ACADEMIC AND ADMINISTRATIVE AUDIT REPORT

RAJGANJ COLLEGE 2018-2023

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

ACADEMIC & ADMINISTRATIVE AUDIT REPORT FOR THE SESSION 2018-2023

Part-I

Name of the College :- RAJGANJ COLLEGE

Audit Team Members:

1. Laikshya Mohan Roy, President, Governing Body, Rajganj College.

2. Dr. Debasish Dutta, Inspector of colleges, University of North Bengal.

3. Dr. Debashis Das, Principal, Ananda Chandra College, Jalpaiguri.

4. Dr. Abhijit Bhattacharjee, Principal, Jalpaiguri Law College.

5. Dr. Haraprasad Mishra, Principal, Rajganj College, Jalpaiguri.

6. Alka Moktan, IQAC Co-ordinator, Rajganj College.

Dat	e of Audit: 1	7.08.2023	1-10-10							
College Timing Observatio		- DD								
10:30 a.m. to 5.00 p.m.			inc tra • Cla	ludes bo ditional a ss wor	earning oth mode pproache: rk was y by the te	s. done	 Every department must develop departmental library. More number of ICT-enabled 			
	the second se	lar Aspects							Observation	Remarks
No.	1	ourse offer			Student S	the local data in the local da	1 2024	2022	Unservation	Kentarks
	Course	Year	Category	2018- 19	2019- 20	2020- 21	2021- 22	2022- 23		
1	BA	Part - I	Hons.	146	126	119	120	127		
2	`BA	Part - II	Hons.	85	129	100	104	101		
3	BA	Part-III	Hons.	47	71	134	100	99		
4	BA	Part-I	Gen.	821	805	873	945	487		
5	BA	Part-II	Gen.	222	447	513	609	613		
6	BA	Part-III	Gen.	260	194	348	427	483		
(AI	SHE Code- ((45779)		1	-					1
2.		Certificate Course From 2018-19 and 2022-20 (Document attached)			023					
3.		rricular Plai	n	Yes						
4.		Attendance								
5.	Coverage o	of Syllabus		Yes						

TS

IL Teaching & Learning

1.	Teaching dairy and Teaching Notes 1.No. of Teaching Staff including Contract/SACTs: 2. No. Of Teachers Submitted 3. No. Of Teachers Not-Submitted with details	26 26 None		
2.	Conduct of classes	Lectures, ICT enabled class, E- Learning, Unit Test, Student Seminars, Assignments, Projects		
3.	Use of supplementary teaching tools and application of ICT	Yes		
4.	Student centric Activities	Yes		
5.	Student centric Seminar	Yes		
6.	Remedial Classes	Yes		
7.	Students Assignment	Yes		
8.	Students Feedback (Analysis done or not)	Done (Data collection, analysis and execution		
III. E	valuation & Results			
1.	Conduct of Internal Examinations	Yes		
2.	Maintenance of Marks Registrar / File (CLOUD)	Yes		
3.	Result of University Examination (Last Exam)	Yes		

Analysis of University Results (Percentage of passed Students)	2018-19	2019-2020	2020-2021	2021-2022	2022-2023	Remarks
Total	173	193	185	357	498	This data
Pass	126	167	181	346	433	excludes
Fail	47	26	04	11	65	back-log
Percentage	73%	87 %	98%	97%	87%	students.

1.	Library	Yes	
2.	Laboratories	Yes	Geography
3.	E-Classrooms	Yes	2 ICT enabled classroom \$
4.	Computer	Yes	26 Desktops and 3 laptops
5.	Internet/Wi-Fi	Yes	

IV. Learning Resources

V.	Physical Activities	Yes
VI. E	Basic Facilities	103
1.	Sanitation	Yes (Sanitary Pad vending machine, regular cleaning and sanitation of washrooms, Proper waste segregation and management.)
2.	Drinking Water Facilities	Yes (RO purifier)
3.	GYM	Yes
4.	Play Ground	
		Yes

5

Other Facilities:

- 1. Solar Power Plant.
- 2. Rain Water Harvesting.
- 3. Medicinal Plant Garden.

