SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

RAJGANJ COLLEGE

P.O. - RAJGANJ, DISTRICT - JALPAIGURI
735134
www.rajganjcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

May 2024

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Established in 2009, Rajganj College, affiliated with the University of North Bengal, serves as a bastion of academic excellence in the Rajganj block and its adjacent regions. Conceived through collaborative efforts between the local government and the community, the college initially operated from Sarada Mani High School, Fatapukur, before relocating to its sprawling 10.11 -acre campus on 9th September 2009, facilitated by the Government of West Bengal. Situated amidst the serene backdrop of the Mahananda and Teesta Rivers, the campus offers modern amenities, including a spacious playground, two distinct buildings, a well-equipped gymnasium, a dedicated library, and internet facilities, catering to the evolving needs of its student community.

Guided by the motto "**Tamosoma Jyotirgamayah**," meaning "**From Darkness, Lead Us to Light**," Rajganj College embodies a mission to inspire and transform lives through education. Rooted in values of inclusivity and integrity, the institution is dedicated to providing educational opportunities to economically and socially disadvantaged students, fostering a culture of responsibility and citizenship.

Embracing a holistic educational philosophy, the college emphasizes the comprehensive development of its students. Through a blend of curricular and extracurricular initiatives, Rajganj College endeavors to mold ethical leaders proficient in their respective fields and poised to make meaningful contributions to society.

Aligned with the National Education Policy (NEP), the college has adopted a contemporary curriculum prescribed by the University of North Bengal. Modern classrooms and laboratories equipped with state-of-the-art facilities, a vast library, a gymnasium promoting physical well-being, and internet facilities ensuring digital connectivity contribute to an enriched learning environment.

Community engagement lies at the heart of Rajganj College's ethos. Through initiatives such as NSS Units, blood donation camps, and local outreach programs, the college actively contributes to the welfare and development of the surrounding community.

Looking ahead, Rajganj College remains steadfast in its commitment to academic excellence and societal progress. By enhancing academic programs, expanding outreach efforts, and empowering individuals and communities, the college aims to break the cycle of educational backwardness and pave the way for a brighter future.

In summary, Rajganj College not only provides access to quality education but also fosters a culture of inclusivity, innovation, and community engagement, ensuring that its students are well-prepared to navigate the challenges of tomorrow.

Vision

Rajganj College envisions a future where education transcends boundaries, creating a vibrant and inclusive society. Our foremost objective is to address socio-economic disparities by providing quality education accessible to all, irrespective of their background. We strive to foster an environment that celebrates diversity, promoting cultural sensitivity and mutual respect among our students and staff.

Furthermore, we are dedicated to career development, equipping our students with the skills and knowledge necessary to thrive in their chosen fields. Our commitment extends to empowering marginalized communities, ensuring equal opportunities and promoting social equity.

In essence, Rajganj College aims to be a catalyst for positive change, shaping the leaders of tomorrow who are socially conscious, culturally aware, and empowered to make a difference. We aspire to create a learning community where every individual is valued, inspired, and equipped to contribute meaningfully to society. Through our holistic approach to education, we strive to build a brighter, more inclusive future for all.

Mission

The mission of the college is succinctly expressed through our motto **: "Tamasoma Jyotirgamayah".** This resonates deeply with the college's mission and vision. It symbolizes the transformative power of education to dispel ignorance, overcome adversity, and pave the way for enlightenment. Rajganj College stands as a testament to the belief that education is the key to unlocking doors previously closed to many, illuminating paths that were once shrouded in darkness. The motto serves as a constant reminder of the college's commitment to guiding its students from the shadows of limited opportunities towards the brilliance of knowledge and empowerment. It reflects the college's unwavering dedication to uplifting the community, fostering growth, and creating a brighter future for all. Our mission includes:

- Securing holistic development of young minds.
- Makings students responsible towards society.
- Spreading the light of knowledge through academic skills, social skills, co-curricular activities and developing aesthetic sense in the students.
- Imparting a humanistic attitude and spirit of service.
- Motivating students in realising their potential through creative spaces.
- Promoting gender equality.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Rajganj College adopts a co-educational, interdisciplinary approach, fostering an inclusive environment that embraces religio-cultural diversity.

2. A commitment to transparency permeates all aspects of the college, including its financial, academic, administrative, and operational practices.

3. The admission process is fully online, emphasizing merit-based selection in compliance with government guidelines.

4. The eco-friendly campus spans 10.11 acres of land, promoting environmental awareness.

5. A vibrant herbal garden enhances biodiversity and serves as an educational resource on medicinal plants and sustainable practices.

6. Security is a top priority, with clearly defined campus boundaries, dedicated security personnel, and an extensive network of CCTV cameras for comprehensive surveillance.

7. The campus is strictly ragging-free, ensuring a safe and respectful environment for all students.

8. Active engagement in community service is encouraged through regular activities of the NSS Unit.

9. Classrooms are equipped with portable ICT facilities to enhance learning experiences.

10. The college features a fully-equipped computer laboratory.

11. Collaborations with other institutions enrich the academic environment through faculty and student exchanges and joint initiatives like seminars, workshops, skill development, and cultural and sports events.

12. Various scholarships are available, including Kanyashree, Aikyashree, Oasis, SVMCM (HES), and Free Studentships.

13. The curriculum is augmented with Add-on courses that broaden educational opportunities.

14. The well-stocked and automated library features subscriptions like N-list and systems such as KOHA for enhanced access and management.

15. Soft skills development and yoga classes are regularly organized to support student well-being and personal growth.

16. Career counseling is provided, with guidance available for both public and private sector opportunities.

18. Campus-wide Wi-Fi connectivity ensures that students and faculty have access to online resources anywhere on campus.

19. A canteen is available on-site to cater to the dietary needs of the college community.

20. The college actively supports cultural activities and sports, fostering a well-rounded campus life.

21. Committed to environmental sustainability, the institution implements effective waste management practices to reduce, reuse, and recycle waste.

Institutional Weakness

1. The rural and remote location of the College poses a significant disadvantage, limiting access and opportunities for students.

2. Introduction of professional courses seems improbable due to the lack of affordability among the majority of students.

3. General poverty in the locality, coupled with a lack of parental education and awareness, acts as a barrier to higher studies for many aspiring first-generation learners of this institution.

4. The college faces a dire need for permanent teaching and non-teaching staff due to the slow recruitment process of the Government.

5. Shortage of sanctioned posts for faculty increases the workload on every teacher, making it difficult to engage in research activities, leading to limited research output among faculty.

6. Poor performance in NET/SET and competitive exams among students negatively impacts their placement prospects.

7. Increased participation and contribution from alumni are necessary to address various challenges and enhance institutional support.

8. The lack of industries in the vicinity and the disinterest of existing ones in active industry-institution liaison pose significant limitations.

9. Insufficient collaborative activities and interdisciplinary research within the institute, as well as with other institutes of eminence and industry houses, hinder academic growth.

10. Scarce on-campus consultative and placement opportunities for students, due to the lack of interest from reputed organizations, demotivate students.

11. Language incompetence among students hampers their job prospects and overall academic performance.

12. Absence of education in science and commerce streams, student hostels, and staff quarters are considered additional deficiencies that need to be addressed.

13. More funding agencies and increased funding for infrastructural strengthening are required to overcome the existing limitations and enhance the overall quality of education and facilities at the college.

Institutional Opportunity

1. The backward catchment area provides the college with opportunities to extend higher education to

marginalized sections of society.

2. The COVID-19 pandemic has created an opportunity to reinvent ICT-supported teaching-learning methods, enabling both students and teachers to adapt to e-learning environments and e-content.

3. There is an opportunity to introduce more skill-based programs to enhance students' employability.

4. Ample opportunities exist for research in the Indian knowledge system based on local culture, language, and art forms.

5. There is a scope for the introduction of interdisciplinary and multidisciplinary courses.

6. There is potential for introducing a Science stream.

7. There is an opportunity to create employment opportunities through industry-institution interaction.

8. The Alumni Association can enhance its engagement in academic affairs and career counseling of students, strengthening the social capital of the college with alumni.

9. Considering its rural location, the College can leverage community engagement in areas such as health awareness and addressing social issues.

Institutional Challenge

1. The foremost challenge for the college is to introduce a science stream, given the absence of a feeder higher secondary school in the catchment area.

2. Despite best efforts, the limited range of disciplines have proved challenging in fulfilling the purpose of CBCS (Choice Based Credit System) in its true spirit, as students are confined to a narrow range of elective papers.

3. Insufficient infrastructure, remote location, and lack of funds serve as demotivating factors for teachers to engage in research activities seriously.

4. Meeting global standards in academic activities is challenging due to the college's remoteness, backwardness, and inadequate resources.

5. Conducting online programs or teaching activities is highly challenging due to poor internet connectivity.

6. Dropout rates among program course students, primarily due to poverty, present a significant challenge.

7. Securing placements for students in a limited environment poses a daunting task.

8. The scarcity of financial resources in proportion to the requirements for maintenance and further growth of the institution poses a severe challenge.

9. Achieving the requisite standards and implementing NEP 2020 is a formidable challenge for the institution.

10. The slow recruitment policy of the government poses a significant challenge for the college to obtain more sanctioned teaching and technical posts.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Rajganj College plays a pivotal role in shaping the curriculum landscape of its affiliating body, the University of North Bengal, and holds a distinguished position as a recognized institution under sections 2f and 12B of the UGC Act 1956. Faculty members actively contribute to the university's academic initiatives, engaging in workshops, seminars, and curriculum development endeavors.

Adopting the National Education Policy (NEP) since 2023, the college has meticulously realigned its curriculum with NEP guidelines. Our curriculum underscores a balanced integration of Multi-Disciplinary Courses, Value-Added Courses, and add-on courses, ensuring a holistic learning experience for students. Recognizing the significance of vocational training and skill enhancement, we have integrated compulsory Skill Enhancement Courses, bridging the gap between our existing course structure and the NEP 2020 framework.

In our relentless pursuit of excellence, Rajganj College advocates for a harmonious fusion of traditional and modern teaching methodologies. While we uphold the efficacy of conventional chalk-duster-board methods, we also harness technology through virtual classrooms, cultivating an interactive and immersive learning environment. Annual seminars, featuring insights from experts across diverse fields, enrich our curriculum, offering students valuable career guidance and contemporary perspectives.

Beyond conventional academics, the college places considerable emphasis on holistic education. We commemorate national events such as Republic Day, Independence Day, Environment Day, Women's Day, among others, through a spectrum of co-curricular activities. These initiatives aim to broaden students' horizons, nurturing a sense of civic responsibility and cultural appreciation, thereby aligning with our overarching educational objectives.

Teaching-learning and Evaluation

Adhering to the guidelines established by North Bengal University and the Department of Higher Education, Rajganj College meticulously manages its admission process through a dedicated Admission Committee. Following the final merit list, the college ensures a transparent and merit-based admission process for both Honours and Program Courses.

