ANNUAL QUALITY ASSURANCE REPORT (AQAR) OF IQAC: 2016-2017

RAIDIGHI COLLEGE

P.S.+P.O.- RAIDIGHI

DIST-SOUTH 24 PARGANAS

PIN - 743383

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Part – A

1. Details of the Institution

1.1 Name of the Institution

RAIDIGHI COLLEGE

1.2 Address Line 1

VILL+P.O.+P.S.-RAIDIGHI

Address Line 2

SOUTH 24 PARGANAS

City/Town

-

State

WEST BENGAL

Pin Code

743383

Institution e-mail address

raidighicollege95@gmail.com

Contact Nos.

9735310008

Name of the Head of the Institution: (principal)

DR. SASABINDU JANA

Tel. No. with STD Code:

-

Mobile:

9831766135

Name of the IQAC Co-ordinator:

DR. SISIR CHATTERJEE

Mobile:

9433603681

IQAC e-mail address:

raidighicollege95@gmail.com

1.3 **NAAC Track ID** : **WBCOGN25877**

1.4 NAAC EXECUTIVE COUNCIL NUMBER AND DATE : EC(SC)/ A A/73.1 Dated-NOV.05/2016

1.5 Website address:

www.raidighicollege.in

Web-link of the AQAR: http://www.raidighicollege.in/doc/AQAR_Raidighi_College_2016_2017.pdf

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1st Cycle	B	2.01	2016	05.11.2016 to 04.11.2021

1.7 Date of Establishment of IQAC:DD/MM/YYYY

21.03.2014

1.8 AQAR for the year *(for example 2010-11)*

2016-2017

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC (*(for example AQAR 2010-11submitted to NAAC on 12-10-2011)* **NOT APPLICABLE**

FIRST AQAR OF RAIDIGHI COLLEGE **(2016-2017)** submitted on **30.03.2019**

FIRST CYCLE ACCREDITATION IN 2016

1.10 Institutional Status

University   State ☐   Central ☐   Deemed ☐   Private ☐   N.A.

Affiliated College   Yes ☑   No ☐

Constituent College   Yes ☐   No ☑

Autonomous college of UGC   Yes ☐   No ☑

Regulatory Agency approved Institution   Yes ☐   No ☑

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education ☑   Men ☐   Women ☐

               Urban ☐   Rural ☑   Tribal ☐

Financial Status   Grant-in-aid ☑   UGC 2(f) ☑   UGC 12B ☑

               Grant-in-aid + Self Financing ☐   Totally Self-financing ☐

1.11 Type of Faculty/Programme

Arts ☑   Science ☑   Commerce ☐   Law ☐   PEI (Phys Edu) ☐

TEI (Edu) ☐   Engineering ☐   Health Science ☐   Management ☐

Others   (Specify)

1.12 Name of the Affiliating University *(for the Colleges)*   UNIVERSITY OF CALCUTTA

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University | NO |

University with Potential for Excellence | NO | UGC-CPE | NO |

DST Star Scheme | NO | UGC-CE | NO |

UGC-Special Assistance Programme | YES | DST-FIST | NO |
Special funding for rural backward
region college.

UGC-Innovative PG programmes | NO | Any other (*Specify*) | NO |

UGC-COP Programmes | NO |

2. IQAC Composition and Activities

2.1 No. of Teachers

6

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

1

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and

community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

1

2.9 Total No. of members

15

2.10 No. of IQAC meetings held

6

2.11 No. of meetings with various stakeholders: No. | 8 | Faculty | 3 |

Non-Teaching Staff | 2 | Students | 2 | Alumni | 1 | Others | - |

2.12 Has IQAC received any funding from UGC during the year 2016-17   Yes [ ] No [ ]

If yes, mention the amount | 3,00,000.00 | *3 Lakhs during 12th plan (2012-2017)*

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. | 3 | International | 0 | National | 0 | State | 0 | Institution Level | 3 |

(ii) Themes

1. NAAC AWARENESS
2. INNOVATIONS IN TEACHING-LEARNING PROCESSES
3. POST-NAAC ORIENTATION : OUR FUTURE PERSPECTIVES

2.14 Significant Activities and contributions made by IQAC

1.To address the great constitutional rights of education to all, irrespective of physical, social, economic, cultural and political identity, our IQAC is truly meant for planning, guiding and monitoring all concerned stakeholders of the college.

2. Adaptation of Academic calendar of the University of Calcutta and consideration of implementation of Academic Planner of the college was prepared under the supervision of the IQAC.

