



Academic & Administrative Audit Report

Session: 2021-2022

RAIDIGHI COLLEGE

(Affiliated to University of Calcutta)

NAAC Accredited & ISO 9001:2015 Certified

Raidighi, South 24 Parganas, Pin-743383, West Bengal

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Accredited by NAAC Grade 'B'

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Report of the Academic & Administrative Audit

◆	Academic Audit Committee	<ol style="list-style-type: none"> 1. Dr. Ramkrishna Prasad Chakraborty <i>Principal, K. K. Das College, Kolkata</i> 2. Dr. Subrata Chatterjee <i>Principal, Sree Chaitanya Mahavidyalaya</i> 3. Dr. Srikanta Samanta <i>Principal, Nabagram Hiralal Pal College</i> 4. Dr. Sasabindu Jana <i>Principal, Raidighi College</i> 5. Dr. Sisir Chatterjee <i>Coordinator, IQAC, Raidighi College</i> 6. Dr. Arunima Biswas <i>Joint Coordinator, IQAC, Raidighi College</i> 7. Sri Uttam Roy Mondal <i>Convener, Academic Sub-Committee</i> 8. Sri Bidyut Saha <i>Jt. Convener, Academic Sub-Committee</i> 9. Sri Sanat Kumar Purkait <i>Bursar, Administrative Officer</i>
◆	Steering Committee for Academic Audit	<ul style="list-style-type: none"> • Dr. Sasabindu Jana <i>Principal, Raidighi College</i> • Dr. Sisir Chatterjee <i>Coordinator, IQAC</i> • Dr. Arunima Biswas <i>Joint Coordinator, IQAC</i> • Sri Uttam Roy Mondal <i>Convener, Academic Sub-Committee</i> • Sri Sanat Kumar Purkait <i>IQAC Member, Administrative Officer</i>
◆	Academic Years for which Academic Audit Conducted	2021-2022

◆	Submission of document from department and office for the Academic & Administrative Audit	The documents from departments and office incorporating different aspects of academic proceedings of the College for the period 2021-2022. The report contains <ul style="list-style-type: none"> • Institutional Data • Profile of the Departments • Profile of activities of different Statutory & Non-Statutory Committees/Cell • Library • Financial support from UGC and other funding agencies
◆	Day and Date of Visit	Monday. The 8th day of August, 2022
◆	Time Spent	11 a.m. to 5.00 p.m.
◆	Proceedings of the Academic Audit	The process of Academic Audit & Administrative Audit was systematically planned and scheduled with- <ul style="list-style-type: none"> • Principal's Presentations • Interaction with Bursar • Departmental Presentations • Presentations of committees and associations • Verification of documents • Interactions with faculty • Visits to Library, Laboratories and other activity Centres. • Interaction with office and non-teaching staff • Discussion with IQAC regarding holistic policy implementation

Following a thorough analysis of presentations, verification of documents, and on-site visits, we present the following observations:

1. Curricular Aspects

- The college ensures that its goals and objectives are clearly defined and systematically communicated to all stakeholders.
- Adherence to the Choice Based Credit System (CBCS) is a corner stone of the college's academic practices.
- Offering a diverse array of programs, the college proudly presents 15 Undergraduate programs.
- The college meticulously adheres to the Academic Calendar, Class Routine and Academic Plan, which are readily accessible through the Learning Management System (LMS) by e-Sikshak portal <https://raidighicollege.org/eshikshak/>.
- Embedded within the curriculum are courses dedicated to enhancing soft skills and proficiency in communicative English.
- Expanding its reach, the college operates Distance Education Centre, catering to both undergraduate and postgraduate students under NSOU and Rabindra Bharati University –Directorate of Distance Education (DDE).
- Soliciting feedback from stakeholders, the college conducts comprehensive analysis and submits reports to the Governing Body via the IQAC, demonstrating its commitment to continuous improvement in its curriculum.