Our academic framework aligns with the directives of the Government of West Bengal, subsequently following the guidelines of North Bengal University. In the academic year 2023-2024, we are proud to have a faculty strength of 27 permanent teachers, with over half holding advanced qualifications such as PhD, NET, and SET.

To cultivate an informed learning environment, students receive the syllabus of their respective courses on the first day of class, establishing clear expectations and facilitating effective course comprehension. Leveraging technology, the college offers regular digital classes, enhancing the teaching-learning experience and promoting engagement.

In addition to traditional resources, our institution provides students with access to the N-list site, a vast digital repository offering a wide range of books, articles, magazines, and study materials. The library is equipped with KOHA ILMS, and the space is Wi-Fi enabled with CCTV surveillance in place. Recognizing diverse learning needs, we offer remedial classes, which have proven instrumental in addressing doubts, particularly for students requiring additional support.

The college maintains a rigorous evaluation process overseen by the Examination Committee, ensuring transparency and fairness. We employ a multifaceted approach to internal assessments, including group discussions, class tests, unit tests, paper presentations, assignments, viva-voce, and projects. Any grievances related to internal assessments are promptly and transparently addressed.

Guidelines concerning the implementation of the timetable, extra classes, remedial sessions, and internal assessments are formulated by the Academic Council in collaboration with the Heads of Departments. Progression to the next semester is determined through Semesters conducted by North Bengal University, reflecting our commitment to maintaining academic rigor and standards.

Research, Innovations and Extension

Rajganj College embodies a culture that fosters continuous learning, research, and innovation, creating an environment where faculty and management inspire and guide young minds. The college's commitment to research is evident through the active engagement of its teachers in ongoing research endeavors and scholarly publications.

With five faculty members holding doctoral degrees and several others progressing through their PhD coursework with affiliating and other universities, the college prioritizes and supports faculty development. Teaching loads are adjusted, and duty leaves are granted during doctoral programs to facilitate this. The college regularly organizes webinars, seminars, workshops, and lectures, inviting subject experts to share their insights. Faculty members are encouraged to participate in external seminars and contribute to scholarly publications,

including books with ISBN recognition. This balance between teaching commitments and research initiatives underscores the college's dedication to academic excellence and professional growth.

The college's enthusiasm for extension activities is palpable, with a range of programs designed to enrich both academic and cultural experiences for students. Annual events such as the Youth Parliament and poster presentations aim to foster scientific curiosity and innovation among students.

Our National Service Scheme (NSS) units play a pivotal role in fulfilling our social responsibilities, conducting numerous community welfare, health awareness, and environmental conservation programs over the past five years.

Additionally, the IQAC and Academic Council actively encourage faculty members to provide consultancy services to students, aiding them in career planning and development. This reinforces our holistic approach to education and student support, ensuring that Rajganj College remains a beacon of learning, research, and community engagement.

Infrastructure and Learning Resources

Spanning across 10.11 acres, Rajganj College boasts a developing infrastructure designed to support both academic and extracurricular activities. With a total constructed area of 9105 sq/m, the college is equipped with a range of amenities to facilitate effective learning and development.

Our institution houses 15 spacious classrooms, complemented by a state-of-the-art virtual classroom or Smart Room equipped with advanced audio-visual systems, projectors, and Wi-Fi connectivity. All essential notifications are regularly updated and accessible through our fully functional website.

Classrooms are outfitted with essential teaching aids, including blackboards, tables, benches, and proper lighting, ensuring conducive learning environments. The Geography lab features contemporary facilities, providing students with hands-on learning experiences. With a dedicated IQAC Room and a total of 16 computers available for student use, the college offers LAN and Wi-Fi networks with a bandwidth of 100 MBPS, facilitated by our network provider, Alliance Broadband.

Our campus includes a playground, volleyball court, and designated areas for javelin throw and shot put, catering to both recreational and competitive sports activities.

The college library houses an extensive collection of reference books, textbooks, and newspapers. Additionally, faculty members benefit from N-LIST subscriptions, facilitating easy access to a plethora of online e-books and e-journals. The library is equipped with KOHA ILMS with RFID technology and features Wi-Fi and CCTV surveillance for enhanced security.

Other amenities include a roofed parking facility for two-wheelers, ensuring convenient commuting for students

and staff. The college infrastructure also comprises separate chambers for the Principal, IQAC, Administrative Office, Staff Room, and Girls' Common Room.

Prioritizing the well-being of our students and staff, the college offers filtered drinking water facilities across various corners and floors, supported by strategically placed water purifiers. Essential safety measures such as generators, solar photovoltaic devices, fire extinguishers, and CCTV surveillance ensure a secure and comfortable environment. Additional amenities like a well-equipped gym, canteen, and rainwater harvesting system further enhance the overall infrastructure, reflecting our commitment to fostering holistic development and well-being.

Student Support and Progression

At Rajganj College, fostering inclusivity and supporting students from diverse socio-economic backgrounds are fundamental principles. Recognizing the financial challenges that some students face, the college provides various avenues of support. This includes facilitating access to government scholarships such as KANYASHREE PRAKALPA, aimed at unmarried female students to reduce dropout rates, as well as schemes like OASIS for SC/ST/OBC students, AIKYASHREE, SVMCM, Hon'ble Chief Minister Relief Fund, and UTTARKANYA, all geared towards bolstering education continuation and minimizing dropout rates among marginalized students.

To maintain a harmonious and conducive learning environment, dedicated committees for Grievance Redressal, Prevention of Sexual Harassment, and Anti-Ragging have been established. These committees diligently address concerns and safeguard the well-being of our students.

Over the past five years, several of our alumni have earned their MA degrees, with many finding careers as educators in private schools and various sectors, while others have pursued entrepreneurial endeavors. To enhance students' employability, the college offers add-on courses focusing on basic ICT skills such as internet surfing, email communication, and online form filling.

Maintaining strong connections with our alumni, the college fosters active engagement through an Alumni Association, facilitating mentorship and career guidance opportunities.

Our Anti-Ragging Committee remains vigilant, ensuring a ragging-free campus environment. The Internal Complaints Committee (ICC) serves as a robust body, promptly addressing any harassment issues that may arise, reinforcing our commitment to creating a safe and respectful atmosphere.

Promoting holistic development, the college organizes a wide range of cultural and sports events, encouraging students to showcase their talents and skills. Additionally, students are encouraged to participate in various district and state-level competitions, providing opportunities for growth, recognition, and personal development.

Governance, Leadership and Management

Rajganj College operates under the strategic guidance of a Governing Body, comprising the President, Principal, University Nominees, West Bengal State Council of Higher Education representative, Government Nominees, and both teaching and non-teaching members. This apex body oversees the academic,

administrative, and financial dimensions of the college, playing a pivotal role in policy formulation, strategy development, and effective implementation. It periodically reviews progress and initiates corrective actions when necessary.

The Principal leads academic and administrative affairs, responsible for the day-to-day management and execution of policies approved by the Governing Body. Supported by a dedicated team of faculty members renowned for their expertise in various disciplines, the Principal fosters an environment conducive to learning, innovation, and research. Faculty members actively engage in scholarly activities, contributing to research papers, attending seminars, workshops, and conferences, enriching the academic milieu.

The college's management framework includes various departments and committees, facilitating seamless operations and decision-making processes. Regular committee meetings, chaired by the Principal, provide platforms for comprehensive discussions and strategic planning.

Committed support staff, including roles such as Head Clerk, Accountant, Cashier, Typist, Clerk, Peon, Gym Attendant cum Playground Field-Worker, Security Guard, Cleaner, and Caretaker, ensure the smooth functioning of daily operations.

Aligned with its community-centric ethos, Rajganj College actively engages in outreach initiatives designed to raise awareness and enhance the quality of life in the region. Feedback from stakeholders, including Governing Body members, students, faculty, and alumni, is actively sought, analyzed, and acted upon, reflecting a commitment to continuous improvement and responsiveness.

Financial integrity is maintained through regular audits conducted by State Government-appointed External Auditors, overseen by the institution's Bursar. Embracing technological advancements, the college has implemented a robust e-governance system, streamlining processes such as admission, administration, salary, examination, finance, and accounts, enhancing efficiency.

In summation, Rajganj College's governance, leadership, and management are distinguished by their unwavering commitment to quality education, academic excellence, and community engagement, driving the institution towards holistic development and societal impact.

Institutional Values and Best Practices

At the core of Rajganj College's ethos lies a steadfast commitment to nurturing an eco-conscious campus and fostering environmental stewardship among its community members. Through a series of co-curricular activities, the college instills awareness about cleanliness, sanitation, and personal hygiene. Our campus proudly hosts a verdant garden space where medicinal saplings are meticulously planted and nurtured. To promote environmental consciousness, saplings are distributed to students and faculty, championing the cause of eco-friendly living and community greening. The institution's Green Campus program epitomizes its dedication to sustainability, emphasizing the importance of environmental responsibility and conservation.

Aligned with our vision for holistic student development, the college offers a diverse range of skill development and value-added courses, empowering students with the tools for economic self-sufficiency post-graduation. Additionally, annual health testing and awareness camps underscore our commitment to promoting

well-being and preventive healthcare among students and staff.

Addressing the multifaceted challenges posed by socio-economic disparities and gender discrimination, Rajganj College integrates sensitization initiatives within its teaching-learning framework. The institution ardently advocates for gender equality, fostering an environment where opportunities are equitable for all.

Embracing sustainable practices, the college harnesses renewable energy sources to partially meet its power requirements. Solar panels, rainwater harvesting, sustainable waste management, and green audits reflect our ongoing commitment to establishing an environmentally sustainable campus.

Safety remains a paramount concern, with the college equipped with CCTV surveillance and a dedicated security team ensuring the well-being of students and staff.

The Students Welfare Committee orchestrates various welfare activities, with contributions from both teaching and non-teaching staff, exemplifying collective responsibility and community spirit. Amidst the challenges posed by the pandemic, the college extended support to vulnerable families, distributing essential food items to alleviate hardships.

Our NSS Unit has adopted a neighboring village, spearheading initiatives to raise awareness on social and environmental issues. During the pandemic, the unit distributed masks and sanitizers, emphasizing the importance of cleanliness and sanitation within the community.