3. Initiating and popularizing the technology base smart classroom (as per State Govt. guidance), smart conference room, LCD projectors and necessary internet connections for the concerned departments.

4. Automation of college library and getting sponsorships from non-governmental organisation for up gradation and enhancement of library resources as well as quality assurance.

5. IQAC encourages and justifies a complete online merit base counselling (both pre-admission

and post admission) oriented admission procedure for transparency and quality control as per latest Govt. Order and University guidelines in this regards.

6. IQAC has verified documents and attended screening meeting for promotion of six faculties under career Advancement Scheme (CAS) since its inception.

7. IQAC collected annual progress report as well as review on yearly results from all departments and suggested action plan to improve step by step as per the cases demands.

8. IQAC is always attentive for technology up gradation in college administrative sections and necessary trainings for the concerned office staffs.

9. IQAC is always aware about the legal implementation of 100 – point roster showing the points reserved for the SC,ST and OBC. The cell supports all initiatives of college authority to justify the appointments of teaching and non-teaching staffs considering the appropriate implementation of reservation orders.

10. IQAC is now in touch with some reputed organisations for career-oriented Add-on certificate courses in Beautician , Computer skill development, ,Hand-made productions etc as an extensional service to the students.

11. To enhance students amenities and facilities like water purifiers , modern toilets, healthy canteen , partly access to college internet services and to encourage students to participate in NSS and other extension activities impacting social responsibilities.

12. The feedback from the students associated with daily activities of the college and their guardians not only in official form but also with personal touch is actively reviewed and recommendations made to the management accordingly.

13. After the completion of Girl's Hostel (it was a pre-IQAC initiative) IQAC is working with college management for an Annex Building associated with multilevel facilities.

14. IQAC and all its members encourage students from the SC/ST/OBC minority communities, financially weaker students and physically challenged students to achieve academic and extensional excellence by providing the information from BDO offices about scholarships , Aadhar facilities , opening bank accounts etc.

15. IQAC monitors the projects of Rain Water Harvesting, and Medicinal Plants Garden to make campus more eco-friendly which are mostly completed.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year

NAAC visit and associated preparation	1st cycle of NAAC visit was successfully completed (dated 26-28th September,2016) and the college honoured with the grade B (score 2.01) for the period 2016-2021.

Plan of Action (Long Term)	Events / Achievements
1. Planning for construction of an Annex Jubilee Building with multilevel facilities..	1. For an Annex Building , DPR is under preparation as it houses some of the departments, e-library, ICT-enabled auditorium hall, smart classrooms and indoor sports facilities.

Plan of Action (Short Term)	Achievements
1. Use of ICT in teaching learning system	• Provision of Teaching Aid Software for curriculum planning, and instruction materials through proper software.
2. Library upgradation and infrastructural development	• A good collection of journals for competitive exams also. • Installation of software of library, full automation in library is in the way of completion. • Donation from Private Organisations like P.C. Chandra, Kolkata.
3. Upgradation of college campus infrastructure	• Canteen • Gardening • Campus Map • Wi-fi hotspots • Waste Containers • Green Generators • Purified water facilities • CCTV Cameras • Walking Channel for PH
4. Submission of Research Projects	• A number of minor research projects was submitted (1 completed & 1 sanctioned)
5. Renovation of existing facilities	• Installation of Air condition in Server room, IQAC , seating arrangements & wall almirah for all science departments and some of the humanities departments, up-gradation of teacher's lounge, revolving chair for IQAC room, modernisation of all previous and new toilets and augmentation of previous electrical and electronics arrangements.
6. Use Computer and modern technology in all possible sectors of college manage-ment.	• Upgradation of one room to virtual class room with video conferencing facilities (as per State Govt. guideline) and one room to seminar-cum-smart room. • ICT development of Physics ,Micro-biology, Mathematics, Geography, Food & nutrition department class rooms and combined literature seminar room and IQAC room.

7.Initiation of Career Counselling.	• Motivational talk and interactive sessions by individual experts / organizations.
8. Improvement of sports and physical fitness facility	• Arrangement of Gymnasium and Yoga • Up gradation of sports equipment's particularly for rural sports.
9. Improvement of drinking water Facility for students, teachers and non- teaching staffs	• Installation of 2 water coolers for students and 2 for teachers and non-teaching staffs.
10. Modernisation of laboratory	• New establishment at Microbiology dept. , Physics dept. and Chemistry dept.

