



Academic & Administrative Audit Report

Session:2024-2025

RAIDIGHI COLLEGE

(Affiliated to University of Calcutta)

2nd Cycle NAAC Accredited & ISO 9001:2015 Certified
Raidighi, South 24 Parganas, Pin-743383, West Bengal

Email: raidighicollege95@gmail.com

[https:// www.raidighicollege.in](https://www.raidighicollege.in)

RAIDIGHI COLLEGE

Affiliated to University of Calcutta

Accredited by NAAC Grade B⁺ (As on November, 2024)

Session: 2024-25

Report of the Academic & Administrative Audit

	<p>Academic & Administrative Audit Committee</p>	<ol style="list-style-type: none"> 1. Dr. Anita Chattopadhyay Gupta Deshbandhu college for Girls, Kolkata 2. Dr. Aparna De South Calcutta Girls' College, Kolkata 3. Dr. Indrila Guha Basanti Devi College, Kolkata 4. Dr. Sasabindu Jana Principal, Raidighi College 5. Sri Uttam Roy Mondal Coordinator, IQAC, Raidighi College 6. Dr. Sisir Chatterjee Convenor, Academic Sub-Committee 7. Dr. Arunima Biswas Convenor, Academic Sub-Committee 8. Sri Sanat Kumar Purkait Bursar and GB Member, Raidighi College
	<p>Steering Committee for Academic and Administrative Audit</p>	<ul style="list-style-type: none"> • Dr. Sasabindu Jana Principal, Raidighi College • Dr. Sisir Chatterjee Convenor, Academic Sub-Committee • Dr. Arunima Biswas Convenor, Academic Sub-Committee • Sri Uttam Roy Mondal Co-Ordinator, IQAC, Raidighi College • Sri Sanat Kumar Purkait IQAC Member, and Bursar • Sri Saktipada Jana GB Member & Head Clark • Sri Paritosh Bar IQAC Member

	Academic Session for which Academic and Administrative Audit Conducted	2024-2025
	Submission of document from departments and office for the Academic & Administrative Audit	<p>The documents from departments and office incorporating different aspects of academic proceedings of the College for the period 2024-2025. The report contains</p> <ul style="list-style-type: none"> • Curricular Aspects • Teaching-Learning & Evaluation • Research, Innovation & Extension • Infrastructure and Learning Resources (as per NEP recommendations) • Student Support & Progression • Governance, Leadership and Management. • Institutional values and Best practices.
	Day and Date of Visit	Friday, The 19 th day of September, 2025
	Time Spent	11 a.m. to 5.00 p.m.
	Proceedings of the Academic and Administrative Audit	<p>The process of Academic & Administrative Audit was systematically planned and scheduled with-</p> <ul style="list-style-type: none"> • Principal's Presentation • Departmental Presentations & interaction with students and teachers • Presentations of Sub-committees and cells • Appraisal of Students' Support Services • Interaction with Academic Sub-Committee • Visit to Library, Laboratories and other activity centers • Visit to office and interaction with non-teaching staff for document verification • Interaction with Bursar • Discussion with IQAC regarding holistic policy implementation for quality assurance in academia.

Following a thorough analysis of presentations, discussions and verification of documents, Internal Steering committee presents the following observations:

1. Curricular Aspects

- The college ensures that its vision and mission are properly displayed and communicated to all stakeholders.
- Our college is currently following the Curriculum and Credit Framework of the UGC to align with the scope and opportunities as outlined in the NEP 2020.
- College Offers a diverse array of UG programs.
- The college meticulously adheres to the academic schedule of University of Calcutta, Class routine, and Academic Plan, which are readily accessible through college website <https://www.raidighicollege.in>
- Embedded within the curriculum are additional certificate courses dedicated to promote personality development and to enhance employability skills and proficiency in communicative English.
- Expanding its reach, the college operates Distance Education Centre, catering to both undergraduate and postgraduate students under Netaji Subhas Open University and Rabindra Bharati University- Directorate of Distance Education (DDE).
- Feedback collected from stakeholders, the college conducts comprehensive analysis and submits recommendation to the Governing Body via the IQAC, demonstrating its commitment to continuous improvement of its curriculum.
- The NAAC Peer Team assessed and verified the feedback from stakeholders over the last five years (2018-19 to 2024-25) during its visit in September, 2024.