Guided by a prescribed code of conduct, the college maintains a disciplined environment, with management and specialized committees overseeing adherence to these guidelines. Emphasizing the importance of human values, the institution organizes professional ethics programs for students and staff, nurturing responsible and compassionate individuals committed to societal welfare.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	RAJGANJ COLLEGE
Address	P.O. - Rajganj, District - Jalpaiguri
City	Jalpaiguri
State	West Bengal
Pin	735134
Website	www.rajganjcollege.ac.in

Contacts for Communication					
Designation	**Name**	**Telephone with STD Code**	**Mobile**	**Fax**	**Email**
Principal	Haraprasad Mishra	03561-7047943200	9434755522	-	rajganjcollege2018@gmail.com
IQAC / CIQA coordinator	Alka Moktan	-	9064994843	-	iqac@rajganjcollege.ac.in

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details

State	University name	Document
West Bengal	University of North Bengal	[View Document](#)

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	03-08-2018	[View Document](#)
12B of UGC	03-08-2018	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	**Address**	**Location***	**Campus Area in Acres**	**Built up Area in sq.mts.**
Main campus area	P.O. - Rajganj, District - Jalpaiguri	Rural	10.11	40913.71

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)

Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali,	36	Higher Secondary	Bengali	50	21
UG	BA,English,	36	Higher Secondary	English + Bengali	50	41
UG	BA,History,	36	Higher Secondary	English + Bengali	30	25
UG	BA,Education,	36	Higher Secondary	English + Bengali	40	29
UG	BA,Philosophy,	36	Higher Secondary	English + Bengali	30	11
UG	BA,General,	36	Higher Secondary	English + Bengali	1400	487

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				0				26			
Recruited	1	0	0	1	0	0	0	0	12	14	0	26
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				13
Recruited	9	0	0	9
Yet to Recruit				4
Sanctioned by the Management/Society or Other Authorized Bodies				5
Recruited	4	1	0	5
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				1
Recruited	0	0	0	0
Yet to Recruit				1
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	3	2	0	6
M.Phil.	0	0	0	0	0	0	1	3	0	4
PG	0	0	0	0	0	0	8	9	0	17
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	282	0	0	0	282
	Female	332	0	0	0	332
	Others	0	0	0	0	0
Certificate / Awareness	Male	19	0	0	0	19
	Female	34	0	0	0	34
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	248	289	291	150
	Female	232	270	254	174
	Others	0	0	0	0
ST	Male	5	1	4	5
	Female	2	6	9	5
	Others	0	0	0	0
OBC	Male	88	97	80	46
	Female	98	123	133	58
	Others	0	0	0	0
General	Male	139	106	161	81
	Female	118	98	133	95
	Others	0	0	0	0
Others	Male	1	1	1	0
	Female	1	1	1	0
	Others	0	0	0	0
Total		932	992	1067	614

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Our college has embraced a holistic and multidisciplinary educational strategy aimed at cultivating well-rounded individuals. This approach seeks to develop a diverse array of skills—academic, intellectual, aesthetic, social, physical, emotional, and ethical—within a robust interdisciplinary framework. Across the institution, departments such as English, Bengali, History, and Political Science , Education, Philosophy and others actively collaborate to create a dynamic and interdisciplinary learning environment. These departments engage in faculty exchanges and conduct joint classes with other Language and Literature departments, enriching the educational experience. For instance, the Philosophy department

	offers the course on "Mental wellness & Yoga," designed to broaden students' knowledge across disciplines. The English department complements our course offerings with add-on course like 'Translation studies,' expanding the scope of learning opportunities. Additionally, various Humanities departments contribute to the curriculum with certificate courses and specialized programs focused on skill development and humanitarian growth. Aligning with the National Education Policy (NEP), the college has introduced vocational and professional training courses in areas such as Yoga and Self-Defense, demonstrating their interdisciplinary appeal. Our Career Counselling Cell frequently conducts workshops and seminars to equip students for the job market, while our NSS units work diligently to instill a sense of social responsibility. Our strategic goal is to integrate this multidisciplinary and interdisciplinary approach across all undergraduate programs, covering basic, professional, and vocational disciplines. We are particularly focused on expanding departments like Languages, Literature, Philosophy, Arts, Cultural and Social Activities, ICT-based learning, Sociology, Sports, Translation, and Interpretation. These areas are essential for fostering a holistic educational environment that promotes comprehensive student development. Furthermore, the college plans to leverage open and distance learning (ODL) modes to complement our existing semester-based offerings. We are also committed to providing practical learning experiences through internships with local industries and businesses. This initiative aims to enhance practical knowledge and employability, preparing our students effectively for their future careers.
2. Academic bank of credits (ABC):	Our college is actively preparing to implement the Academic Bank of Credits (ABC) as outlined in the National Education Policy. This innovative system introduces a flexible academic structure, allowing undergraduate students multiple entry and exit points during their course. This flexibility will enable students to manage education alongside employment opportunities, potentially reducing dropout rates. Under the ABC scheme, students can exit a program after achieving any level of qualification and return later to complete their studies within a specified

	period. The ABC system promotes a blended learning approach, allowing students to earn credits from various higher education institutions registered with the scheme through platforms like SWAYAM, MOOCs, NPTEL, and V-Lab. Our institution encourages both faculty and students to register and participate in these national schemes, thereby enhancing the breadth of their academic and practical knowledge. While we await authorization from the relevant authorities, we have initiated dialogues with our affiliating university to incorporate the ABC into our skill-oriented programs as a preliminary step. We have also signed Memoranda of Understanding (MOUs) with several institutions and are exploring both traditional and online channels to maximize the benefits of ABC for our students and those from other colleges under a unified system. Implementing ABC at the degree level will require extensive collaboration among institutions and regulatory bodies. It offers the potential to revolutionize credit transfer across universities and acknowledge credits earned through non-traditional courses. In line with this, the college has partnered with numerous academic and research institutes to offer a variety of certificate programs and value-added courses, aligning with the fundamental objectives of ABC. The affiliating university's admission advisory has highlighted the potential introduction of ABC, underscoring its importance for modernizing and enhancing the flexibility of higher education. In anticipation of this, our college has established its own digital locker system where students have already started entering necessary details, setting the groundwork for a smooth transition to ABC. Since 2021, we have been considering forming clusters with other colleges to further benefit our students and potentially introduce ABC through these collaborative clusters. By registering on e-learning platforms such as SWAYAM, NPTEL, and other MOOC sites, our students are poised to gain significant advantages. Additionally, many of our faculty members have registered on these platforms to mentor and assist students with their academic pursuits, further enriching our educational environment.
3. Skill development:	The National Education Policy (NEP) emphasizes the holistic development of youth, focusing on both

	increasing the Gross Enrollment Ratio and enhancing skill development to support the objectives of Atmanirbhar Bharat. Our institution, in collaboration with the Internal Quality Assurance Cell (IQAC), has taken significant strides in this direction by introducing initiatives that enrich both knowledge and soft skills among students. We have launched a range of skill development activities such as spot reading, language skills grooming, competitions titled "Build your confidence with your English" sessions to bolster communicative skills. These activities are essential as they integrate various skills needed not only to secure and retain a job but also to excel in a professional setting. Our career counselors are equipped to help students incorporate these skills effectively into their resumes. Additionally, we foster life skills through courses in yoga and photography, which are open to all students. These courses are designed to create a broad spectrum of opportunities in the job market, thereby enhancing our students' employability. Our curriculum is designed to prepare students for the practical demands of their chosen careers. It includes opportunities for entrepreneurship, internships, and experiential learning through certificate programs, add-on courses, and fieldwork. The college also empowers students through career services and hosts workshops, training camps, and seminars aimed at developing professionalism and a passion for skill acquisition. In recent years, our Career Counselling and Placement Cell, under the guidance of IQAC has conducted various programme, These partnerships are part of our commitment to providing practical experiences, further facilitated by our collaboration with businesses and organizations in the skill sector. During mentoring sessions, students receive guidance on developing various skills to enhance their employability prospects. Our institution places a high priority on skill development, collaborating with reputable academic and business organizations to foster a proactive and futuristic approach. Moreover, life skills activities such as gymnasium and yoga contribute to our students' mental strength, health, and positive outlook.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Our institution has taken significant steps to promote the growth and preservation of Indian languages, ensuring their continued vibrancy and relevance. We

	prioritize the use of the mother tongue as a medium of instruction, alongside the use of and emphasize the English language to bolster the strength and global reach of Indian languages. Our curriculum includes twenty-seven diverse courses, with a special focus on Philosophy which delve into the values of the Vedas, Upanishads, Bhagavad Gita, and other foundational texts of the Indian Knowledge System (IKS). Aligned with the IKS principles, our college adopts a holistic educational approach that integrates various aspects of human life, including physical, mental, emotional, and spiritual growth. The courses, which are recognized by the University of North Bengal, encompass a wide range of subjects such as Yoga and Meditation, Self-defense, and certificate/add-on/value-added courses on well-being, along with Painting, Art and Crafts. These offerings are designed to foster comprehensive development in our students, nurturing both mind and body. Looking ahead, we plan to establish a Research Centre dedicated to IKS to deepen and extend our engagement with traditional knowledge systems. At Rajganj College, we celebrate diversity and pluralism—core tenets of the Indian Knowledge System. Our honors courses in English, Bengali, Education, History, Philosophy, and others programme course are designed to foster an understanding of diverse philosophical viewpoints and encourage intellectual coexistence. Departments such as History & Philosophy are particularly focused on encouraging intellectual growth in alignment with IKS, helping students to understand varied economic and geopolitical contexts. Rajganj College continually adapts, absorbing new concepts, theories, and technological advances into its strategic planning while maintaining a strong connection to foundational values and beliefs. In addition to our core curriculum, we offer sixteen Certificate/Add-on/Value added courses that convey knowledge of Indian heritage, scientific advancements, and professional skill development, all while fostering a deep appreciation for national and regional cultures and heritages. This comprehensive educational approach ensures that our students are well-equipped to contribute meaningfully to both local and global communities.
5. Focus on Outcome based education (OBE):	Our institution follows the curricula of the University of North Bengal, ensuring each department delivers

	comprehensive classes and practical sessions, where applicable, to cultivate practical skills among students. To enhance our focus on outcome-based education, we organize annual Career Counselling Programmes, inviting experts from various fields related to careers in the Humanities. These workshops provide students with first-hand knowledge and insights into potential career paths after graduation.
6. Distance education/online education:	During the pandemic, the Internal Quality Assurance Cell (IQAC) of our college advocated to the Governing Body for the promotion of online education to maintain operational readiness under any circumstances. In response, we established a dedicated unit to enhance and oversee the deployment of various online educational tools and resources. We implemented a range of digital initiatives including online exams, the creation of digital repositories, and the enhancement of student support services through a Learning Management System (LMS) and an Academic Resource Bank. Additionally, we introduced an MCQ and Entry in Service portal to aid students in preparing for competitive examinations. Students are offered the flexibility of engaging in synchronous virtual classrooms, alongside other online course offerings provided by the college. Our institution also provides hybrid courses that blend online learning with traditional in-person sessions. Certificate courses, add-ons, and value-added courses are frequently delivered in this hybrid format. Looking ahead, the college plans to further integrate digital learning by conducting workshops connected to Massive Open Online Courses (MOOCs) in collaboration with leading online learning platforms. This initiative aims to expand the accessibility and variety of our educational offerings. To replicate the interactive and collaborative experience of traditional classrooms, we have created virtual learning environments where students can engage in real-time discussions, group activities, and seminar presentations. These virtual modes of learning are designed to be as rigorous and comprehensive as their in-person counterparts, ensuring that all students receive a high-quality education regardless of the format.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Although a formal Electoral Literacy Club (ELC) has been established, our college continuously undertakes additional electoral literacy initiatives led by the Political Science department. Within this framework, we actively observe events such as Voters' Day and Constitution Day. Members of the ELC engage in campaigns both within the college and in the surrounding community to highlight the importance of voting, understanding the political system, the nature of the right to vote, and the process of enrolling in electoral rolls. These efforts aim to foster a deeper understanding of democratic participation and civic responsibility among students and local residents.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	The Electoral Literacy Club (ELC) of the Political Science department, coordinated by a dedicated teacher, takes the lead in promoting electoral literacy at Rajganj College. All programs are conducted by students under the teacher's guidance, ensuring active student involvement and leadership. Rajganj College upholds the belief that electoral literacy is fundamental for developing an informed and responsible electorate. This commitment is demonstrated through our initiatives led by the ELC, which operates in a neutral and non-partisan manner to maintain the integrity of the electoral process. The ELC functions as a representative body, with selected departments and cells nominating students to discuss and address broader socio-political issues, thereby nurturing the democratic vision among the student body. While all students are considered members of the club, certain students serve as representatives. The club actively observes events such as Voters' Day and Constitution Day. Members engage in campaigns both within the college and in the surrounding community to highlight the importance of voting, understanding the political system, the nature of the right to vote, and the process of enrollment in electoral rolls. These efforts aim to foster a deeper understanding of democratic participation and civic responsibility among students and local residents.
3. What innovative programmes and initiatives	The ELC and Political Science department conducts

undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.