AUDIT QUESTIONS

Part-II

The Auditors are guided by the questions given in each selection in carrying out the academic audit of Departments. These questions guide the formulation of the Self- Evaluation Document (SCD).

DESIGNING TEACHING AND LEARNING PROCESS

How are your courses managed?

The Courses are managed through Lecture method, virtual classrooms and smart class devices and ICT enabled classes. Students are also encouraged to participate in group discussions and student seminars. Online classes were conducted during pandemic with the help of Google Classroom, Google meet platform etc. The college also has a YouTube channel E- Learning Rajganj College (e-learningrajganjcollege5853). Is there an appropriate and up-to-date teaching and learning strategy in the Department?

YES

How are teaching and learning organised for students?

Before the commencement of every academic session every department initiates a course plan, teacherwise syllabus distribution, curriculum planning. IQAC initiates an Academic calendar on the basis of departmental inputs. The Academic calendar, Program specific outcomes and Course outcomes of all the subjects are then published in the College website.

What pedagogical approaches are used?

The college follows Lecture method, Discussion method, Demonstration method, Enquiry method, Problem solving Method, and also methods set forth by the UGC and affiliating university.

What strategies are used to simulate student participation in the classroom and enhance student learning?

Before the commencement of each session a student "Induction/ Orientation Programme" is organised by the college. Every department ensures an active orientation of all the students towards their respective subjects and college. Students are encouraged to participate in student seminars, academic activities, group discussions. Remedial classes for slow learners are also arranged by the faculty if needed.

How is the quality of teaching maintained and enhanced? How do you ensure that strategies such as effective staff development, peer review, induction and mentoring are used?

The college encourages and facilitates every staff to participate in Faculty induction programmes, Refresher Courses, Seminars, Workshops, Conferences etc. The college also collects, analyses and takes action in feedbacks collected from different stakeholders like Students, Teachers, Supporting Staff and alumni.

How effectively do lecturers draw upon their research, scholarship or professional activity to inform their teaching?

- The teachers actively engage in research activities like presenting and participating in different National/International Seminars, Conferences, Workshops. Some of the faculties are also actively engaged in Research Projects (Major/Minor). Therefore, the teaching-learning experience becomes enriched with newest materials and research areas. Students are kept updated with the latest trends in social sciences and humanities which helps them to acquire a sound understanding of their surrounding academic eco-system and also helps them in their career prospects.
- The faculties also share their research experience and expertise in different fields with the students. The students are trained and encouraged for critical thinking and to develop analytical skills.
- Inspiring students for research and engagement in research is facilitated through participation of students in different seminars, workshops, conferences held in college. Therefore, motivating the students to pursue their academic goals and inculcate interest in research-based activities.
- The teachers also support the students to complete their project works.

Is there any academic support including handbooks and other written documents that is given to students?

Yes

Where the faculties engaged themselves for their Academic Development during this academic Period?

Yes. Faculties are involved in various academic development activities like publication of Research papers in different journals, edited books. They also participate and present research papers in different national/international seminars and conferences. Some of the faculties are also engaged in research projects funded by ICHR.

What was the Role of IQAC for academic Development during the period?

- IQAC organise Orientation Program for the students in the beginning of each new session.
- MoU was signed with Siliguri Mahila Mahavidyalaya in 2018 for Facultyexchange, research Collaboration, Student Exchange and Special Lecture.
- IQAC has introduced Add-On courses from year 2019.
- MoU was signed with Jalpaiguri Law College, Jalpaiguri in 2019 for Special Lecture, legal consultation, research Collaboration, legal awareness program.
- MoU was signed with Banarhat Kartik Oraon Hindi College, Banarhat in 2021 for Student, Faculty Exchange, Research Collaboration and resource sharing.
- MoU was signed with Anada Chandra College of Commerce in 2022 for Student and Faculty Exchange, Research Collaboration.
- MoU was signed withPrassannadeb Women's College in 2022 for Quality Exchange, ICT uses for Innovative Pedagogy, Value Based learning, Teacher Exchange program.
- MoU was signed with Teesta Agro Industries Lmt in 2022 for Internship Program, Industry Visit and Special Lecture.
- MoU was signed with Munsi- Prem Chand College in 2022 for Student/ Teacher Exchange.
- A financial Policy for providing financial Assistance to teacher for attending seminar, workshop has been designed and accepted by Governing Body.
- Green Audit of the institution was submitted.
- Outreach Programs have been arranged by NSS throughout the year.
- Seminars/Workshops/ Conferences (National/International) held in collaboration with IQAC throughout the academic session. (Document attached in Annexure III)