2.16 Whether the AQAR was placed in statutory body   Yes   │ √ │ No   □

Management   │ √ │ Syndicate   □   Any other body   □

Provide the details of the action taken

The AQAR has been approved by the IQAC recommended by the Raidighi College Governing Body for onward submission.

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes, 2016-17

Level of the Programme	Number of existing Programmes	Number of programmes added during the year (2016-2017)	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	_	_	_	_
PG	_	_	_	_
UG	14	_	_	_
PG Diploma	_	_	_	_
Advanced Diploma	_	_	_	_
Diploma	_	_	_	_
Certificate	_	_	_	_
Others	_	_	_	_
Total	14	NIL	NIL	NIL

Interdisciplinary	Courses like Microbiology , Chemistry and Food & Nutrition (UG) involve faculty members from different Departments of the College.
Innovative	Contemporary issue base interactions and skill Development Programmes

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options   NA
    (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	NIL
Trimester	NIL
Annual	14

1.3 Feedback from stakeholders* Alumni   √   Parents   √   Employee   √   Students   √
(On all aspects)

    Mode of feedback   :   Online ☐   Manual √   Co-operating schools (for PEI) ☐

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

NO

As the College follows the Syllabus and Curriculum of University of Calcutta there is no scope for internal syllabus designing, revision or up gradation. We make lesson plans regarding syllabus justifying the needs of students.

1.5 Any new Department/Centre introduced during the year. If yes, give details.   NO

Criterion – II

2. Teaching-Learning and Evaluation

2.1 Total No. of permanent faculty

TOTAL	Asst. Professors	Associate Professors	Professors	GLI	CWTT	PTT
21	20	1 (Principal)	-	-	11	09

2.2 No. of permanent faculty with Ph.D.

13

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year (2016-17)

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
10	1	-	-	-	-	-	-	10	1

2.4 No. of Guest and Visiting faculty and Temporary faculty

15

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	1	6	1
Presented	-	2	1
Resource Persons	-	1	-

2.6 Innovative processes adopted by the institution in Teaching and Learning:

1.Invited lectures, e-classes by eminent teachers of Universities, research institutes and other reputed colleges.

2. Use of Technology-enabled teaching and learning after introducing LCD projectors and audio-visual facilities for academic up gradation .

3.Departmental class tests , the marks of which were taken into consideration during pre-final test counselling.

4.Field study. Study also encouraged for non-practical subjects.

5.Interactive classes and group discussions, on contemporary issues including topics from newspaper & publication on recent findings.

2.7 Total No. of actual teaching days during this academic year

208

2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Evaluation, Photocopy, Online Multiple Choice Questions)

Examination / Evaluation processes are strictly regulated by University of Calcutta.

Departmental class tests introduced, the marks of which were taken into consideration during Test examinations.

2.9 No. of faculty members involved in curriculum restructuring /revision /syllabus development as members of Boards of Studies/Faculty/Curriculum Development workshop.

Two faculty members are associated with related workshops organised by Boards of Studies of University of Calcutta.

2.10 Average percentage of attendance of students

> 75% of attendance in both Theoretical and Practical classes are mandatory to appear in the University Examinations as per existing norms of University of Calcutta.

2.11 Course/Programme-wise distribution of pass percentage: 2016-17

Title of the programme	Total no. of students appeared/ Enrolled	Absent	Distinction	Division		P/2nd Division	Q x 3	PNC
				I	II			
B.A. (Hons)	217	20	-	10	132	14	02	39
B.A. (Gen)	556	40	-	-	-	117	235	164
B.Sc. (Hons)	79	10	-	10	41	08	09	01
B.Sc. (Gen)	44	02	-	03	21	03	09	06

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC in its meeting with faculty members (along with academic council) advises them to convene Annual Plan Meetings following the dateline of annual planner at the beginning of each session, assign portions of the syllabus to the departmental teachers, and to convene result review meetings when necessary.

- IQAC also collects annual reports from the departments and assesses their performance and progress.

- IQAC also motivates the departments to organize seminars, educational tours and excursions.

2.13 Initiatives undertaken towards faculty development:

Faculty / Staff Development Programmes	*Number of faculty benefitted*
Refresher courses	1
UGC – Faculty Development Programme	-
HRD programmes	1
Orientation programmes	2
Faculty exchange programme	-
Staff training conducted by the university	0
Staff training conducted by other institutions	3
Summer / Winter schools, Workshops, etc.	1
Others	4

2.14 Details of Administrative staff and Technical staff:

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	17 (including 4 casual staffs)	-	NIL	-
Technical Staff	-	-	-	-

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

1. IQAC regularly informs and encourages the faculty members to apply for research projects and grants to UGC/DST/ICSSR, etc.