voter awareness programs annually, providing students with training in electoral processes. The Electoral Literacy Club (ELC) of Rajganj College diligently prepares its action plans in accordance with guidelines provided by the Election Commission of India (ECI) and specific instructions from the District Election Officer (DEO) of Jalpaiguri. The primary goal of these plans is to enhance understanding and participation in democratic processes among students and the wider community. Below are some key initiatives undertaken by the ELC: 1. Voter Awareness Programs: Organized annually by the Political Science department to educate students on the importance of voting and the electoral process. 2. Observation of Key Events: Actively observing events such as Voters' Day and Constitution Day to promote civic awareness. 3. Community Campaigns: Engaging in campaigns within the college and the surrounding community to emphasize the importance of voting, understanding the political system, the right to vote, and the process of enrollment in electoral rolls. Through these initiatives, the ELC aims to foster a deeper understanding of democratic participation and civic responsibility among students and local residents.

| 4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc. | The Electoral Literacy Club (ELC) of Rajganj College collaborates closely with the District Election Office to support and enhance community engagement in the electoral process, particularly focusing on voter registration and enrolment. Here are the details of the specific activities undertaken to achieve these objectives: Key Initiatives: 1. Assistance to District Election Office Objective: To assist the District Election Office in facilitating the registration process and ensuring necessary enrolment in the voter's list for the community of the concerned ward. Activities: Members of the ELC, including faculty and student volunteers, provide hands-on assistance during voter registration drives. They help community members fill out registration forms accurately, provide information on the necessary documentation required, and answer any queries about the electoral process. This initiative helps in reducing barriers to voter registration and encourages greater participation in elections. 2. Awareness Drive with the District Election Office Details: In association with the District Election |

Office, the ELC organizes a grand meeting aimed at raising awareness among students about their voting rights and the importance of participation in the electoral process. The meeting includes: Educational Presentations: Detailed presentations on how to register as a voter, the significance of each vote, and an overview of the electoral process. Interactive Sessions: Opportunities for students to interact with election officials, ask questions, and clarify any doubts regarding voting and elections. Enrollment Assistance: Provision of resources and assistance for students who are eligible to vote but have not yet registered. This includes setting up registration booths and providing step-by-step guidance through the registration process. These efforts by the ELC not only promote a deeper understanding of democratic responsibilities among students but also serve as a vital community resource for electoral engagement. Through such initiatives, the ELC aims to foster a more informed and active electorate, crucial for sustaining the democratic fabric of society.

5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	Almost all students above 18 years of age are registered voters. At various points in time, resource persons from the Election Office of the District Administration are invited to speak to the students for sensitization. These programs are always very successful.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
1910	2305	2087	1772	1581

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 31

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
26	26	26	26	26

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
71.16	65.41	44.69	50.55	66.20

File Description	Document
Upload Supporting Document	View Document

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4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Curriculum Planning and Delivery at Rajganj College

Curriculum Planning:

1. Adherence to University Curriculum:

- Rajganj College strictly follows the curriculum set by the University of North Bengal.
- Faculty members participate in the Board of Studies, ensuring their suggestions are integrated into curriculum-related decisions.

2. Academic Calendar:

- The IQAC prepares the Academic Calendar in consultation with institutional authorities, aligning with the University curriculum.
- The calendar includes session dates, internal examinations, government holidays, and institutional events such as College Foundation Day, Annual Sports Day, and Annual Prize Day and displayed on the College Website.

Mechanism for Curriculum Delivery:

1. Class Schedules:

- The Routine Committee designs a Master Routine based on departmental priorities for each semester.
- Departmental meetings at the start of each academic session help distribute topics and strategize teaching methodologies.
- Teachers, in consultation with their department heads, prepare lesson plans and share tentative teaching plans with students at the beginning of each semester.

2. Teaching Methods:

- A mix of ICT tools, audio-visual aids, and PowerPoint presentations complement traditional chalk-and-talk methods.
- Practical classes for lab-based subjects and tutorial classes for individual paper requirements are held regularly.
- Special sessions are arranged for slow learners, and mentorship sessions help address students' academic challenges.

3. Library and Resources:

- The College Library offers resources like question papers, study materials, e-books, journals, learning videos, and IT facilities to enhance the learning experience.

4. Continuous Evaluation:

- Continuous evaluation methods include class tests, assignments, and student seminars.
- Annual Test Examinations precede University semester exams, with results displayed on Departmental Notice Boards.

5. Extracurricular Activities:

- Students engage in invited lectures, seminars/webinars, and interdisciplinary activities.
- Wall magazines, excursions, field surveys, and institution visits help students gain practical knowledge.

Institutional Commitment and Policies:

1. Technology Integration:

- The implementation of a Learning Management System (LMS) provides digital access to teaching plans, syllabi, and resources, ensuring seamless online academic management and evaluation.

2. Teaching and Practical Timetable:

- Departments create teaching and practical timetables based on workload, displayed on notice boards for students and staff.

- Teachers prepare individual semester-wise timetables and display them accordingly.

3. Modern Teaching Methods:

- Teachers use the latest teaching methods, ensuring timely completion of internal assignments.

4. Co-curricular and Extracurricular Activities:

- Departments organize individual and collaborative activities such as quizzes, debates, seminars, and guest lectures.

5. IQAC Role:

- The IQAC plays a key role in implementing curricular, co-curricular, and extracurricular activities across departments, ensuring the academic calendar includes these activities.

Institutional Evolution and Programs:

- **Program Offerings:** The college offers two undergraduate programs: B.A. Honours and B.A. General, with honours subjects in Bengali, Education, English, History, and Philosophy.
- **Curriculum Evolution:** With the adoption of the National Education Policy (NEP), the college continues its commitment to innovative and holistic education. Previously, it implemented the Choice Based Credit System (CBCS) and the Annual Mode System.
- **Inclusivity:** The college offers Minor subjects based on departmental recommendations, ensuring inclusivity through tutorials and remedial classes.

Rajganj College, established in 2009, upholds its motto, "**Tamosoma Jyotirgamayah,**" symbolizing its dedication to guiding, inspiring, and transforming lives through education. Affiliated with the University of North Bengal, the college continuously strives for academic excellence and social change.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 16

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 11.11

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
585	288	0	200	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Integrating Crosscutting Themes at Rajganj College

Rajganj College is committed to integrating crucial crosscutting themes such as Professional Ethics,

Gender, Human Values, Environment, and Sustainability into its curriculum, in collaboration with the University of North Bengal (NBU). These themes are pivotal in shaping students' perspectives, values, and behaviors, both personally and professionally.

Professional Ethics:

The college prioritizes cultivating professional ethics to prepare students for future career challenges and responsibilities. The curriculum incorporates ethical principles to foster integrity, honesty, accountability, and respect for diversity. Through case studies, discussions, and experiential learning, students analyze ethical dilemmas and develop essential decision-making skills for navigating complex professional environments with moral clarity.

Gender:

Gender equality and empowerment are fundamental values at Rajganj College, reflected in the integration of gender perspectives across disciplines. The curriculum promotes awareness, challenges stereotypes, and addresses discriminatory norms, ensuring an inclusive learning environment where all students, particularly women, have equal opportunities for success. Additionally, the college offers workshops and initiatives, such as vocational training in singing and yoga, to create economic opportunities for disadvantaged female students.

Human Values:

Rajganj College emphasizes nurturing human values like compassion, empathy, tolerance, and respect for human dignity. Through value-based educational initiatives, the college fosters moral and ethical development, promoting social responsibility and meaningful interpersonal relationships. By integrating these values into the curriculum, Rajganj College inspires students to lead lives characterized by kindness, integrity, and altruism, contributing positively to society and the global community.

Environment and Sustainability:

Rajganj College is dedicated to promoting environmental sustainability within its curriculum and campus activities. Environmental education and sustainability principles are integrated into academic programs to raise student awareness, instill ecological responsibility, and encourage sustainable practices. All students must complete a compulsory environmental studies course, including a comprehensive examination. Additionally, departments and student groups participate in initiatives such as tree planting, plastic eradication campaigns, and promoting cycling to foster a more sustainable community.

Blended Teaching-Learning Methodology:

Using a blended teaching-learning methodology, the institution ensures effective implementation of these values. Faculty members employ diverse teaching techniques, including workshops, seminars, training sessions, and awareness programs, to practically reinforce these values and sustainable living ethics.

Student Engagement:

Students actively engage in programs such as International Women's Day, Environment Day, International Mother Language Day, drug abuse awareness, anti-tobacco campaigns, inter-college

cultural competitions, blood donation camps, e-waste management, and gender equality workshops.

Committees and Initiatives:

The college has established committees dedicated to holistic student development, emphasizing value-based learning. N.S.S volunteers and other students participate in campus and community cleanliness drives and plantation efforts. Guided by experienced faculty, N.S.S units engage in activities like distributing clothes to the underprivileged, organizing blood donation camps, and promoting cleanliness and hygiene awareness. Committees such as IQAC, Seminar Committee, and Cultural Committee conduct various events to empower students and balance academic and extracurricular activities.

Environmental Consciousness:

The college promotes environmental consciousness through initiatives like rainwater harvesting and solar panel installation, enhancing students' understanding of the environment and ways to protect it.

Value Added Courses:

The institution offers free Value Added Courses such as Speaking and Presentation, and Soft Skill Development, equipping students with additional skills beyond their academic curriculum.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 29.58

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 565

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 57.54

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
614	1065	992	931	967

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1600	1600	1600	1570	1570

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 53.18

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
300	494	395	391	325

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
722	722	722	708	708

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 73.46

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Rajganj College is deeply committed to providing quality education to all students from lower-middle-class and economically disadvantaged backgrounds, many of whom are first-generation learners. The college meticulously tailors its educational approach to meet the unique needs of these students.