Infrastructural Initiatives:

- 1. College Canteen
- 2. Installation of Water Purifiers
- 3. Installation of Sanitary Pad Vending Machine
- 4. Construction / Of A.V Room

Is there any Registered Alumni Association of the Institution?

No. There is an active alumni in the college but registration is under process.

If yes, what is the total no. Of members and how many meeting were organised during this period? There are 1000+ members in the alumni association of Rajganj College. The details of the committee

members:

President : Subrata Ghosh Vice-President : Rustam Ali Secretary: Mehebub Alam Asst. Secretary: Md. Rafikul Islam Asst. Secretary: Atanu Ghosh Treasurer: Abdul Gafar Core committee members: Kailash Roy Priya Debnath Mithu Roy Anindita Debnath Subha Mahajan

How does alumni association contribute for the development of the institution?

Rajganj College takes pride in its vibrant alumni network, which actively contributes to the institution's progress through Fund raising campaigns, financial aid and various support services, despite not being

Financial contributions: The Alumni Association of Rajganj college actively participates and engages in fundraising and charitable events. The Alumni has also helped the college with some financial assistance for infrastructural developments.

Alumni Events: There is an active participation and engagement of Alumni in different college activities like Reunions, Socials, Career guidance activities etc. the alumni establish new relationships and connections with new students through their involvement.

Community engagement and Social Impact:

The Alumni Association strongly dedicate themselves for community development and social extension activities.

Part-III (Financial Report)

1. Fund Receive from :

Funds Category	2018-19	2019-20	2020-21	2021-22	2022-23
UGC	Nil	Nil	Nil	Nil	Nil
State Government	7167311	10772298	18925352	19623609	19572575
Others (Including Opening Balance)	8721861	7717810	9866258	13307453	15843470
Total(A)	15889172	18490108	28791610	32931062	35416045

2. Income:

Income Source	2018-19	2019-20	2020-21	2021-22	2022-23
Income from students	4214399	5736326	5431048	6322476	5585710
Income from	1933086	1984170	2019804	2639992	2539581

others					
Total(B)	6147485	7720496	7450852	8962468	8125291
Total (A+B)	22036657	26210604	36242462	41893530	43541336

3. Fund Utilization:

Fund Utilized	2018-19	2019-20	2020-21	2021-22	2022-23
Building Construction	Nil	Nil	Nil	99900	99900
Play Ground	Nil	Nil	NH	Nil	Nil
Student Welfare	635268	527983	97352	261348	436761
Faculty Development	130075	78695	8000	4580	23096
Others (Including Closing balance)	21271314	25603926	36137110	41527702	42981579
Total	22036657	26210604	36242462	41893530	43541336

4. Due to Non-appointment of Auditor by the Dept. Of Higher Education, Govt. of West Bengal, the financial report has been prepared on the basis of Internal Audit report of the college duly approved by the Governing Body

2023 Cani Collego, Japaigun

Inspector of Colleges (Officialing) Contraction of Conteges (Concean) University of North Bengal Dist Darpeling (WB)