2. The college authorities provide necessary infrastructural support with certain limitations including space and electricity for carrying out research and extension work.

3.2 Details regarding major projects (2016-17)

	Completed	Ongoing	Sanctioned	Submitted
Number	-	-	_	-
Outlay in Rs. Lakhs	-	-	-	-

3.3 Details regarding minor projects (2016-17)

	Completed	Ongoing	Sanctioned	Submitted
Number	NIL	1	NIL	-
Outlay in Rs. Lakhs	-	Rs.2,20,000/-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	-	1	-
Non-Peer Review Journals	-	-	3
e-Journals	-	-	-
Conference proceedings	-	-	-

3.5 Details on Impact factor of publications: NOT APPLICABLE

Range [ ]   Average [ ]   h-index [ ]   Nos. in SCOPUS [ ]

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	-	-	_	_
Minor Projects	2015-17	UGC	2,20,000/-	1,75,000/-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	-	-	-	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
OTHERS	-	-	-	-
Total	-	-	2,20,000/-	1,75,000/-

3.7 No. of books published: i) With ISBN No. | - | Chapters in Edited Books | - |

ii) Without ISBN No. | - |

3.8 No. of University Departments receiving funds from

UGC-SAP | NA | CAS | NA | DST-FIST | NA |

DPE | NA | DBT Scheme/funds | NA |

3.9 For colleges   Autonomy | - | CPE | - | DBT Star Scheme | - |

INSPIRE | - | CE | - |

Any Other (specify)

Funds from Higher Education Department , Govt. of West Bengal for equipments purchase and associated items.

3.10 Revenue generated through consultancy | NONE |

3.11 No. of conferences organized by the Institution   (2016-17)

Level	International	National	State	University	College
Number	_	2	-	-	5
Sponsoring agencies		UGC/College	UGC/College	Collaboration	Collaboration
	N.A.	N.A.	N.A.	N.A.	

3.12 No. of faculty served as experts, chairpersons or resource persons | 1 |

3.13 No. of collaborations   NIL   International | - | National | - | Any other | - |

3.14 No. of linkages created during this year | NIL |

3.15 Total budget for research for current year (2016-17) in lakhs:

From Funding agency | Rs.2,20,000/- | From Management of University/**College*** | - |

(UGC)

Total | Rs. 2,20,000/- |

3.16 No. of patents received this year   NIL

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	
	Granted	
Commercialised	Applied	
	Granted	

3.17 No. of research awards/ recognitions received by faculty and research fellows (2016-17)
     of the institute in the year   NIL

Total	International	National	State	University	Dist	College

3.18 No. of faculty from the Institution who are Ph. D. Guides and students registered under them

NIL

NIL

3.19 No. of Ph.D. awarded by faculty from the Institution

0

NOT APPLICABLE

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)   NOT APPLICABLE

JRF [   ]   SRF [   ]   Project Fellows [   ]   Any other [   ]

3.21 No. of students Participated in NSS events:

University level [50]   State level [NIL]

National level [NIL]   International level [NIL]

3.22 No. of students participated in NCC events: NOT APPLICABLE

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.23 No. of Awards won in NSS: NIL

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.24 No. of Awards won in NCC: NOT APPLICABLE

University level [   ]   State level [   ]

National level [   ]   International level [   ]

3.25 No. of Extension activities organized

University forum [-]   College forum [1]

NCC [-]   NSS [4]   Any other [-]

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

1. Bhasha Dibas Celebration (21st February) with local school Joykrishnapur High School.
2. Jatiyo Sanhati Dibas (17th August) with local school Jata Nagendrapur High School.

Criterion – IV
4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	4.16Acres	-	Donation, UGC, OWN, M.P.LAD	4.16 Acres
Class rooms	13	NIL		13
Laboratories	6	3		9
Seminar Halls	2	5		7
No. of important equipments purchased (≥ 10 lakh) during the current year.	-	16	UGC,OWN	16
Value of the equipment purchased during the year (Rs. in Lakhs)	-	43,89,141	UGC, OWN, M.P. LAD	43,89,141
Others	-	-	-	-

4.2 Computerization of administration and library

1. The college has initiated online admission. The application process, including publication of merit list is done based on computer software developed and maintained by the office and IT experts of the college.
2. Computerization of office administration is under process. All financial and academic data are maintained in a digital database.
3. The College is in the process of establishing an internet database of the college.
4. Automation of the Library is still under process. .