2. Teaching-Learning and Evaluation

- Student online admissions are solely based on merit as per Government of West Bengal Centralized Admission Portal mechanism and our transparent student's friendly online arrangement solely based on merit. We are also successfully complying with government reservations guidelines in our admission system .
- The college boasts of a permanent faculty count of 63.
- The numbers of permanent faculty members holding a Ph.D. degree are 18.
- The count of permanent administrative staff is 5.
- The total number of instructional days stands at 247 days in the session (2024-25).
- An Orientation Program was conducted for 1st Semester 4 years Honors & 3 years General MDC & Minor students in B.A/B.Sc. centrally as per the guidelines of Government of West Bengal.

- The number of Students studying in the 2024-25 session is 797 (male 218 & female 579) for 4-year Honours course and 2215 (male 968 & female 1247) for the 3year Multidisciplinary course under CCF 2022. All of our students from South 24 Parganas district of this State, West Bengal.
- College classroom instruction is enriched with invited lectures by distinguished academicians and professionals, group discussions and student's paper presentations, In addition to academic collaborations as per MoUs, We regularly engage in field visits, projects, departmental programs, educational excursions and industrial visits.
- The college continues to integrate ITC into the Teaching-Learning process through the Learning Management System (LMS) by online portal.
(<https://raidighicollege.org/eshikshak/>).
- The Mentoring System aims to guide high achievers towards further excellence in higher education and support slow learners in reaching the minimum course level qualification. The mentoring system also focuses of personalized counseling to minimize dropout rates and help cope with social compulsions and challenges.
- An online repository of instructional manual is accessible.
- The student support system is organized through a combination of one-on-one class room interactions and ICT based online platform to foster mutual understanding and improve the learning experience.
- Continuous and Comprehensive Internal Evaluation (CCE), is conducted to monitor students' academic progress, through regular class tests, oral tests, assignments etc.
- Parent-teacher meeting occurs at least once in an academic semester as per available schedule, with necessary action taken based on parental feedback.
- IQAC conducted students' feedback on teaching and learning evaluation is collected, analyzed, and used for improvement measures.

3. Research, Innovation and Extension

- A Research and Development Committee has been established by the college to foster a culture of research among both faculty and students.
- Number of functional MoUs: 23
- The college has established academic collaborations with neighbouring colleges and nationally acclaimed institutions in Kolkata, which remain functional through various collaborative academic programs like laboratory visit, faculty exchange, seminars etc.

- Several faculty members have contributed to the academic landscape through the publication of edited volumes and papers. Faculty members are motivated to publish their research findings in reputable journals and are also encouraged to develop research projects for submission to various funding agencies.
- The two units of National Service Scheme wing are actively engaged in community service.
- Various departments and relevant sub-committees regularly explore college level extensional activities to provide students with exposure to nurture their creative abilities. And to inculcate a sense of responsibility and empathy for others, we continue to develop collaborative programs with different colleges in and around South 24 Parganas including teachers exchange, laboratory based hands-on training, career-oriented programs, office staff training, and other administrative support activities.
- Regular seminars, workshops, and conferences are organized to stimulate research and innovation among faculty and students. For example, a very important Anti-Tobacco Awareness Programme was conducted by Raidighi College and District Tobacco Control Cell, Diamond Harbour Health District, South 24 Parganas, jointly for college students under National Tobacco Control Program on 2nd July, 2024. Another important Seminar was organized on Research Methodology, scope and challenges in contemporary Academics coordinated by IQAC and Research Incubation Centre on 25th September, 2024 to equip teachers and students with the modern knowledge, ethical understanding and technical skill required to conduct rigorous scientific studies.
- Overcoming all geographical barriers, our students are very much enthusiastic to participate in inter college/ departmental competitions like drawing, poster, and oral presentations as well as participation in other Govt. and non govt programs like Biodiversity Day Celebrations, World Environment Day celebration, Microbiological Society of India (MST) programs etc.
- Students are appreciated for their creative and extensional activities by not only college authority or departmental teachers but also from Mathurapur Block II administration, different famous NGOs like Mukti, Human Wave and several government departments and sections like West Bengal Biodiversity Board, West Bengal Pollution Control Board, AJC Bose Botanical Garden Authority, West Bengal Zoo Authority etc.
- Initiatives are explored to encourage interdisciplinary research projects that address local challenges and contribute to regional development. However