2. Teaching-Learning and Evaluation

- Academic Session July to mid-November, 2021 and January, 2022 are COVID pandemic lockdown period where only online interactions with students are documented. Rest of period was also restricted partially under government COVID safety protocol.
- Student online admissions are solely based on merit as per Government of West Bengal guidelines and our own transparent student's friendly online arrangements solely based on merit. We are also successfully complied government reservations guidelines in our admission system to address broader perspective.
- The college boasts a permanent faculty count of 63 out of sanctioned post 64.
- The number of permanent faculty members holding a Ph.D. are 16
- The count of permanent administrative staff is 2
- The total number of instructional days stands at 242 days.
- An Orientation Programme was conducted for 1st Semester Honours & General students in B.A/B.Sc. (online mode)
- Classroom instruction is enriched with special lectures by distinguished academicians, group discussions, student paper presentations, field projects, departmental quizzes, and educational and industrial visits.
- The college has initiated the integration of ICT into the teaching-learning process through the Learning Management System (LMS) by online portal. (<https://raidighicollege.org/eshikshak/>)

- The Teacher-Ward Tutorial System aims to guide high achievers towards excellence and support slow learners in reaching the minimum qualification level.
- A Mentoring System is in place for students, focusing on personalized counseling to minimize dropout rates (Initiated by IQAC). Mentoring system is not only for academic development but also for psychological and behavioral support to address COVID pandemic lockdown impact
- The college caters to diverse learning needs, including those of slow learners and advanced students.
- Special, tutorial, and reformative guidance are offered to reduce the number of drop outs for academic appraisal & support slow learners.
- An online repository of instructional manuals is accessible.
- students deliver their understanding like teachers in front of the class, others including teachers sitting together reciprocate accordingly as confidence building measures.
- Continuous evaluation is conducted to monitor students' academic progress.
- Offline classes are minimum & examinations are all online as per university guidelines for 2021-22 session
- Parent-teacher meetings occur three times per academic year, with necessary actions taken based on parental feedback.
- Student feedback on teaching and learning evaluations is collected, analyzed, and used for improvement measures (Initiated by IQAC). Feedback system and reciprocal interactions are strictly limited with online support system...offline parent-teacher is very minimum due to several uncertainties in community (guardians are sometimes interactive at the time of online classes and online students-teachers meeting)

3. Research, Innovation and Extension

- A Research Committee has been established by the college to foster a culture of research among both faculty and students.
- Research guidance is provided by 1 teacher.
- 1 teacher with minor research project from dept of Science, Technology and Biotechnology, Govt of West Bengal
- 18 collaborative programs and 10 MoUs for better Academic ecosystem and educational attainment of this institution, located in geographically vulnerable region
- Several faculty members have contributed to the academic and scape 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. Total 11 research publication in UGC notified journal

- The two units of NSS wings are actively engaged in community service.
- The college has established academic collaborations with neighboring colleges and institutions in Kolkata.

Additional points:

- Efforts are underway to enhance research infrastructure and resources within the college.
- Collaborative Programs with different colleges in and around South 24 Parganas like teachers exchange, campus visits, laboratory activities, career-oriented programs, administrative training and many more extensional activities
- Regular seminars, workshops, and conferences are organized to stimulate research and innovation among faculty and students. Total seminars/ webinars and conferences 13.
- New initiatives of AJC Bose Memorial Lecture by Prof Malay Mukhopadhyay in December, 2021 and arrangements of Nabinbaran and Farewell programs.
- Initiatives are taken to encourage interdisciplinary research projects that address local challenges and contribute to regional development.
- Extension activities such as awareness campaigns, health camps, and skill development workshops are organized in collaboration with local communities.

4. Infrastructure and Learning Resources

- The college ensures essential amenities such as classrooms, a canteen, rest room facilities for girls, and a communal staffroom, along with access to drinking water.
- infrastructural loss due to super cyclone Amphan,2020 and Yaas,2021 and associated deterioration of lockdown period particularly sanitization, electricity, water supply, laboratory -library infrastructural facilities
- The college boasts 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 Development Committee oversees maintenance activities, with

budgetary provisions allocated for upkeep and Annual Maintenance Contracts (AMCs) in place.

Additional Points:

- No sports and cultural competitions in 2021-22 for covid restrictions
- Efforts are made to ensure accessibility for differently-abled individuals, with provisions such as ramps and accessible rest room facilities.
- There is the student's representation in some of the non-Statutory committees as we have no student's union since 2018-19 our college policy is the inclusion of student's opinions in different forms and activities
- College teachers and administrators are committed for new normalcy in college campus with several confidence building measures in arrangements and services

5. Student Support and Progression

- A significant proportion of graduating B.A./B.Sc. students has been successfully accepted into various universities for further studies.
- The college actively organizes gender sensitization programs to promote inclusivity and awareness among students.
- Approximately 70% of students have received financial assistance from various sources to support their education.
- The college operates a subsidized canteen, offering nutritious and hygienic meals at affordable rates.
- Free studentships by institution/ non govt organizations: 0
- Progression in higher education: 52
- Scholarships and free studentships support from government: 1305
- Minimum extensional activities and alumni activities due to covid lockdown
- Career guidance is provided to students through the Entry-in-Service Portal, aiding in their preparation for diverse competitive examinations.
- An SMS service is employed to promptly disseminate urgent information to college students.
- With an institutional membership of Students' Health Home, Government of West Bengal, students can access medical facilities and specialized treatments for an annual subscription fee of just Rs.10/- (Rupees ten).