5. INFLIBNET used by faculty and students.

4.3   Library services:

	Existing (Approximate value)		Newly added		Total (Approximate value)	
	No.	Value	No.	Value	No.	Value
Text Books	14422 (approx.)		240	1,20,000/- (approx.)		
Reference Books	197	1,00,000/- (approx.)		33,000/- (approx.)		1,33,000/-
e-Books *	313					
Journals	246	21275/-(approx.)				
e-Journals *	6000					
Digital Database	-					
CD & Video	1	Free copies with book	3	1	4	
Others (specify)	-					

*Due to N-list membership.

The college library is 24 years old, and contains many old books which are invaluable. Many books donated by private donors including private organisation like P C CHANDRA GROUP and Publishers are also in the Library.. Each Department has its own Seminar Library where donated reference books are available.

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing (upto 30th June 2016)	35	10	Broadband/ Wi-Fi	-	-	8	14	3
Added (from 1st July 2016 to 30th June 2017)	47	10		-	-	10	20	7
Total	82	20		-	-	18	34	10

4.5 Computer, Internet access, training to teachers and students and any other programme for technology upgradation (Networking, e-Governance etc.)

The college has provided laptops and internet facilities to most of the Departments. The college has its own software for admission and maintenance of database. Bulk SMS and email are used to communicate with the students for delivering notice and information regarding results, admissions. Notices put up in college website regularly.

4.6 Amount spent on maintenance in lakhs :

  i) ICT   Rs. 19,90,917 /-

  ii) Campus Infrastructure and facilities   Rs. 88,70,042 /-

  iii) Equipments   Rs. 12,31,674 /-

  iv) Others   Rs. 6,62,427 /-

           Total :   Rs. 1,27,55,060 /-

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

> The college has a student's welfare committee, Anti-Ragging Committee and a Committee against Sexual Harassment of Women and many more. Under the guidance of senior teachers these Committees take care of student support even in the period of holidays. The IQAC interacts with these committees. Apart from this there is a Complaint Box at the entrance of the principal room and student's union room to receive the grievances of students, which are also regularly monitored. Special attention for SC/ST/OBC students as well as economically backward community cared with Kanyashree, College fee Concession, Student's Health Home services.

5.2 Efforts made by the institution for tracking the progression

> Regular meetings of the Academic council are held. Co-ordinators of the concerned sub committees and seniors of the Departments take care of regular student support with personal touch as and when needed.

5.3 (a) Total Number of students (2016-17)

UG	PG	Ph. D.	Others
3066	NIL	NIL	-

(b) No. of students outside the state

NIL

(c) No. of international students

NIL

Men

No	%
1419	46.3

Women

No	%
1647	53.7

This Year (2016-17)						Last Year (2015-16)					
General	**SC**	**ST**	**OBC**	**Physically Challenged**	Total	General	SC	ST	OBC	**Physically Challenged**	Total
1869	876	41	270	10	3066	1939	971	45	191	06	3152

Demand ratio 2.5 : 1   Dropout % N.A.

5.4 Details of student support mechanism for coaching for competitive examinations (If any)   NO

No. of students beneficiaries

NIL

5.5 No. of students qualified in these examinations

NET	-	SET	-	GATE	-	CAT	-
IAS/IPS etc	-	State PSC	-	UPSC	-	Others	-

5.6 Details of student counselling and career guidance

A Career Counselling Cell has been established in Raidighi College to look into the geographically constrained socio-economic problems, particularly the job aspects that challenge the students of Sundarbans. Our institute mostly provide them guidance as to how they can make use of these opportunities from the institute.

No. of students benefitted

N.A

5.7 Details of campus placement

On campus	*Off Campus*
Initiative started for organisational visit and orientation programme	Number of Students Placed Data not available

5.8 Details of gender sensitization programmes

The women's cell of the college observed International Women's Day. The Students' Union practices regular talks and awareness campaign as per government directives.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level [0] National level [0] International level [0]

No. of students participated in cultural events

State/ University level [0] National level [0] International level [0]

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports: State/ University level [0] National level [0] International level [0]

Cultural: State/ University level [0] National level [0] International level [0]

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	1139	Rs. 1,04,760 /-
Financial support from government	1727	Rs 1,60,21,500 /-
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : State/ University level [0] National level [0] International level [0]

Exhibition: State/ University level [5] National level [0] International level [0]

5.12 No. of social initiatives undertaken by the students [2]

5.13 Major grievances of students (if any) redressed

No such serious official complaints were received from the students. All the minor and daily grievances like toilet facilities, drinking water facilities were satisfactorily redressed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

> Raidighi College was established in1995. The college has a humble past, an ambitious present and a enlightening future. Raidighi College is progressing ahead with its main objective of providing quality education to the poorest of the poor of the Sundarbans , one of the backward regions of India, irrespective of caste, gender and religion. To fulfil the objective, many developmental programmes as well as motivational interactions have been initiated keeping in tune with the changing scenario of rural-urban society.