Assessment and Induction:

Each academic year begins with comprehensive induction sessions at both college and departmental levels. The Principal and faculty members introduce students to the various opportunities available during the initial induction. Departmental inductions provide detailed information on syllabi, course outcomes, and assessment plans, fostering a strong foundation and rapport between students and teachers.

Academic Development and Support:

The college conducts regular assessments through tests, projects, and presentations to monitor each student's academic progress. Mentor-mentee groups within departments address student inquiries and cater to diverse learning abilities. Customized curricula for slow and advanced learners ensure that each student receives appropriate support and challenges.

Teaching-Learning Methods:

A variety of teaching-learning methods, including lectures, interactive sessions, assignments, project-based learning, ICT-based learning, and experiential learning, are employed. Special lectures, PowerPoint presentations, group discussions, and role-plays make learning interactive and engaging. Complementary programs in arts and crafts, painting, and practical visits enrich theoretical knowledge.

Utilization of Technology:

Technology plays a crucial role in the college's teaching-learning processes. Students create digital presentations, engage in thematic photography, and participate in virtual platforms such as Google Meet, YouTube, and Zoom. ICT facilities, digital repositories, and access to MOOC courses enhance students' digital literacy and overall learning experience.

Participative Learning and Skill Development:

Active learning is promoted through interactive sessions, discussions, debates, group presentations, and seminars/webinars. Publications such as newsletters and magazines, along with certificate and add-on courses, foster creativity, writing skills, and presentation capabilities. Interdisciplinary seminars, debates, and poster presentations further encourage participative learning and skill development.

Experiential Learning and Social Responsibility:

In response to the pandemic's aftermath, the institution has enhanced experiential learning. Various departments use ICT Platform to improve teaching and learning experiences. Student involvement in clubs and outreach programs reflects a commitment to participative learning and social responsibility.

Wi-Fi Enabled Campus and Digital Resources:

The college's Wi-Fi-enabled campus ensures constant internet connectivity. Teachers employ ICT tools for effective teaching, and learning materials are readily available on the college website. The library offers access to a wide range of e-resources, serving as a dynamic information center that caters to the evolving needs of students and faculty.

Interactive and ICT-Enhanced Teaching:

Traditional classroom lectures are enhanced by interactive discussions post-lecture, promoting active participation and deeper understanding. Departments like Bengali and English use movie screenings as supplemental learning aids. The college is equipped with a smart room, offering practical exposure to various subjects.

Encouraging Self-Study and Physical Activity:

Students are encouraged to engage in self-study through assignments under teacher guidance, fostering independent learning and critical thinking. Participation in both indoor and outdoor sports, including university-organized events, promotes a balanced lifestyle and teamwork.

Creative Platforms and Online Transition:

College publications like **'Probaaho'** serve as platforms for students to showcase creativity and express ideas. During the pandemic, the institution seamlessly transitioned to online learning, using Google Meet for classes and Google Sheets for attendance.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 100

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
26	26	26	26	26

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 18.46

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
5	5	5	5	4

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

As an affiliated institution of the University of North Bengal (NBU), Rajganj College rigorously adheres to the university's regulations for outcome-based learning, particularly under the Choice Based Credit System (CBCS) pattern implemented since the Academic Session 2018-2019. This comprehensive assessment mechanism ensures a fair and transparent evaluation of students' performance.

Weightage Distribution

- **Theoretical Courses:** 20% internal assessment, 80% End Semester Examinations (ESE).
- **Practical-based Courses:** 60% internal assessment, 40% ESE.

Continuous Internal Assessment

- Conducted through various phases employing diverse evaluation methods, including MCQs, projects, objective-type questions, open book mode, viva voce, student seminars, and assignments.

Attendance Requirement

- A minimum of 75% attendance is mandatory for eligibility to sit in examinations.
- Marks based on attendance are distributed as follows:
- 75% to below 80%: 02 marks
- 80% to below 85%: 03 marks
- 85% to below 90%: 04 marks
- 90% and above: 05 marks

Internal Assessment Breakup

- 10 marks designated for internal assessment tasks.
- 5 marks allocated based on attendance.

Online Submission and Transparency

- Internal assessment marks are submitted online via the Marks Capture Portal of NBU.
- External assessments are conducted according to university guidelines, with external examiners appointed by NBU.

Adaptation to Online Mode During COVID-19 Pandemic

- Examination modalities transitioned to an online format.
- Faculty provided ongoing guidance, with marks promptly uploaded to the university portal.

Parent-Teacher Meetings

- Held each semester to discuss student progress and identify any additional support needs, including online meetings during the pandemic.

Grievance Redressal Mechanism

- A dedicated Grievance and Redressal Committee handles student complaints efficiently and transparently, meeting regularly to address issues promptly.

Examination Integrity and Student Improvement

- The examination cell, comprising both teaching and non-teaching staff, upholds the integrity of examinations.
- Opportunities for student improvement are offered through assignments, mock tests, and remedial classes.

Continuous Internal Evaluation

- Faculty members engage in regular discussions with students, identifying areas that require improvement.
- Through class tests and assignments, students receive continuous feedback and guidance to enhance their understanding and performance.

Orientation and Communication

- During orientation sessions, students are briefed about the evaluation structure and process to ensure clarity and understanding.
- The Exam Committee ensures seamless execution of the evaluation process by disseminating notices, guidelines, and updates via the college website, notice boards, classrooms, and dedicated WhatsApp groups for each semester.

Transition to NEP Curriculum

- With the introduction of the National Education Policy (NEP) in 2023, the University implemented a semester system.
- The revised internal assessment now encompasses a combination of internal assessments, tutorials/practicals, and oral tests, all conducted as per University guidelines.

Question Paper Preparation and Assessment

- Faculty members create question papers for internal assessments, tutorials, and practical exams.
- After evaluation, marks are uploaded, and answer scripts are securely maintained. To maintain transparency, students have access to their answer scripts post-assessment.

Online Examination Modalities

- Amidst the COVID-19 pandemic, examinations transitioned to an online format.

Grievance Redressal and Administrative Support

- The college has established a robust mechanism to address examination-related grievances.
- Delays in registration or discrepancies in marks are addressed promptly, with the college assisting students through registration, form fill-up, distribution of admit cards, and mark sheets.
- In cases of mark discrepancies, students are guided through the University's RTI/PPR and Scrutiny/PPS procedures for resolution.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Rajganj College's Outcome-Based Learning (OBL) framework is designed to align with our mission and vision, emphasizing holistic student development to thrive in a competitive global landscape. Adhering strictly to the syllabi set by the University of North Bengal, our approach ensures both knowledge acquisition and skill development.

Program and Course Outcomes

Distinct Program Outcomes (POs) and Course Outcomes (COs) are outlined for each program and course, available online via the college website and in departmental areas and the library. This transparency helps students understand educational expectations from the outset.

Orientation and Overview

At the beginning of each academic term, comprehensive departmental orientation sessions provide students with a detailed overview of each course's relevance to professional fields and associated career opportunities, enhancing their understanding and motivation.

Educational Strategy

Our educational strategy integrates diverse teaching methodologies and continuous assessments to foster comprehensive student growth. Students are expected to:

- Acquire deep domain-specific knowledge,
- Enhance communication skills,
- Develop awareness of social, environmental, and sustainability challenges,
- Become well-informed citizens capable of addressing contemporary issues.

Monitoring and Feedback

The monitoring of POs and COs involves ongoing assessment through departmental and academic committee meetings, interactions with the principal, and feedback from the Internal Quality Assurance Cell (IQAC), students, parents, and teachers. Detailed records of syllabus coverage are maintained by departments, with semester-end discussions on attainment levels. The college website serves as a

resource for students to navigate through POs and COs for informed course selections.

Career-Oriented Program

Our Career-Oriented Programme (Certificate course) is tailored to enhance students' employability, focusing on improving writing, communication, leadership skills, and competitive exam preparation.

Adherence to University Norms

Rigorous adherence to University norms in Outcome-Based Learning is evident in the dissemination of POs, Program Specific Outcomes (PSOs), and COs through various platforms including academic calendars, classroom interactions, and induction programs. Department Heads emphasize the significance of these outcomes, guiding students toward acquiring necessary skills and knowledge.

Evaluation and Assessment

Outcome attainment is evaluated through a combination of internal and university examinations, assignments, and diverse testing methods, supported by continuous faculty development initiatives to enhance pedagogical strategies.

Feedback and Continuous Improvement

Feedback from students, alumni, and employers is pivotal in assessing our educational objectives and evaluating the employability of our graduates. The success of our alumni in further studies or entering the workforce validates the effectiveness of our educational programs. Through these concerted efforts, our institution ensures students not only gain theoretical knowledge but also thrive in practical, real-world contexts, fulfilling personal ambitions and societal needs.

Transparent Evaluation

The attainment of program and course outcomes is rigorously assessed through various evaluation methods, including tests, assignments, group discussions, and presentations. Faculty members convene departmental meetings to collectively evaluate student performance and discuss strategies for improvement. Results are transparently displayed on notice boards and the college website, promoting accountability and transparency in the evaluation process.

Supportive Learning Environment

The Academic Council and departmental meetings play pivotal roles in analyzing student performance and devising strategies for academic enhancement. Emphasis is not solely on academic achievement but also on addressing communication barriers, language proficiency, and psychological well-being. Through ongoing dialogue and collaboration, the college endeavors to create a supportive learning environment conducive to holistic student development.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

Rajganj College implements a comprehensive approach to managing syllabus distribution and completion, ensuring an effective teaching-learning process across all departments.

Assessment Process

The college's assessment process involves various facets, including monitoring student attendance and participation, conducting tutorial sessions, administering regular class tests, analyzing results, and providing post-result mentoring based on identified areas of improvement. Faculty members assess students through scheduled and surprise tests, as well as assignments such as review reports, projects, and seminar presentations to gauge applied skills.

Continuous Evaluation and Progress Tracking

Course outcomes are continually measured through assignments evaluated by faculty members. Departments maintain records of student results to analyze trends and develop strategies for academic improvement. Student progress is evaluated through various means, including classroom discussions, micro-teaching sessions, tests, and mentor-mentee reports.

Academic Audits and Feedback Mechanisms

Regular internal and external academic audits conducted by the Internal Quality Assurance Cell (IQAC) ensure adherence to quality standards. Department-wise structured questionnaires gather comprehensive feedback on teaching, library facilities, and overall learning experiences, ensuring confidentiality and providing valuable insights for improvement.

Evaluation of Program Outcomes (POs) and Course Outcomes (COs)

Various parameters are utilized throughout the academic semester for evaluating POs and COs, including assignments, internal tests, viva-voce examinations, surprise tests, open-book tests, discussions, quizzes, and projects. Key indicators of attainment include end-semester university examinations, internal assessments, practical assessments conducted by external experts, and internship and placement opportunities facilitated by the Placement Cell.

Direct and Indirect Assessment Methods

Direct assessment methods include Continuous Internal Assessment and Semester Examination Performance Analysis, while indirect methods include robust feedback mechanisms and holistic development of students. Feedback from students, alumni, and employers is analyzed and discussed to maintain and enhance the teaching-learning ambiance, with reports featured on the college website.