government and government aided agency funding is a true challenge for college level research and innovation program.

- No departments received Research Projects grants funded by government and non-government agencies during the session.
- Approximately 20 research papers/articles, book chapters in peer-reviewed or renowned journals/ publications were published by our faculties during the session.
- Extension activities of our college such as awareness campaigns, health camps, and skill development workshops are regularly organized in collaboration with local communities and organizations. The NAAC Peer Team appreciated the IQAC initiative for extensional and awareness programs from 2018-19 to 2024-25 during its September 2024 visit.

4. Infrastructure and Learning Resources

- Raidighi College ensures proper infrastructure and learning resources through facilities like technologically advanced classroom, well equipped laboratories, comprehensible library, and a dedicated computer lab, which together create a conducive environment for academic and overall student growth. We have 20 (twenty) classrooms and seminar halls with ICT facilities during this session.
- Infrastructure upgradation includes the amenities of the Central Computing Laboratory, enhancement of Science Laboratories, and the implementation of modern Smart Classrooms. Additionally, CCTV surveillance ensures continuous monitoring, Wi-Fi connectivity is also available across campus. Other facilities include Language Laboratory, Gallery room, College Museum, multifaceted Girl Toilets, modern sports facilities like Basket ball Court, a modern gymnasium, Recent infrastructural development includes extension of office for administrative purposes, renovation of Prof. S. R. Basu Memorial Hall, Roof Top Solar Panel and a green generator backup system are in place for overall eco-friendly sustainable development.
- We have 100(hundred) Computer indifferent department and sections during the session.
- The college boasts of a Digitized Library equipped with KOHA Software, INFLIBNET access, and an Online Public Access Catalog (OPAC), facilitating efficient resource discovery.

- The library offers a Book Bank facility aimed at supporting economically disadvantaged but academically talented students, allowing them to borrow and retain books for up to three months.
- A dedicated Maintenance and Development Sub-Committee oversees maintenance activities, with budgetary provisions allocated for upkeep and Annual Maintenance Contracts (AMCs) in place for academic infrastructure and equipment.
- A new multi-story building, Rabindranath Thakur Bhawan housing a seminar hall, laboratories and other student support services is under construction and nearing completion.
- Audit is dynamic in nature delivering transparency, integrity and social responsibilities. Systemetic Financial Audit, Academic & Administrative Audit, Green Audit, Energy Audit, Gender Audit & e-Waste Management audits are integral parts of our administrative policy for holistic appraisal and sustainability.
- There are student representations in some of the Statutory Committees (As per UGC guideline) and non-statutory committees. As the college has not had a student union election since 2018-19, our college policy is to include student's opinions in different forms and activities.
- Facilities for sports and recreational activities are provided within and outside campus to promote healthy, inclusive, holistic development among students.
- Efforts are made to ensure accessibility for differently-abled individuals, with provisions such as ramps, wheel chairs and accessible restroom facilities.
- The college actively seeks feedback from students and faculties to identify areas for improvement and prioritize resource allocation accordingly. The governing body (GD) ensures regular monitoring of the entire practice.

5. Student Support and Progression:

- Raidighi College ensured student support and progression through a proactive, multi-faceted approach, including regular monitoring of academic progress, providing accessible support services like counselling, mentorship, and a transparent grievance redressal system.
- Of the Student of 4 yr. B.A/B.Sc. (Hons.) 80% receive government scholarship aimed at academic and social program. Scholarship support for 2215 students of 3 yr. B.A/B.Sc MDC is around 43%.