6.2 Does the Institution has a management Information System

> The administrative section of the college maintains all data regarding admission including online admission, fee, concessions and information regarding data of students under the guidance of a college governing body. The department and office maintains result and faculty data. IQAC also maintains faculty data for development and promotional purposes.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

> As the College follows the Syllabus and Curriculum of University of Calcutta there is truly no scope for internal curriculum designing. However, college has its own academic calendar and less plans to follow and completing the syllabus.

6.3.2 Teaching and Learning

> The syllabi are framed not by the college but by the university authority like UG Board of Studies to which it is affiliated each department adopts some innovative processes in teaching and learning.
>
> 1. The faculty members of each department meet at the beginning of each academic session for distribution of syllabus , contents and preparing the academic calendar of that session following the guideline for University.
>
> 2. The departments organize students' seminars, quiz contests, Field Study, excursions and tours, institutes visit like daily industry , hospital internships etc. as well as publish wall magazines and annual magazines.
>
> 3. Technology-enabled Teaching Learning process are now very popular in college. LCD projectors are used for teaching regularly.

6.3.3 Examination and Evaluation

1. Class tests (Honours) are conducted by the departments on regular basis.

2. Mid-term and Final Tests are held, and students need to qualify to appear in the University as per University rule.

3. The answer scripts of such tests are shown to the students after internal evaluation and their progress reports are communicated to the guardians in special cases.

6.3.4 Research and Development

1. All the teachers are kept updated about available scopes and current opportunities associated with research grant for applying for research grants.

2. Space and necessary infrastructural support are provided with the humble capacity of the college for research work.

6.3.5 Library, ICT and physical infrastructure / instrumentation

To develop and update facilities in the library, the IQAC has adopted the following strategies :

i) The physical infrastructure has been sustainably developed. At present the library enjoys the space as per their requirement.

ii) Two new computers have been added to the library.

iii) Latest books and journals are purchased and subscribed to every year. N-List used by faculty and students.

iv) Total automation of the library service is partly done and it is still under process.

v) Internet service as well as Xerox services (particularly for faculties) has been made available to the library users.

Each Honours department maintains a departmental library of its own. Annual budgetary allocation including special grants from non-governmental organizations if any (like famous P.C. Chandra Group, Kolkata in 2016-17) is made available to each department for purchasing text and reference

6.3.6 Human Resource Management

The most important human resources of the college, the students are managed in a justified democratic manner. The college has a Students' Union whose elections are held annually as per University of Calcutta and Government of West Bengal directives and regulations for addressing the issues of students affairs . The Teachers' Council and the non-teaching staff council look after the affairs of the teaching and non-teaching staff respectively as per University of Calcutta and manual. Above all, there is a Governing Body that monitors and motivates the total human resources of the college. The college's aim is to make appropriate use of the available human resources addressing the uniqueness of the concerned geographical and economical limitations.

6.3.7 Faculty and Staff recruitment

As per UGC norms faculty and staff are recruited transparently as per Government norms/rules. Faculty members are recruited by the West Bengal College Service Commission. All staffs are recruited by a concerned expert committee strictly monitored by Governing Body, as per directives of Government , following advertisement in daily newspaper. GB monitors the recruitment of the CWTT, PTT temporary guest faculties with the presence of concerned subject expert from the University.

6.3.8 Industry Interaction / Collaboration

Dairy Industry visit and Hospital Internship by the students and faculties of food and nutrition department.

6.3.9 Admission of Students

1. Admission of students is done completely on the basis of merit. On-line admission was introduced from 2014-15 year to ensure transparency. Submission of application, publication of Merit list were all done online through the College website.

2. Post Admission counselling of students is done to the students in the subject of study its prospects and to give students an overall vision of the college and its principles.

6.4 Welfare schemes for

Teaching	Provident Fund,
Non teaching	Provident Fund, EPF, Festival Advance.
Students	Students' Health Home, Government Scholarships, Prizes for cultural and sports activities.