Additional Points:

- Counseling services are available to address students' academic, personal, and emotional needs, fostering their overall well-being and progression.
- Scholarships, grants, and financial aid programs are continually assessed and updated to ensure accessibility and inclusivity for all students.
- Workshops and seminars are organized to enhance students' soft skills, employability, and entrepreneurial capabilities.
- Students Welfare and Services subcommittee and Campus Maintenance and Development subcommittee for continuous caring support services in this geographically and socio-economically vulnerable area.
- NSS activities and Community support system by our students with the help of our teachers in different forms like plantation, distribution of educational infrastructure to primary schools and their students, blood donation, food for aged, homeless people etc.

6. Governance, Leadership and Management

- The Institution's Vision, Mission, and Core Values are clearly articulated.
- Effective leadership is provided by the Management and Principal, guiding the institution towards its goals.
- Administration is decentralized and transparent, ensuring efficient management.
- Various committees are established to monitor activities and ensure accountability.
- Detailed records of all Governing Body meetings are meticulously maintained.
- Timely circulation of notices, agendas, and resolutions for different meetings is ensured.
- Roaster registers and service books are diligently updated and maintained.
- The Finance Committee and Purchase Committee maintain meticulous records.
- Both academic and administrative functions of the college are automated, maintaining transparency throughout.
- Principal takes initiatives to address issues of teaching and non-teaching staff for timely conduction and coordination with government and university administration

- The implementation of an integrated Student Management System enhances efficiency.
- Professional auditors conduct regular audits of accounting practices.
- Robust grievance redressal mechanisms are in place at all levels.
- The college demonstrates effectiveness in resource mobilization, planning, and development strategies.
- IQAC activities are systematically recorded and documented to ensure continuous improvement.

Additional Points:

- The college fosters a culture of innovation and continuous improvement through regular reviews and feedback mechanisms.
- Sustainability initiatives, such as waste management and energy conservation programs, are incorporated into management practices to promote environmental responsibility.
- Green campus initiatives with the help of Panchayat. Restoration programs after cyclonic disasters and associated flood
- Arrangements of vaccinations camp in college campus and health camp for particularly down-trodden student's support
- College has successfully registered NIRF in 2022 with a new NIRF Nodal Steering Committee
- A book named 'Sundarbans - Society, Environment and Development' Edited by Prof Sanat Kumar Purkait, IQAC member and Assistant Professor, Department of Geography is published at the end of 2021-22.

7. Institutional Values & Best Practices

- An organic vegetable garden is maintained by the college, fostering sustainability and environmental consciousness.
- The college boasts a literary wing that actively organizes a variety of cultural and literary programs.
- The college remains responsive to evolving educational, social, and market demands, adapting its practices accordingly.
- Inclusive practices for social justice and stronger stakeholder relationships are prioritized by the college.
- Value-based education is promoted as a corner stone of the college's ethos.
- The college implements numerous innovative, health-conscious, and student-friendly practices to enhance the overall learning experience.

- Health awareness-oriented programs by NSS and various science departments with the help of Microbiological Society of India and others.
- Regular online programs on various observance like Rabindra Jayanti, College foundation day, several others commemorative programs and National Day observations as per UGC guidelines

Additional Points:

- Sustainability initiatives extend beyond the organic vegetable garden and solar panels to include waste reduction, water conservation, and eco-friendly campus initiatives.
- Partnerships with local communities and NGOs support outreach programs focused on social justice, environmental conservation, and community development.
- Student-led initiatives and clubs contribute to the implementation of best practices and foster a sense of ownership and responsibility among the student body.
- The college regularly conducts surveys and feedback sessions to assess the effectiveness of institutional values and best practices and to identify areas for improvement and innovation.
- Recognition and awards are given to individuals and groups who demonstrate exemplary adherence to institutional values and best practices.
- 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 observed the memorable event in various ways. Other than 15th August traditional flag hosting 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 and responsibilities.