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Ananda Jaipaigun

Co-ordinator I.Q.A.C. Rajganj College Rajganj, Jalpaiguri

Jalpaigun Law College 7.08.2023

17.08.20%

Principal Rajganj College, Rajganj Jalpaiguri

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INCLOSURES

- Asservare 1 Number of Research papers published per teacher in the Journals notified on UGC website during the last fire years. (2018-2023)
- Assessors II: Details of tracking non-tracking staff participating in Faculty development programmers (FDP), Fruitzational development/ administrative training programs during last five years. (2018-2023)
- Assertive III List of Warkshops / Seminary / Conferences including programs conducted on Research Methodology, Intellectual Property Eights and Entropreneurships during last five years. (2018-2022)
- Associates 27 Number of Soudia and chapters in edited volumes/ books published and papers published in national/ international conference proceedings for teacher during last five years. (2918-2823)

ANNEXURE I

Careforr of research papers	published per teacher in th		EGC CARE by during the h			Link to the recognition in UGC on	bottonent of the Journal /District
Title of paper	Name of the author's	Department of the teacher	Name of journal	Calendar Year of pablication	ISSN number	Link to website of the Journal	Is it lived in FGC Carr St.
Educational Scenarios in the Tex Are of Darpeting, Texa During the Columnal Period 1897 - 1987, pages 52-74	The Roofer Ministerio	History	Clos An Annual Interdenceduses Journal of History, Corpus Resourch Jostikale	300	(55) (75), (75), (74) (9)	Inger gesamlesendes comparadigitet (In-CLO- 1-2004/1284asaaP-200andes på van 1-2004/1284asa2P-2004/00/1284pmt 5-2004/1284asa2P-2014pmt 5-2004/1	Vas DGC Care Las Scilles 12 (Ann and Harmanistics Featrain
Organischelek Partie Darjoning Terr er Blown Samlur Elsov Perjischene Party 152-176	Dr. Sudy Khanolek	ili kang	bikotha, fangsya tidas Sartiti, Kothata	8009	2329-3447, Vol. VIII, No.2		Yes St. No. 77 (Acht and Manaemiet
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"Disagour and Burth-on Nay: A much of the Marcal Tradition and War Featurisation of Bongal Zamendars (1207-1764) page 21-39	De Sudip Khanshoh	llers	The Historical Reverse, Indon- townant of Oriental Studies and Research, Kolkara	7918	070-104/N6XXVb		Na
Enversemental Disciple in Secondblapsberges: A contestual Disciplion	Mrs. Yangle Duins Storps	Philosophy	Joactul of the Asiatic Society of Murrhos	3822	0012-0746	www.patronica.org.org.org.org.org	Ves
Nature and Devincement in Nationalis Palescaphy: An Atalytical Devincem		Philosophy	Lournal of the Assarie Society of Microbia	3413	0972-8769	www.ministeriorgi.org/art.putted	Ym
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Homophobia, Denial, Oceth American Braudy Revisited	We Soevik Planchager	Emploit	Sew Literatia	2020	1562-7575	heps it newlinearia acres	Ne
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ANNEXURE II