Through these comprehensive evaluation processes, Rajganj College ensures continuous improvement in its academic offerings, fostering holistic development and preparing students for future challenges.

Rigorous Evaluation of Program and Course Outcomes

Rajganj College employs a systematic approach to maintain syllabus distribution and completion, with a strong emphasis on evaluating Program Outcomes (POs) and Course Outcomes (COs). This ongoing evaluation process is integral to ensuring the delivery of quality education and upholding the college's mission and vision.

The college continuously evaluates POs and COs to gauge the effectiveness of the teaching-learning process. The evaluation encompasses a variety of methods such as student seminars, project work, written tests, and practical exams. Specific marks are allocated as per the guidelines provided by the University of North Bengal Examination Guidelines. According to these guidelines, 10 marks are specifically allocated for all theory-based papers, while 15 marks are designated for practical papers during the formative evaluation process.

Summative Evaluation and Attendance

At the culmination of each session, summative evaluation takes place through term-end examinations, including written exams, project assessments, practical exams, and viva-voce. Additionally, attendance is factored into the evaluation process, with marks allocated based on students' punctuality and adherence to attendance guidelines provided by the University.

Commitment to Outcome-Based Education

The rigorous evaluation of Program and Course Outcomes at Rajganj College reflects its commitment to delivering outcome-based education and ensuring student success. By employing a comprehensive evaluation process and prioritizing resource allocation based on identified needs, the college endeavors to continuously enhance the teaching-learning experience for its students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 89.62

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
436	411	181	167	126

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
501	422	185	193	173

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.61

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0.15

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
0.15	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Fostering Innovation and Knowledge at Rajganj College

Rajganj College has cultivated an innovative ecosystem that fosters the generation and dissemination of knowledge. The campus environment is conducive to productive work, where members feel encouraged to share their thoughts and experiences freely.

Research-Friendly Atmosphere

The college promotes a research-friendly atmosphere, actively supporting faculty members in pursuing PhDs in their respective fields. Between 2018-19 and 2023-24, Seven teachers have successfully

completed their coursework, demonstrating our commitment to advancing academic excellence. Faculty members with PhD qualifications are further encouraged to undertake research projects and continuously publish and present their work in reputable journals and conferences.

Multilingual Education

Given the multilingual nature of our region, lectures are delivered in both English and vernacular languages. This approach allows students to express themselves comfortably and enhances their learning experience. Freedom of expression is also encouraged through platforms such as the Wall Magazine and the Annual Magazine.

Emphasis on Cultural Heritage

Recognizing the spiritual and cultural heritage of India, our curriculum places emphasis on subjects like Yoga, integrated into disciplines like Physical Education. Additionally, philosophical thoughts are woven into the syllabi of subjects such as Education and Philosophy. Our college library houses a dedicated section focused on India's rich cultural history, complemented by subscriptions to newspapers, journals, both web and print.

ICT-Enabled Teaching Methods

The college employs ICT-enabled teaching methods, providing students with computer facilities accessible in the library. This is particularly beneficial for economically disadvantaged students. In addition to traditional resources, students have access to the N-list site, offering a vast array of digital resources.

Seminars and Knowledge Enhancement

Regular seminars, awareness programs, and national webinars are organized, featuring experts from diverse fields to enhance both student and faculty knowledge and skills. These events provide a platform for knowledge exchange and skill development, keeping the academic community abreast of current trends and advancements.

Collaborative Efforts and MoUs

Rajganj College is committed to fostering collaboration and knowledge exchange through Memorandums of Understanding (MoUs) with other institutions. These partnerships facilitate faculty exchanges, collaborative seminars, and joint observance of special days. Such collaborative seminars

serve as platforms for debates, discussions, and knowledge creation and exchange, enriching the academic environment of our institution.

Through these concerted efforts, Rajganj College ensures a dynamic and enriching educational experience, promoting holistic development and preparing students to excel in their future endeavors.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

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

Response: 29

3.2.2.1 **Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
6	4	5	7	7

File Description	Document
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.45

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
6	1	2	4	1

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.35

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	4	3	0	3

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Rajganj College - Commitment to Community Engagement and Social Responsibility

Rajganj College recognizes the critical role of community engagement and social responsibility in fostering well-rounded individuals. Through the active participation of its NSS units, the college is dedicated to holistic development by engaging in various extension activities in the village area.

Core Areas of Engagement and Impact

1. Environmental Hygiene

- **Activities:** Students participate in cleaning drives, waste segregation, and distribution of litter bins to promote cleanliness and hygiene.
- **Impact:** These activities cultivate a sense of environmental responsibility and educate students on sustainable practices essential for community health.

2. Free Health Checkup

- **Activities:** Organizing free health checkup camps in adopted villages, offering medical consultations, health screenings, and distributing essential medicines.
- **Impact:** These camps provide necessary healthcare access to underserved communities and give students practical experience in healthcare management.

4. Swachh Bharat Abhiyan

- **Activities:** Participation in cleanliness drives and awareness campaigns to promote sanitation and hygiene.
- **Impact:** Contributes to the national goal of achieving a cleaner India, enhancing local living conditions.

6. Financial Advice and Tree Plantation

- **Activities:** Providing financial literacy training and organizing tree plantation drives.
- **Impact:** Promotes economic empowerment and environmental conservation, aiding sustainable development.

8. Community Service Projects

- **Activities:** Initiating clean-up drives, anti-drug campaigns, literacy drives, and health check-ups in collaboration with renowned hospitals and other organizations.
- **Impact:** Improves living conditions and raises awareness on critical social issues within the community.

9. Awareness Campaigns and Workshops

- **Activities:** Sponsoring programs on mental health, environmental sustainability, and gender equality; conducting workshops on civic responsibility and social justice.
- **Impact:** Raises public awareness on various social concerns and educates on community development and human rights.

10. Cultural Events and Educational Initiatives

- **Activities:** Hosting cultural events, exhibitions, and educational fairs; organizing annual prize distribution ceremonies.
- **Impact:** Enhances cultural understanding, celebrates diversity, and acknowledges the academic and social contributions of students.

Outcomes and Broader Impacts

- **Empathy and Leadership:** Students develop empathy, leadership, and teamwork skills, essential for their personal and professional lives.
- **Social Responsibility:** These activities reinforce the college's values of social responsibility and promote a positive institutional image within the community.
- **Community Interaction:** Frequent interaction with the community during various initiatives helps students understand their role in fostering a better society and grows their pride in local heritage.

Additional Initiatives

Rajganj College is deeply committed to engaging in a wide array of extension activities, driven by the dual objective of raising awareness among students about pertinent social issues while simultaneously contributing to the betterment of the community and fostering community participation. These activities serve to bridge the gap between the institute and the surrounding community, sensitizing students to the needs of the community.

Extensive activities have a profound impact on students, fostering a sense of responsibility towards the community and nurturing their leadership skills and self-confidence. Furthermore, such engagements contribute to their overall personality development, instilling in them a heightened awareness of social issues and a deeper understanding of their role as proactive members of society.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Rajganj College - Recognition for Community Impact and Extension Activities

Rajganj College has garnered commendation for its unwavering commitment to creating a significant societal impact, particularly at the grassroots level. The accolades received in recent years underscore the college's dedication and substantial contributions to various facets of community service. Presented below are some noteworthy awards and recognitions received for extension activities from government and government-recognized bodies.

Awards and Recognitions

Rajganj College has received a number of awards and recognitions from government and government-recognized bodies for its extension activities.

1. Youth Parliament Competition

- **Achievements:** Rajganj College has won several awards in the Youth Parliament competition, which plays an important role in sensitizing youth about electoral democracy.

List of Students Representing College in Extension Activities

Rajganj College encourages students to actively participate in various extension activities under the banner of NSS and other college programs. These activities help students understand societal needs and values. Students are given the opportunity to volunteer in different activities as per their interests. These activities are coordinated and monitored by different committee coordinators and faculty members.

Support for Government Sponsored Aids and Benefits

The college provides full support and assistance to students to avail themselves of different government-sponsored aids and benefits, such as:

- **Kanyashree:** A scheme aimed at improving the status and well-being of girls, particularly those from socio-economically disadvantaged families.
- **Aikyashree:** A scheme providing scholarships to minority students.
- **Various Scholarships:** Financial assistance to support students' education.

Disaster Management Initiatives

1. Kerala Flood Relief

- Rajganj College actively participated in providing relief during the Kerala floods, mobilizing resources and support to aid affected communities.

2. COVID-19 Pandemic Response

- During the COVID-19 pandemic, the NSS unit, in collaboration with faculty members, reached out to the needy in the villages with essential food supplies. The college's contributions in different spheres of society have been duly acknowledged by the government and local bodies.

NSS Unit in Spreading Social Awareness

As a relief measure during the lockdown period, students, along with faculty members, engaged in various activities to support the community:

- **Distribution of Essential Supplies:** Ensuring that essential food supplies reached the needy in the villages during the lockdown.
- **Government and Local Body Acknowledgement:** The college's efforts in various societal

contributions have been recognized by government and local bodies.

Rajganj College's dedication to community engagement and social responsibility has not only earned it numerous accolades but also significantly impacted the lives of many at the grassroots level. By fostering a culture of service and empathy, the college continues to play a pivotal role in societal development and the holistic growth of its students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 17

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2	4	2	4	5

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 7

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

Basic Infrastructural Facilities

Rajganj College covers **40913.718 square meters,** providing ample space for academics and extracurricular activities. This includes academic buildings and outdoor areas for sports, gatherings, and student activities, highlighting the college's commitment to a comprehensive educational experience. With a built-up area of **9105.427 square meters,** the college offers substantial facilities, blending academic rigor with extracurricular engagement in a spacious and conducive environment.

Safety and Surveillance:

The college has a fire extinguishing system for emergency preparedness. 24 CCTV cameras are strategically placed across the campus, enhancing security and monitoring. This extensive surveillance network deters misconduct and ensures the safety of students, staff, and visitors. The commitment to safety is evident in the thorough planning and implementation of these measures, creating a secure learning environment.

Sustainable and Environmental Initiatives:

A **40 KW** rooftop solar panel system reduces the college's carbon footprint. The rainwater harvesting system conserves water by collecting and utilizing rainwater efficiently. Waste management systems ensure proper segregation and disposal, minimizing environmental impact.

Classrooms and Additional Facilities

Rajganj College features 15 classrooms, each under CCTV surveillance to ensure a safe learning environment. These classrooms facilitate effective teaching and learning. The college has a dedicated hall room for seminars and cultural programs, fostering academic discourse and cultural enrichment. Two virtual rooms with projectors provide modern teaching aids for interactive sessions. The Geography lab offers hands-on practical learning experiences, and the well-resourced library supports academic needs with a vast collection of books. The college has a power generator for uninterrupted power supply during outages and a sick room on campus for immediate medical attention.