Following are the recommendations of the Audit Team:

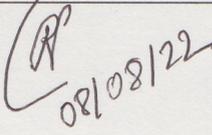
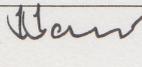
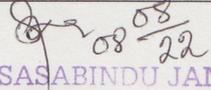
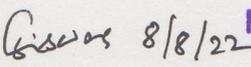
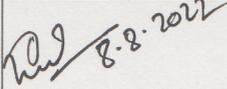
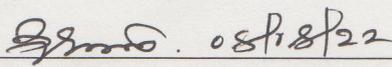
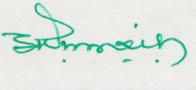
- To develop academic arrangements including blended mode of education as per the recommendations of NEP 2020 for future prospects as well as holistic challenges
- To develop multidisciplinary activities amongst the departments
- To enhance academic-administrative dynamism initiate collaborative programs under MoU with other institutions and organizations
- To enrich library with more recent publications, journals and e-resources for optimal involvement of students and employees
- To guide and motivate students for further advancement in professional studies as well as competitive examination
- To introduce various skill development and capacity enhancement certificate courses for future prospects
- Initiate all sports and cultural activities with immediate effect. To promote students to participate in extensional activities for personality development and psychological vibrant
- To review students aid fund system for all marginal students. College authority should control the drop out problems more effectively
- College should maintain all types of audit reports including Green, Energy, Gender, ISO etc. and obviously finance as per norms for a transparent and professional ecosystem
- To reorient database management and sustainable documentation for not only next accreditation cycle but also for future reference
- Infrastructural development is a continuous process. There are severe losses due to climatic hazards and lockdown impact in college campus. College should outline a perspective planning for restoration of some important basic services for all stakeholders and new development for future prospects
- College level research is nowadays very important. College should maintain a policy for financial and infrastructural support for certain issue-based research and encourage students for more engagement
- To enhance career counselling and placement cell activities for campus base employment College should maintain industrial, professional and organizational partnership activities
- College should support much more village base community level activities for overall sustainable progression of the area after COVID experience with extensional support to NSS, Green Club and departmental arrangements

- Alumni can play an active role in voluntary programs like mentoring students in their respective fields. Registered Alumni Association is a requirement for this College and governance should encourage a vibrant alumni-present students interrelationships

Additional Recommendations:

- Considering the unique natural surroundings of the college in semi-forest and riverine are as, incorporating environmental studies and conservation efforts into the curriculum could provide valuable hands-on learning experiences.
- Collaboration with local indigenous communities for research and cultural exchange programs could promote cultural understanding and preservation of traditional knowledge
- Developing outdoor learning spaces and eco-friendly infrastructure could enhance experiential learning opportunities and environmental stewardship among students.
- Creating internship opportunities with local ecotourism ventures and conservation organizations could provide practical training and career pathways in sustainable tourism and environmental management.

Signature of the Academic and Administrative Audit Team:

SL No.	Name with Designation	Signature & Seal with Date
1.	Dr. Ramkrishna Prasad Chakraborty Principal, K. K. Das College, Kolkata	 08/08/22 Dr. Ramkrishna Prasad Chakraborty Principal K. K. DAS COLLEGE Garia, Kolkata
2.	Dr. Subrata Chatterjee Principal, Sree Chaitanya Mahavidyalaya, Habra	 08.08.22 Principal Sree Chaitanya Mahavidyalaya Habra-Prafullanagar, 24 Pgs. (08)
3.	Dr. Srikanta Samanta Principal, Nabagram Hiralal Pal College	 08.8.2022 Dr. Srikanta Samanta Principal Nabagram Hiralal Paul College Nabagram : Konnagar : Hooghly : W.B.
4.	Dr. Sasabindu Jana Principal, Raidighi College	 08-08-22 DR. SASABINDU JANA Principal RAIDIGHI COLLEGE South 24 Pgs.
5.	Dr. Sisir Chatterjee Co-ordinator, IQAC, Raidighi College Dr. Arunima Biswas Joint Co-ordinator, IQAC, Raidighi College	 Coordinator IQ AC Raidighi College  Biswas 8/8/22
6.	Sri Uttam Roy Mondal Convener, Academic Sub-Committee Sri Bidyut Saha Jt. Convener, Academic Sub-Committee	 8.8.2022  08/8/22
7.	Sri Sanat Kumar Purkait Bursar, Administrative Officer	 08/08/2022 SANAT KUMAR PURKAIT Associate Professor & Head Department of Geography Raidighi College (University of Calcutta) Mob.-9064674486 / 9830418454
8. University of Calcutta	