6.5 Total corpus fund generated

Approx Rs 2,50,000/-

6.6 Whether annual financial audit has been done   Yes ☐   No √

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	NO	-	YES	Academic Council & Governing Body.
Administrative	NO	-	YES	Governing Body

6.8 Does the University/ Autonomous College declare results within 30 days?

For UG Programmes   Yes √   No ☐

For PG Programmes   NA ☐   Yes ☐   No ☐

Calcutta University holds and declares results of Undergraduate courses, hence the college has no control over the date of publication of results. The college takes care to publish results of internal exams for courses run by the college like class tests , Test Examination etc.

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

DOES NOT APPLY.

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

DOES NOT APPLY.

6.11 Activities and support from the Alumni Association

Formal Alumni Association is still not registered..

6.12 Activities and support from the Parent – Teacher Association

Every department holds annual meeting after annual test with Parents, to provide them feedback about the progress and deficiencies of the concerned students. Feedback is taken from them for all necessary purposes.

6.13 Development programmes for support staff

The College organizes Computer Awareness and Computer Literacy Programme for non-teaching employees particularly for e-pension, software orientation for financial matters, University registration system etc.

6.14 Initiatives taken by the institution to make the campus eco-friendly

1.Campus declared plastic-free zone since 2014. College is working for true implementation in all levels.

2.An Environment Friendly Students Community was set up by the Department of Botany.

3.Projects on the medicinal plants' garden, rain water harvesting are now under process.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the

functioning of the institution. Give details 2016-17 session.

> During the last four years the College has taken many innovative steps for creating community awareness on various issues. Some of them are presented below:
> In Chemistry Laboratory, greener methods are being adopted for various experiments. Constant effort is made to minimize waste generated in the laboratories. Department of Botany is involved in developing and maintaining a medicinal plant garden. We have gone paper free by introducing an online application process for student admissions. A general notice has been issued, that requests students not to bring polybags in the campus and, instead, they are motivated to use jute bags etc. Community programs apt for Sundarban locality (e.g. on local biodiversity) are arranged by NSS, Student Union, etc. and have been described before in details.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the

beginning of the year.

> 1. The college administration proposed the continuation of online admission and counselling to maintain transparency. The college implemented the programme.
>
> 2. Social contribution in college library is proposed .
>
> 3. Encouragement for PhD and research for all concerned faculty members were initiated and now most of them is engaging in research.
>
> 4. Laboratory up gradation in science subjects were proposed and in the way of progress. NSS is regularly supports the institutional practices.
>
> 5. Green and clean college campus is proposed and it is now a continuous process.

7.3 Give two Best Practices of the institution *(please see the format in the NAAC Self-study Manuals)*

Two best practices which have contributed to the achievement of the institutional objectives and/or contributed to the quality improvement of the core activities of the college are given:

Best Practice 1: The college has a system of fee waiver for low economic group students which goes as high as complete waiver of tuition fee. This is an important step which enables many poor students to get an undergraduate education. As our college is serving students of a socio-economic backward area special emphasis on SC/ST/OBC groups now be able to justify our institutional morality.

Best Practice 2: Mangrove study campaign is carried out regularly by the college to highlight crab and fish protection and also to spread the importance of preserving endangered plant and animal species. This is a highly relevant and useful practice considering the geographical location and environmental situation of the college.

7.4 Contribution to environmental awareness / protection

Following initiatives are taken by the college to make the campus eco friendly:

1. Energy conservation:

Lights and fans are switched off by teachers, staff and students after completion of the classes so that the use of electricity can be minimized. It helps in saving energy and supports our motto of minimizing power consumption. Most of the computers have LCD monitors to reduce the usage of electricity. It also helps in conservation of electricity. The plants are watered from pond water instead of shallow pump water. This helps in energy conservation. CFL bulbs and tube lights used which claim to provide up to 70 % energy saving.

2.Water harvesting:

There is a pond in the college campus which is utilized for Pisciculture type activities by the college and also for watering of plants in the campus. There are so many syllabus oriented practical works like calculating BOD (biochemical oxygen demand), COD (chemical oxygen demand), photosynthetic rate of aquatic plants, zooplanktons, phytoplankton etc., for which a water body is often needed. The in-campus pond facility is highly beneficial to us.

3. Plantation:

Tree plantation drives are organized regularly to create clean and green campus. A green register is maintained which contains a record of all the plants in the campus. A recently made garden with syllabus oriented plants and a new medicinal plant garden are maintained here. Ban-Mahotsab on Environmental Day celebration is a regular events of own college.