Year	Name of the participant	Designation	Title of the FDP/ MDP/ professional development/ administrative training	Dates (from-to) (DD-MM-YYYY)
2018			program	5th November to 12th December 2018.
-018	Dr.Sudip Khasnobish	Assistant Professor		
2018	Magfera Begum	Assistant Professor	Refresher Course	1st to 21st August 2018
2019	Dr. Biswajit Ray	Assistant Professor	Refresher Course in Bengali	6th December to 19th December 2019
2020	Alka Moktan	Assistant Professor	Faculty Development Programme on * Empowerment in Online Teaching, Leraning & Evaluation for Combuting Covid -19 Pandameic Situation *	2nd June to 8th June 2020
2020	Yangki Dolma Sherpa	Assestant Professor	FDP on ICT tools for Online Teaching and assessment	23rd to 27th June 2020
2020	Yangki Dolma Sherpa	Assistant Professor	FDP	26th June to 24th July 2020
2020	Dr. Kusumna Mukherjee Debnath	Assistant Professor	FDP on * Futuristic Trends of language and Literature- Impact on 21st Century Learners	13th to 18th July 2020
2020	Dr. Kusumita Mukherjee Debnath	Assistant Professor	FDP on " Literary Criticism"	30th July to 5th August 2020
2020	Dr. Kusumita Mukherjoe Debnath	Assistant Professor	FDP on * ICT ENHANCED TEACHING LEARNING AND CREATING MOOCS*	18th to 25th August 2020
2020	Dr. Kusumita Makherjee Debnath	Assistant Professor	Refresher course on Information and Communication Technology	24th August to 5th September 2020
020	Dr. Kustamita Makherjee Debnath	Assistant Professor	FIP	1st September to 30th September 2020
020	Yangki Dolma Sherpa	Assistant Professor	FDP on * Managing online classses and Co- creating MOOCs3.0"	25th July to10th August 2020
021	Yangki Dolma Sherpa	Assistant Professor	Refresher Course in Indian Philosophy Samskar Culture and Global Recognition (IDC)	n 10th to 23rd February 2021
21	Madhyam Moktan	Assistant Professor	FIP	1st September to 30th September 2021
21	Dr.Biswajit Ray	Assistant Professor	Faculty Induction Programme	15th November to 15th December 202
21	Alka Moktan	Assistant Professor	Refresher Course on Gender Discourse : Theo and Practice	^{ry} 31st August to 13th September 2021
21	Dr. Biswajit Roy	Assistant Professor	Short Term Course (FDP) MOOCs , e- Conte Development and Open Educational Resours	1 151 CREADER 10 910 CREATE 2021
2	Dr.Magfera Begum	Assistant Professor	Refresher Course in Sustainability of Earth Challenges and Migration Strategies.	
2	Yangki Dolma Sherpa	Assistant Professor	FDP on Blended Learning: Concepts and To	ols 3rd October to 9th October 2022
2	Yangki Dolma Sherpa	Assistant Professor	FDP on Digital Security in Online Classroo	m 10th October to 16th October 202
	Alka Moktan	Assistant professor	FIP	4th November to 6th December 20
			rm	14 1
2	Dipankar Debnath	Librarian	FIP	4th January 2023 to 7th February 2
-	Dipankar Debnath Madhyam Moktan	Librarian Assistant Professor	FIP Refresher Course on Literature and literar works in Post-Modern Era	4th January 2023 to 7th February 2 13th February to 27th February 20

ANNEXURE III

Number of workshops/ seminars/ conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Year	Name of the workshop/ seminar/ conference	Number of Participants	Date From - To	
2018-201	9 Cyber Crime	181	05.10.2018	
2018-201	Facing the interview and need	172	05.10.2018	
2018-201	9 Investor's Awareness Program	50	04.02.2019	
2018-201	9 Career Counselling	179	06.02.2019	
2018-19	Save Energy Environment Protection	163	20.02.2019	
2018-2019	EVM & VVPAT for new voters: Demonstration cum General Awareness	147	27.02.2019	
2018-19	International Seminar on World peace and Harmony	53	14.03.2019 to 16.03.2019	
2019-2020	Bangla Banan Prashiksha O Karmashala	50	02.09.2019 to 07.09.2019	
2019-20	Workshop on Meditation and Sprituality	ш	20.09.2019 to 21.09.2019	
2019-2020	Employment workshop	191	23.09.2019	
2019-20	A Three -Day Internal Conference on Cognitive Science, Language and Reality		09.01.2020 to 11.01.2020	
2019-20	Anti-Tobacco Campaign	and the second	14.01.2020	
2019-20	Child Sexual Harrasment and Sexual Trafficking	117	21.01.2020	
2019-20	Uttor Bonger Bangla Sahitya	36	06.03.2020	
2020-21	Sress and conflict Management of Teachers'for students Better Engagement	57	08.08.2020	
2020-21	Modernism and US: a glimpse at 20th Century British Poetry	51	15.09.2020	
2020-21	India's National Education Policy, 2020 : Reformes in Higher Education System	121	19.09.2020	
2020-21	Re interpreting Mahabharata in the 21st century.	55	09.02.2021	

