a>
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Raidighi College is located in an area of geographical and social uniqueness. The village literacy is above 70 percent and Schedule Caste population is about 20 percent and Schedule Tribes population is about 3 percent. Only Bengali speaking people are living here. From classroom to play ground, cultural programs to National Service Scheme awareness programs students participations and activities are not only holistic but also inclusive in nature irrespective of religion, caste, clan and language diversity. It is a sincere example of our institutional harmonious practice particularly at the time of natural calamities that community kitchen and shared livinghood are used to create within our campus with mutual respect and warmth. International Language Day on 21st February as well as observations of Commemorative Days like birth anniversaries of Dr B.R. Ambedkar on 14th April pioneer of constitutional rights of all citizens. Our college is committed for healthy academic as well as extra curricular activities without any discrimination depending on Socio-cultural prejudice and other sectional biased segregation.

For detailed description of various events please visit <http://www.raidighicollege.in/College%20Events.html>

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The students of Raidighi College are regularly communicated to participate or observe important national and state level programs or celebrations associated with constitutional rights and fundamental duties. Our Political Science Department observes Constitution Day in 26th November every year involving all stakeholders. They are also made aware about the general Human Rights, legal protections for women's , SC/ST community and Minorities with regular awareness programs by different committees under UGC's guidelines on fostering social responsibility and community engagement in Higher Education Institution of India. Raidighi College is always focused to address the issues of duties and rights of youth of India, the section belongs to our students in almost all seminars, webinars and awareness programs by IQAC and specially NSS. Even in COVID period Students Welfare and Services Sub committee was concerned about the inclusion of the names of our eligible students in Voters' List. Our students are very much active not only in Mock Parliament organized by Higher Education dept of Government of West Bengal but also they are very much familiar with local Panchayat level administrative services to the poorest of the poor to ensure the rights of living irrespective of religion, caste and other diversities.

Please visit <http://www.raidighicollege.in/College%20Events.html>

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff**

**C. Any 2 of the above**

**4. Annual awareness**

**programmes on Code of Conduct are organized**

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	<a href="#">View File</a>

**7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals**

2021-22 is a year of both online and offline institutional practices for implementation of academic and extensional activities due to COVID pandemic lockdown and Natural calamities. But as a long standing practice of Raidighi College we are committed to maintain our tradition of celebrations / observations of commemorative days, events as per the specific guidelines of Higher Education Department, Government of West Bengal and other issues like availability of resource persons, examination schedule etc. The College believes that this is not a practice of documentation or ritual but it is our commitment for our history, heritage and cultural diversity. Our programs are always responsibly addressed the proud sentiment of nationality and sensitivity of global human values.

For detailed description of various events please visit <http://www.raidighicollege.in/College%20Events.html>

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

**7.2 - Best Practices**

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

**Institutional Best Practices successfully implemented in 2021-22**

? Care for girl students' academic and extensional opportunities and motivational support Objective: The Curricular, Co-Curricular and Extra-Curricular opportunities in Raidighi College are carefully and judiciously planned for student coming from diverse economical background with special stress on gender equality.

? Practice of development of e-content and digital communications in post-COVID scenario Objective: The College is ready to accept the paradigm shift in post-COVID new normal scenario to introduce regular blended educational practices and services related with digital education within the limited reach of e-communications.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Raidighi College is always committed to the empowerment of girl students as per the understanding of UNICEF, to tackle discriminatory gender norms and harmful practices that deny them access to education and self reliance. Three Add-On courses on Applied Spirituality, Yoga & Mental Health; and Communicative English & Personality Development offered by NSS, Physical Education and English Departments, respectively, made a huge impact on the local community. Our Academic domain is always well aware about the of girl child education in this region. Our office was appreciated by local BDO Office for their enrollment and services for Kanyashree Scholarships programs, a unique financial support by the Government of WB. College has organized a Vaccination Camp with special attention to girl students. College felicitated several girls student achievers in February, 2022, where the local MLA Dr Alope Jaldata was present to celebrate the success of a girl student (Ms Pallabi Halder) who was awarded 1st among all departments of college in University Examination, 2021. Our College office maintains separate telegram group for Kanyashree students. All the departments are specifically engaged

to monitor the community life of our girl students and even mentoring their family members for necessary support individually and institutionally.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 7.3.2 - Plan of action for the next academic year

1. Preparation of more students friendly campus infrastructure with special attention to blended mode of learning, sports facilities, toilets and library services, and more facilities for Divyangjan.
2. The College IQAC will look after the smooth functioning of Career Advancement systems of teachers and non teaching staff as per norms.
3. The College Career guidance, Counseling and Placement Cell is communicating with potential employers as well as supportive agencies for in campus and off-campus recruitment activities.
4. Introduction of different certificate courses as per UGC guidelines to address the requirements of local community.
5. Completion of Green Audit and other environmental programs like e-waste management, MoU with professional organisation for proper waste disposal as part of campus sustainability programs.
6. Raidighi College Alumni Association is underway of registration as well as close to official formation. We are hopeful for early normal functioning of Alumni activities.
7. Preparation of our educational institution to address the scope and challenges of NEP by participating NIRF, AISHE and UGC sponsored different orientation programs.
8. Preparation of NAAC 2nd Cycle A & A as per guidelines of UGC-NAAC and Higher Education Department, Government of West Bengal.