7.5 Whether environmental audit was conducted?   Yes   √   No

7.6 Any other relevant information the institution wishes to add. (for example SWOC Analysis)

SWOC analysis done.(Annexure)

8. **Plans of institution for next year**

IQAC decided to

1. Initiate programme for 100% Computer literacy for all students, teachers and non-teaching staff.

2. Achieve 100 % fulfilment diversity of students at the time of admission addressing the demographic pattern of the area.

3..Ensure regular student involvements in library particularly for newspaper / professional publication reading and group study.

4.Register Alumni activities for institutional resource generation and career counselling opportunity for present students.

5. Explore the scope of physical expansion of buildings and other facilities utilizing our sufficient open space.

NAME: **DR.SISIR CHATTERJEE**

Signature of the Coordinator, IQAC

NAME: **DR. SASABINDU JANA**

PRINCIPAL, RAIDIGHI COLLEGE

Signature of the Chairperson, IQAC

Annexure:

SWOC Analysis of the Institution:

Strengths:

- This Undergraduate College of backward Sundarban area offers a multidimensional education spectrum comprising of different branches of Science and Humanities. It is a Study Centre for the P.G. course of Rabindra Bharati University Distance Education. Attempts are on to open a centre for the Netaji Subhas Open University in near future in the campus.

- A robust work culture is one of our prized assets. All lectures/tutorials/laboratory works are held regularly as per academic calendar. An efficient mechanism has been shaped for comprehensive planning and delivery of curriculum, feedback and evaluation. Students are also accorded selfless personal attention beyond the class, based on their need and willingness to be helped.

- The College is committed to total transparency in admissions and appointments and abides strictly by UGC rules. Highly qualified, experienced and committed teaching staff and a devoted non-teaching workforce play a pivotal role in our quest for academic excellence in a deprived social setting.

- In spite of its financial crunches and its plain Spartan way of life, the College offers modern teaching aids like audio-visual classrooms, smart classroom, excellent library facility, well-equipped science laboratories, computer facilities, LAN and internet facilities.

- The College is proud of its two NSS units, its medicinal plant collection, its Eco-club and various community awareness programs.

- A beautiful, green and clean campus provides an ideal learning environment. Raidighi College boasts of a campus whose ambience is in perfect harmony with the Prime Minister's **Swachh Bharat Mission**

- A great forte for the College is its aspiring students, who, despite their inhibiting home environment, desire to free themselves from social shackles. A sense of loyalty to the institution and a sense of belonging together as an academic family act as highly motivating factors for all concerned.

- It is encouraging that many of our students are pursuing higher education or are in satisfactory employment, in spite of their humble origin.

Weaknesses:

The College has many shortcomings which are enlisted below:
- Rural and remote location of the College is a great disadvantage.
- Majority of the population belongs to underprivileged SC, ST and minority groups
- General poverty of the locality acts as an inhibiting factor for many aspiring students
- Power shortage in the area hampers laboratory work and use of modern learning techniques
- Severe financial constraints as suffered by the College in recent times is a big handicap

- Further infrastructure is needed for conducting more remedial classes, tutorials, counselling sessions
- Shortage of full-time faculty increases the work load on every teacher so that it becomes difficult to get involved in research work
- The dependence on part-time teachers and guest lecturers has increased in most departments
- Poor teacher-student ratio is a never-ending problem (especially in the General classes)
- Lack of a registered alumni association is a major weakness
- Low quality of input students makes teaching of modern topics challenging
- Non-existent industry-institution interaction is another major limitation

*However, we like to look upon our weaknesses as our challenges, and our challenges as our opportunities to improve.

Opportunities:
- The College authority encourages all the teachers to take up research assignments and to participate in national and international seminars/conferences.
- The College offers Spoken English classes, coaching classes for competitive examinations and computer training for the students.
- Faculty exchange programs and national-level seminars provide an excellent opportunity to interact with academic community beyond the college.
- There is scope for starting Honours classes in Chemistry, Botany and Sanskrit in near future.
- The career counselling cell of the College arranges career workshop and is about to start an active liaison with the industrial houses.

Challenges:
- First -generation learners and girls from disadvantaged sections need to be motivated to overcome social barriers and complete their education
- It is necessary to enhance the quality of academic performance of the students
- It is necessary to generate scope of employment through industry-institution interaction
- Price of laboratory equipments and consumables are ever increasing. But to charge the appropriate amount from the students is beyond the vision of the institution.
- Poor communication skill and mediocre intellect level of students are great challenges