- Our Equal opportunity Cell(EOC) ensure equitable access to education and resources for all students particularly for 42% Socially (SC/ST/OBC) and 8% economically (EWS) challenger or disadvantaged groups.
- Career guidance and employment opportunities are provided to students through the Entry-in-Service Portal, which aids in their preparation for diverse competitive examinations, and through various events organized by the career counselling and Placement Cell.
- An SMS service is employed to promptly disseminate urgent information to college students.
- With an institutional membership of Students' Health Home, registered organization of Government of West Bengal, students can access medical facilities and specialized treatments for an annual subscription fee of just Rs.10/- (Rupees ten).
- The institution's Sports, Yoga and Fit India Cell has successfully hosted World Yoga Day 2025 celebration with vibrant student participation (21st June).
- Students Welfare and Services subcommittee and Campus Maintenance and Development subcommittee are engaged in continuous students support services in this geographically and socio-economically vulnerable area.
- Alumni networks and mentorship programs are established to provide ongoing support and guidance to current students in their academic and professional endeavors.

6. Governance, Leadership and Management:

- Governance, leadership and management systems of the college are structured to align with its vision and mission, characterized by decentralized decision making, a participatory and inclusive culture and transparent process that ensure effective and efficient academic and administrative activities.
- 15(Fifteen) committees as per UGC and University guidelines as well as other committees are established to monitor activities and ensure accountability.
- Detailed records of Governing Body meetings are meticulously maintained.
- Roaster registers and service books are diligently updated and maintained.
- The implementation of an Integrated Student Management System enhances efficiency.
- Professional auditors conduct regular audits (as per government guidelines) of accounting practices.

- The college demonstrates effectiveness in resource mobilization, planning, and development strategies.
- More than 5(five) academic/administrative training programs organized by the college for teaching and nonteaching staff as a part of NAAC 2nd cycle preparation.
- IQAC activities are systematically recorded and documented to ensure continuous improvement.
- The Principal takes frequent initiatives to address teaching and non-teaching staff issues, ensuring timely conduction and coordination with government and university administration.
- The institution encourages faculty members to participate with certain financial support from institution and lead various academic and administrative role to deliver quality education for students.
- All promotions and pension benefit for college teaching and non-teaching staff have been updated as per government norms.
- The 2nd Cycle NAAC Peer Team (visited September,2024) appreciated the approaches of the Governing Body members to encourage ideas for academic opportunities and employment-based programs.
- Stakeholder engagement initiatives, such as Alumni Associations (Registered on 22.06.2023) and community outreach programmes, are integral to governance and leadership practices.
- Sustainability initiatives, such as waste management and energy conservation programs, are incorporated into management practices to promote environmental responsibility.

7. Institutional Values & Best Practices:

- The rural college empowers its vulnerable students to internationalize institutional values by providing inclusive quality education that bridges resource gaps and builds their confidence for future success.
- Earn while you learn (EWYL) programs are partially implemented in our college (e.g. Academic Print Production and Design Services for the Students of Botany department) by pairing academic study with paid, practical work experience to enhance skill and reduce financial burdens.
- Solar panels have been installed to provide electricity in select sections of our buildings, demonstrating a commitment to renewable energy solutions.
- Cultural competitions, including music, debate, recitation, essay writing, and extempore, are regularly organized by the college, fostering student engagement and talent development.
- The college has developed a Kitchen Garden in college campus to support not only students in College Hostel but also patient at the local hospital as community services.
- Inclusive practices for social justice and stronger stakeholder relationships are prioritized by the college. Also, a Value-based Education is promoted as a cornerstone of the college's ethos.