2020-21	E Kaler Annuchintan"e shekaler Mangalkabya	130	17.03.2021	
2021-22	Workshop on CBCS curriculum	152	27.11.2021	
2021-2022	Two days Intensive Awareness Outreach Extension program on Disaster Management: Organised by IQAC in collaboration with Dept. of Lifelong Learning and extension, NBU	61	15.03.2022 - 16.03.2022	
2021-22	Workshop on NAAC and NAAC related activities	29	08.04.2022	
2021-22	Workshop on NAAC and NAAC related works	30	06.02.2023 to 07.02.2023	
2022-23	Development of values and soft skills training Programme	128	08.02.2023	
2022-23	Energy conservation in day to day life	151	10.02.2023	
2022-23	Emerging careers, opportunities in recent times	185	14.03.2023	
2022-23	Financial Literacy Workshop	116	18.03.2023	
2022-23	Workshop on Academic Bank of Credits	124	20.03.2023	
2022-2023	Rights of the Consumers by Consumer affairs department	101	23.03.2023	

ANNEXURE IV

Number of books and chapters in edited volumes: books published and papers published in national/international conference proceedings per teacher during last fre year

51, Na.	Name of the teacher	Tale of the book/ chapters published	Title of the paper	National/ International	Calendar Year of publication	ISBN number of the proceeding	Affiliating Testinate at the time of publication	Name of the publisher
1	Mrs. Susmita Goha	Bangla Uparawas Er Bikalpu Path	Barong kantho Charo-Jore Sachima Bhattacharjoor Tirti Upanyaser Pickhite	National	2018	978-93-83816-93-4	Rajganj Cožego	The over Book Agency
2	Dr. Howagit Ray	Salalou Nara Bhaiya	Ashaparna Devi er Uparçashe Dampañya	National	2019	978-93-86518-25-6	Rajpurj College	Bargia Salutya Sargoad, Kelkata
3	Mrs. Scomitz Guba	Bhagini Nibedita Aike Samaj O Samekalet Prekkhit	Bhugini Nibedita: Ek Nibedita Jiboner Kahini	Notional	2019	978-81-94021-63-6	Rajganj College	Azesha
+	Mr. Souvik Bihatacharjor	Marginalisation in Literature Critical Perspectives	Women in Ancient Rome through the eyes of Plantus - The Pot of Gold in Marginal perspective	National	2621	978-93-90155-26-2	Rajganj College	Author's Press
5	Mr. Snavik Bhatacharjor & Miss Ipsita Deb	Body politics: Rethinking Gender and Mascalinity	Emissioning the New: On Inverting Old Orders and Mascularity in Charlotte Perkins Gilman's Old Water	National	2021	978-81-948850-0-9	Rajgarj College	Akhand Fublishing House
6	Miss. Ipsita Deb	Marginalisation in Literature Critical Perspectives	Margin writes (30) The Centre A Critical Study of Mahasweta Devis Draupadi	National	2021	978-93-90155-26-2	Rajganj College	Akhand Publishing Honor
,	Dr. Sedip Khaisobish	Himaloybarga, Prosonga Darjeeling Zela	Satabersher Alokoy Darjeeling- tarai er Siksha Bistareer Roparekha (1867-1967)	National	2022	078-93-82623-91-5	Rojganj College	Reader's Service, Kolkan
1	Dr. Sudip Khasnohish	Himaloyhanga: Pravenga Darjeeling Zela	Oiepanebishik Parbe Darjeeling Tatai- er Janabinswer Rupanter (1850-1947)		2022	978-93-82623-91-5	Rajganj College	Reader's Service, Kolka
9	Mrs. Alka Moktan	Women Empowerment & Educational Development	Women Empowerment: Education and Quality of Employment	National	2022	978-93-91550-06-06	Rujganj College	NB publication Noble, U
10	Miss. Ipsita Deb	Mythological Fiction: An Introduction	Re-selling History: A Study of Seiswaroopa Iyer's Draupadi	National	2023	978-93-95975-07-0	Rajganj College	Sarap Book