ICT Facilities

The college provides 16 computers for student use, 8 for general use, and 2 for teaching purposes. There are 3 projectors available for instructional use. Wi-Fi connectivity with a bandwidth of 100 MBPS is provided through Alliance Broadband. The college possesses 3 laptops, 8 desktops, 10 UPS units, and 7 printers.

One room is specially equipped with LCD projectors, a screen, and a sound system. Two computers are placed in the IQAC room, one in the teachers' common room, and six in the administrative block. Two laptops are used for seminars, presentations, and workshops. Advanced photocopiers, printers, and scanners are available for administrative and academic tasks.

The library has 3 computers, one for the librarian and two for the circulation desk. The N-LIST facility offers access to e-journals, e-books, and other e-learning resources. Faculty members are registered on the VIDWAN portal for better academic connectivity. The college maintains a fully functional website managed by "Easy Solution," with an annual maintenance contract.

Cultural Activities & Sports:

The hall room, equipped with a sound system and projector, accommodates numerous attendees for events. The college has a well-equipped gymnasium supporting students' physical well-being. Students actively participate in district and state-level championships, bringing laurels to the college. Rajganj College's infrastructure supports academic excellence, safety, sustainability, extracurricular engagement, and holistic student development.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 13.27

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
10.00	10.60	2.16	4.10	12.69

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the faculty and students

Response:

Location and Layout

Rajganj College's Library, situated on the ground floor, is a vital academic resource managed by the Librarian and a dedicated team, guided by the Library Committee. Spanning an 1800 square feet area, the library is designed with a modular approach, separating various sections to enhance usability. These sections include the Registration & Circulation Desk, Text Book Section, Reference Section, Student and Teacher Reading sections, Online Learning Cubicles, Journal and Magazine Corners, Special Collection, Technical Section, Librarian's Cabin, Reprography, and a Baggage Corner. The layout is intended to provide a conducive learning environment with proper lighting, ventilation, water supply, and uninterrupted power.

Physical Infrastructure

Equipped with 34+ nos. of comfortable & ergonomic chair, and wider tables to encourage a healthy learning environment, by ensuring proper light, ventilation, fans, water, and uninterrupted power supply. The library is under CCTV surveillance. It is powered by wi-fi connectivity.

Automation and Technology

The library is partially automated. The library has KOHA (Version 23.11.02.000) ILMS integrated with an RFID facility. This upgrade includes an RFID Gate, a self-circulation kiosk, stock verification, and a rack search system with an RFID Handle Reader. These enhancements improve the security and management of library resources, streamline daily operations, and maintain the library's efficiency.

Collection and Access

The library preserved and provides a varied, authoritative, and up-to-date collection of 6117+ books covering various subjects, including syllabus-oriented Text and Reference books with an open access facility. Resources are organized according to call numbers using the DDC 19th edition for Class Number.

Enhanced Academic Resources

Since April 2022, the library has provided access to N-LIST (National Library and Information Services Infrastructure for Scholarly Content), enriching the academic resources available to users.

In summary, Rajganj College's library is a well-organized, technologically advanced resource center that plays a crucial role in supporting the academic pursuits of students and faculty.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

Rajganj College places utmost importance on the continual development and enhancement of its IT infrastructure and application systems to bolster both academic and administrative functions. The college consistently updates and strategically acquires new IT equipment, ensuring it remains at the forefront of technological advancements.

Enhanced Internet Connectivity:

Over the past four years, significant improvements have been made to our internet connectivity, with bandwidth increased from 2 Mbps initially to 100 Mbps, and recently further expanded to 150 Mbps. This upgrade addresses the growing demands of our students and faculty, facilitating more effective academic research and activities. Multiple internet service providers ensure robust and reliable connectivity, vital for uninterrupted access to digital resources and online learning platforms.

Modernized IT Facilities:

In response to the evolving needs of our educational landscape, particularly highlighted during the pandemic, substantial investments have been made in IT hardware and software. This includes the acquisition of new computers, LCD projectors, public address systems, CCTV systems, laptops, air conditioning units, and the establishment of two domain names: rajganjcollege.ac.in and rajganj.feedback.org.in These enhancements support various functions, from classroom instruction to security improvements and administrative efficiency.

Maintenance and Support:

All IT equipment, including reprographic machines, water purifiers, coolers, and electrical appliances, are maintained under annual maintenance contracts (AMCs) to ensure optimal performance. Additionally, dedicated staff provide technical support for smart classrooms and the audio-visual room, enabling faculty and students to fully utilize these advanced educational tools.

Digital Platforms for Engagement:

The college has implemented an ERP portal to streamline student services and ensure transparency. A dedicated online admission portal facilitates a smooth and transparent admission process. Furthermore, a Feedback portal has been established to collect valuable insights from students, teachers, employers, and alumni, promoting a responsive and adaptive educational environment.

Benefits of Enhanced IT Infrastructure:

Boosted Productivity: Modern IT facilities equipped with the latest software and hardware significantly enhance the productivity of staff and students.

Improved Security: Strategic installation of CCTV cameras and regular updates to security protocols safeguard sensitive data and protect against cyber threats, enhancing the safety and security of the college environment.

Fostering Innovation: Robust IT support fosters a conducive environment for innovation, enabling students and faculty to explore and develop new technologies.

Attractiveness and Competitiveness: State-of-the-art IT facilities make the college more appealing to prospective students, faculty, and researchers, thereby boosting its reputation and competitive edge.

Enhanced User Experience: Upgraded bandwidth ensures fast and uninterrupted access to online resources, providing a smoother and more engaging user experience for all users.

By continually investing in its IT infrastructure, Rajganj College not only enhances its operational efficiency and educational capabilities but also establishes itself as a forward-thinking institution in the digital age.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 119.38

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 16

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 5.08

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
5.71	3.21	2.32	1.23	2.68

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 74.18

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1334	1940	1387	1376	1125

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: A. All of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 0.03

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	3	0

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 4.39

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
17	17	10	9	5

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
436	411	181	167	126

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	[View Document](#)
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 0

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 8

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at*

national/international level (award for a team event should be counted as one) year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	2	0	4

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 20.8

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
23	22	7	23	29

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The **"Rajganj College Alumni Association"** plays a pivotal role in the ongoing development of the college, serving as a vital link between past and present students. Although it is not yet officially registered, the association remains highly active, organizing various events and programs that benefit both current students and alumni members. Presently, the association boasts approximately 230 registered members and continually fosters a sense of unity and connection with the institution.

Vision of the Alumni Association:

The Alumni Association of Rajganj College was established with several key objectives in mind:

- To facilitate a continuous exchange of knowledge between alumni and current students.
- To provide support to current students in various capacities.
- To collaborate with different organizations while upholding the institution's standards and regulations.
- To engage alumni in college activities such as NSS, sports, and cultural programs, with special events tailored for alumni.
- To contribute to career counseling initiatives, assisting current students in making informed career choices and exploring opportunities for further education.

Activities and Contributions:

The Alumni Association actively enhances the college community :

1. Gender Awareness Programs:

Alumni have conducted workshops on gender awareness that were accessible to all departments, significantly improving campus culture and inclusivity. These workshops provided a platform for current students and alumni to exchange views and experiences, enriching their understanding of gender issues.

These activities not only strengthen the ties between alumni and the current student body but also enhance the educational experience by integrating real-world applications and contemporary issues into the learning environment.

The active participation and steadfast support of the Alumni Association reflect its commitment to the growth and enrichment of the Rajganj College community, showcasing the professional and personal achievements of its members and reinforcing the values and vision of the institution.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)	

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

Rajganj College: Vision for the Future

Rajganj College envisions a future where education transcends boundaries, fostering a vibrant and inclusive society. Our foremost objective is to address socio-economic disparities by providing quality education accessible to all, regardless of their background. We strive to create an environment that celebrates diversity, promoting cultural sensitivity and mutual respect among our students and staff.

Mission and Vision

Our mission is succinctly expressed through our motto: **"Tamasoma Jyotirgamayah".** This resonates deeply with the college's vision, symbolizing the transformative power of education to dispel ignorance, overcome adversity, and pave the way for enlightenment. Rajganj College stands as a testament to the belief that education is the key to unlocking doors previously closed to many, illuminating paths that were once shrouded in darkness. The motto serves as a constant reminder of our commitment to guiding students from the shadows of limited opportunities towards the brilliance of knowledge and empowerment. It reflects our unwavering dedication to uplifting the community, fostering growth, and creating a brighter future for all.

Commitment to Socio-Economic Equity and Career Development

We are dedicated to:

- **Career Development:** Equipping students with the skills and knowledge necessary to thrive in their chosen fields.
- **Empowering Marginalized Communities:** Ensuring equal opportunities and promoting social equity.
- **Cultural Awareness:** Promoting cultural sensitivity and mutual respect among students and staff.

Rajganj College aims to be a catalyst for positive change, shaping the leaders of tomorrow who are socially conscious, culturally aware, and empowered to make a difference.

Governance and Operational Efficiency

The Principal plays a pivotal role in orchestrating cohesive decision-making and implementation processes, collaborating closely with various committees, departments, administrative units, Teachers'

Council, Governing Body, students' representatives, and the Internal Quality Assurance Cell (IQAC). Committees, entrusted with academic, administrative, and co-curricular affairs, furnish comprehensive reports to the Principal, detailing their activities for scrutiny.

Effective Communication Channels

- Online Platforms: Emails and group chats ensure swift dissemination of information among stakeholders.
- Teachers' Council: The Secretary bridges communication gaps between the Principal and teaching staff, fostering seamless interaction.
- Administrative Coordination: The Head Clerk coordinates tasks among non-teaching staff, ensuring operational efficiency.

Supervisory and Quality Control

- **Governing Body:** Assumes a supervisory role, acting as the principal decision-making entity.
- **IQAC:** Serves as a vigilant quality control monitor, overseeing various functions and processes.
- **Student Interaction:** Regular interactions between the Principal and class representatives facilitate the resolution of student concerns and garner valuable feedback.

Student and Faculty Engagement

Students actively engage in organizing diverse events such as Annual Sports, Saraswati Puja, and the Annual Social, adhering to pre-approved budgets and teacher supervision. This fosters inclusive participation and enhances the college community.

Departmental Autonomy and Activities

- **Class and Syllabus Management:** Departments have autonomy in assigning classes and distributing syllabi, aligning with the credit-based Master Routine provided by the Routine Committee.
- **Department Heads:** Serve as intermediaries between administration and faculty, advocating for faculty interests while conveying administrative directives.
- **Academic Enrichment:** Departments are encouraged to plan seminars, workshops, and special lectures, subject to Principal approval, thereby enriching the academic landscape.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2 Strategy Development and Deployment

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, NBU, 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)

- **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.
- **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.

File Description	Document
Institutional perspective Plan and deployment documents on the website	**View Document**
Provide Link for Additional information	**View Document**

6.2.2

Institution implements e-governance in its operations

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

Rajganj College: Commitment to Staff Welfare and Professional Development

Rajganj College, a government-aided institution affiliated with the University of North Bengal, maintains a robust governance structure ensuring the well-being and professional development of its faculty and staff. Adhering to guidelines from the UGC, MHRD, NBU, Government of West Bengal, and the Department of Higher Education, the college fosters a structured and supportive work environment.