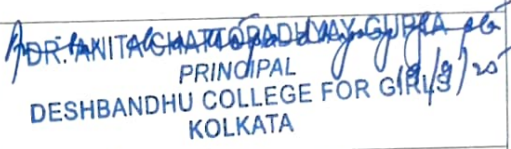
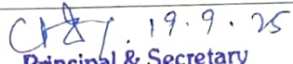
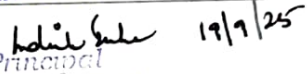
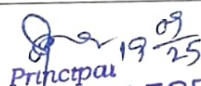


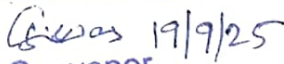
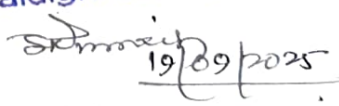
Additional Points:

- The College maintains an organized habitat on campus to support a broader ecosystem for birds and associated species.
- Sustainability initiatives extend beyond the organic vegetable garden and solar panels to include waste reduction, water conservation, and eco-friendly campus Initiatives.
- Mushroom cultivation and apiculture (Bee Keeping) are being introduced into the college best practices to provide students with practical skills and knowledge for potential commercial ventures.
- The college regularly conducts surveys and feedback sessions to assess effectiveness of institutional values and best practices and to identify areas for improvement and innovation.

Following are the recommendations of the Audit Team:

1. Initiative should be undertaken to enhance enrollment and admission in all subjects after the introduction of 4 Years and 3 years MDC program (under CCF, 2022).
2. To facilitate academic improvement, it is essential to properly identify and analyze Program Outcomes (PO), Program Specific Outcomes (PSO) and Course Outcomes (CO).
Note: 2nd Cycle NAAC Peer Team has stated that it should be responsibility of university to prepare a justified and relatable common program and course outcomes during their institutional visit in September 2024.
3. Effort should be intensified to bolster placement activities and enhance industry-academic collaboration." Earning while Learning " should be the mission of the college for ensuring student motivation and commitment in institutional practices.
4. Establishing Innovation and Incubation Centers (IIC) to foster skill development and entrepreneurship among student is recommended.
5. Offer Certificate, Value added and Career Oriented Course that align with local community needs and potential self-employment opportunities.
6. Consider introducing short term course in Beautician, Food Management, Electrical arrangement, Tourism Management to provide student with diverse skill development opportunities.
7. Initiate partnership with local industries, NGOS and government bodies for extension activities, research collaboration, and student placement.
8. Ensure all available classrooms, halls, laboratories etc. of new building Rabindranath Thakur Bhawan are effectively utilized. Focus on improving library resources and ensuring good internet connectivity.
9. Encourage faculty to attend UGC Supported Orientation Program, Refresher Course workshop, and Faculty Development Programs (FDP) to stay updated on innovative teaching method, research methodologies and IPR (Intellectual Property Rights) inculcating the offerings of NEP 2020.
10. Creating Summer Internship opportunities with local ecotourism, social ventures and conservation organizations that could provide practical training and career pathways in sustainable tourism and environmental management in holistic sense.

Signature of the Academic and Administrative Audit Team

SL No	Name with Designation	Signature with Date
1	Dr. Anita Chattopadhyay Gupta Deshbandhu college for Girls, Kolkata	 PRINCIPAL DESHBANDHU COLLEGE FOR GIRLS KOLKATA
2	Dr. Aparna De South Calcutta Girls' College, Kolkata	 Principal & Secretary South Calcutta Girls' College 72, Sarat Bose Road, Kolkata-25
3	Dr. Indrila Guha Basanti Devi College, Kolkata	 Principal Basanti Devi College Kolkata-29
4	Dr. Sasabindu Jana Principal, Raidighi College	 Principal RAIDIGHI COLLEGE South 24 Pgs
5	Sri Uttam Roy Mondal Coordinator, IQAC, Raidighi College	 Coordinator IQ AC Raidighi College
6	Dr. Sisir Chatterjee Convenor, Academic Sub-Committee	 Convenor Academic Sub. Committee Raidighi College
7	Dr. Arunima Biswas Convenor, Academic Sub-Committee	 Convenor Academic Sub. Committee Raidighi College
8	Sri Sanat Kumar Purkait Bursar and GB Member, Raidighi College	 19/09/2025