



# RAJGANJ COLLEGE

**Estd.: 2009**

(Affiliated to North Bengal University)

P.O. Rajganj, Dist. Jalpaiguri-735134

Ph.: (03561) 254356, e- mail: rajganjcollege@gmail.com, website: www.rajganjcollege.ac.in



Ref No.:

Date:

**6.2.1 - The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc**

**Response -**

## **Rajganj College: A Comprehensive Overview of Governance and Administration**

Rajganj College, a government-aided institution affiliated with the University of North Bengal, diligently adheres to the mandates and guidelines established by the UGC, MHRD, WBSU, Government of West Bengal, and the Department of Higher Education. The college upholds stringent service rules and ethical standards governing the appointment and service conditions of its faculty and staff, ensuring a structured and effective academic environment.

## **Organizational Structure and Decision-Making Bodies**

### **Governing Body (GB)**

- **Role:** Oversees all institutional operations, including finance, human resources, educational activities, and infrastructure.
- **Functions:** Formulates policies and deliberates on academic, financial, and administrative initiatives to align with the institution's mission.

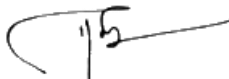
### **Principal**

- **Role:** Acts as the coordinator among all stakeholders, maintaining a democratic organizational structure.
- **Functions:** Central to executing career advancement for staff and overall student development.

### **Internal Quality Assurance Cell (IQAC)**

- **Role:** Ensures quality in the educational and administrative performance of the institution.
- **Functions:** Develops, applies, and monitors quality benchmarks for academic and administrative activities.

### **Finance Committee (FC)**

  
Principal  
Rajganj College  
Rajganj Jalpaiguri



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- **Role:** Manages the institution's financial health.
- **Functions:** Reviews and prepares budget proposals under the guidance of the Bursar and the Head of the Institution, with subsequent approval by the GB.

## Academic Subcommittee

- **Role:** Maintains educational standards and interdepartmental coordination.
- **Functions:** Oversees teaching, training, research, and examinations.

## Staff and Academic Councils

### Teachers' Council

- **Role:** Facilitates the decentralization of academic responsibilities.
- **Functions:** Organizes frequent meetings led by the Principal and a selected teacher representative to form various subcommittees.

### Department Heads

- **Role:** Ensures smooth intra-departmental operations.
- **Functions:** Manages academic activities related to student progression.

### Bursar

- **Role:** Oversees financial operations.
- **Functions:** Ensures proper use of funds for maximum student benefit.

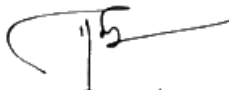
## Committees and Support Structures

### Service-Related Subcommittees

- **Examples:** P.F., IT, Pay Revision, Leave Management, CAS committee (support wing of IQAC), Grievance Redressal.
- **Role:** Implements government policies and plans regarding employment, service conditions, and promotions.

### Library Committee

- **Role:** Maintains a comprehensive collection of books, journals, periodicals, and exam resources.

  
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- **Functions:** Ensures resources are up-to-date and accessible, benefiting both students and faculty.

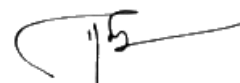
## Recruitment and Appointment Policies

### For Permanent Teachers

- **Process:** Guided by UGC rules, involving recommendations from the CSC, GB approval, appointment letters, and service confirmation post-probation. Transfers align with West Bengal government rules.

### For State Aided College Teachers

- **Process:** Departmental requisition, GB placement, advertisement, expert panel interviews, merit list formation, GB approval, and final government approval.

  
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