Attendance and Record-Keeping

Biometric Attendance and Registers

- **Tracking:** Meticulous tracking of staff presence through biometric systems and attendance registers.
- **Monitoring:** Regular oversight by the Principal to ensure accuracy and accountability.

Service Book

- **Documentation:** Comprehensive records maintained for all substantive staff positions,

documenting professional trajectories and service history.

Performance and Appraisal Systems

Performance Based Appraisal System (PBAS)

- **Mandate:** Required by the state Directorate of Higher Education and aligned with UGC norms under the API scheme.

Process:

- Self-appraisal and API score claims are scrutinized by the IQAC.
- Reviewed by the Principal and recommended by the Governing Body.
- Submitted to the Directorate of Higher Education upon satisfaction.

Professional Development Encouragement

- **Initiatives:** Faculty members are encouraged to engage in professional development, publish scholarly works, and conduct research.

Career Advancement Scheme for Non-Teaching Staff

- **Promotion:** Career advancement opportunities including scale enhancements after ten and twenty years of service, adhering to prevailing rules and regulations.

Recruitment and Promotion

Vacancy and Selection Process

- **Screening Committee:** Comprising representatives from North Bengal University, West Bengal College Service Commission, the State Government, and the Governing Body.

Process:

- For promotional posts like Head Clerk and Accountant/Cashier, Group C employees are selected through an interview and screening process.
- Recommendations are forwarded to the Higher Education Directorate for final confirmation.

Welfare Measures and Professional Growth

Health and Well-being

- **Medical Camps and Awareness Programs:** Regularly organized to promote health among the college community.
- **West Bengal Health Scheme:** Enrollment facilitated for interested teachers, with reimbursement claims processed in accordance with government regulations.

Leave Policies

- **Duty and Study Leaves:** Granted to teachers for academic and faculty development pursuits.
- **Earned Leave:** Available for employees holding substantive posts, subject to permission and approval.
- Maternity, Child Care, and Paternity Leave:
- **Female Employees:** Entitled to Maternity and Child Care Leaves as per government regulations.
- **Male Employees:** Can avail Paternity Leave, with necessary approvals.
- **Leave Encashment:** Benefits available for staff in substantive posts as per government rules.

Rajganj College's dedication to the professional and personal well-being of its faculty and staff is evident through its comprehensive policies and supportive measures. By promoting continuous professional development, maintaining rigorous performance appraisal systems, and providing extensive welfare benefits, the college ensures a thriving academic environment that benefits both staff and students. This commitment aligns with the institution's vision of fostering an inclusive and vibrant society through education.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 0

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 19.08

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
7	5	8	3	2

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	0	0	0

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Rajganj College: Financial Management and Resource Allocation

Funding and Allocation

1. Higher Education Department Grants

- Annually assesses and provides grants for the salaries of all teaching and non-teaching staff.

2. Puja Bonus

- Non-Teaching Staff (NTS) and State-Aided College Teacher (SACT) categories receive a Puja Bonus as per stipulated government rules.

3. Tuition Fees

- Collected annually from students, with fifty percent remitted to the Govt. of West Bengal Bengal in accordance with university regulations.

4. Development Fees

- Allocated for infrastructural improvements, following unanimous decisions by the Finance Committee.

5. Festival Fees

- Fully utilized for institutional cultural activities, decided through consensus in meetings involving finance and cultural committee members and student representatives.

6. Library Fees

- Exclusively used for enhancing library resources.

7. Magazine Fees

- Fund the publication of the college magazine, distributed to all stakeholders.

8. Centre Fee

- Allocated by the University of North Bengal to support the administration of the university's final examinations held at the college.

9. Student Fund and Session Fees

- Dedicated entirely to initiatives aimed at student welfare.

10. National Service Scheme (NSS) Funds

- Exclusively used for NSS-related activities.

11. Games and Sports Fee

- Specifically used to support student sports activities.

Financial Oversight

Internal Audit

- Conducted regularly by a private agency to ensure proper fund utilization.

External Audit

- Conducted by Government-appointed auditor Sarbani Basu of Sarbani Basu and Co. for fiscal years 2018-19 and 2019-20.
- Audits for 2020-2021 to 2022-2023 are pending, awaiting government appointment of a statutory auditor.
- The external auditor reviews the college's cash books, bank accounts, vouchers, bills, and utilization certificates (UCs).

Financial Management

1. Oversight

- Managed by the Bursar, the Accountant, and a Finance Committee led by the Principal.
- Purchases adhere to a strict protocol, managed by a designated Purchase Committee.

2. Utilization Certificates

- Prepared for grants from the Higher Education Department, ensuring expenditures align with approved categories.

3. Financial Data Preparation

- Initial data prepared by the Accountant, verified by the Bursar and the Principal to ensure clarity, authenticity, transparency, and accuracy.

4. Internal Audits

- Conducted by a qualified Chartered Accountant approved by the Governing Body.

5. Additional Audits

- Leave and Service Book audits are performed to ensure records reflect current statuses.
- Annual external audits, recommended by the Government of West Bengal, involve thorough checks of revenue and capital expenditure vouchers and records.

Revenue Generation and Expenditure

1. Government and Non-Government Grants

- Mobilized for the improvement of college infrastructure and knowledge resources.
- Proposals are prepared, vetted, and submitted to relevant authorities.

2. Donations, Memorial Prizes, and Endowments

- Welcomed from staff members, alumni, and guardians for the prize and endowment funds.

3. Collaborations

- Jointly sponsored academic seminars and conferences with other organizations.

4. Major Proposals/Schemes

- Submitted to the Finance Committee and/or Governing Body for approval.
- Income primarily from student fees.

5. Payment Methods

- Payments made via cheque or DD; smaller amounts handled in cash.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Rajganj College: Contributions of the Internal Quality Assurance Cell (IQAC)

Regulation, Curriculum, and Syllabus Development

1. **Formulation of Curriculum and Syllabus**

- Development of Course Outcomes (CSO) and Programme Specific Outcomes (PSO).
- Implementation of the Choice Based Credit System (CBCS).
- Provision of mentoring, tutorial, and remedial classes for both slow and advanced learners, ensuring inclusive education.

Development and Application of Quality Benchmarks

2. **Quality Benchmarking**

- Establishment and application of quality benchmarks for academic and administrative activities through regular online interactions with stakeholders.
- Conducting induction programs involving parents and students, as well as student meetings before examinations, to ensure the smooth functioning of academic activities.

Organization of Workshops and Seminars

3. **Workshops and Seminars**

- Conducting inter and intra-institutional workshops and seminars on quality-related themes to foster collaboration, study circles, exchange programs, and internships.

Conducting Supplementary Examinations

4. **Supplementary Examinations**

- Arrangement of internal supplementary examinations for students to ensure their academic progress and success.

Promotion under Career Advancement Scheme (CAS)

5. Faculty Promotion Monitoring

- Internal monitoring of faculty progress and documentation as per UGC guidelines, overseen by the CAS committee functioning under IQAC.

Communication with University Bodies

6. Liaison with University of North Bengal

- IQAC members liaise with the University of North Bengal's Board of Studies (BOS) to nominate faculty members for workshops, ensuring alignment of curriculum and syllabus with the CBCS model.

Implementation of Pedagogical Innovations

7. Pedagogical Innovations

- Introduction of various pedagogical approaches such as project-based learning, self-learning, industrial internships, and peer-assisted learning to enhance teaching effectiveness and align with NEP 2020.

Monitoring of Teaching-Learning Processes

8. Teaching-Learning Process Monitoring

- Conducting Academic sub-committee meetings to monitor teaching-learning processes, operational methodologies, and learning outcomes at regular intervals.

Orientation/Induction Programs

9. Orientation/Induction Programs

- Organizing orientation/induction programs for newly admitted students by all departments under IQAC guidance, providing essential information about the college, courses, and examination procedures.

Annual Academic Administrative Audit

10. Annual Audit

- Facilitation of annual Academic Administrative Audit, encompassing internal and external audits to ensure institutional compliance and quality assurance.

Contributions to ICT and Add-on Courses

11. ICT and Add-on Courses

- Promoting ICT-enabled teaching by organizing workshops and training sessions for teachers to update their pedagogical skills.
- During the pandemic, facilitating structured online teaching and dissemination of e-content and information.
- Establishing a YouTube channel for uploading lectures, providing e-content via the website, and offering scanned books from the library upon student request.
- Creating a dedicated Facebook page to document college events.

12. Skill-Oriented Courses

- Initiating the introduction of several skill-oriented courses, which transitioned smoothly to online mode during the pandemic.
- Conducting free add-on for students.
- Refining existing programs such as Yoga classes and introducing new certificate courses, including Add-on courses.

Through these concerted efforts, the IQAC plays a pivotal role in enhancing the overall quality and

effectiveness of academic and administrative processes at Rajganj College, fostering a culture of continuous improvement and excellence. The IQAC has institutionalized quality assurance strategies across various domains, ensuring that the college remains at the forefront of higher education institutions in the region.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: B. Any 3 of the above

File Description	Document
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

Rajganj College: Commitment to Equity and Fairness

Educational institutions play a crucial role in fostering fairness and justice within society. At Rajganj College, our mission is to champion equity through comprehensive educational practices. We value diverse talents and strive to serve as a role model for future generations, actively addressing any existing disparities. Our institution is deeply committed to the tenet of fairness.

Dedicated Committees for Equity

To uphold and promote equity, we have established several dedicated committees:

- **Sexual Harassment Prevention Cell:** Handles issues related to sexual harassment, ensuring a safe environment.
- **Internal Complaint Committee (ICC):** ICC addresses various complaints and grievances within the college, including issues such as harassment, discrimination, and workplace conflict.
- **Grievance Redressal Cell:** Provides a platform for students and staff to voice their concerns and seek resolutions.

These bodies play a crucial role in maintaining a just environment within the college.

Cultural and Social Programs

Our Cultural Committee, NSS Wing, and ICC organize various programs throughout the academic year to further the cause of equity and fairness. These programs are designed to raise awareness and promote inclusivity among the student body.

Health and Hygiene Initiatives

We have initiatives to educate both female and male students about health, sanitation, and hygiene, emphasizing the importance of gender equity and collective humanity.

- **Female Students:** Benefit from a designated common room and sanitary napkin vending machines in their restrooms, essential for maintaining hygiene.
- **Male Students:** Receive education on health and hygiene to ensure collective well-being.

Safety and Security Measures

The safety and security of female students are paramount on our campus:

- **CCTV Surveillance:** Extensive coverage across the campus.
- **Female Attendant:** Available to assist and ensure the well-being and accessibility of support for female students.

Kanyashree Prakalpa Scheme

In alignment with the Department of Women Development and Social Welfare, Government of West Bengal, Rajganj College has adopted the Kanyashree Prakalpa scheme:

- **Financial Assistance:** Provides support to girls aged 13 to 18, aiding in their schooling and higher education.
- **Social Empowerment:** Promotes social empowerment and aims to prevent child marriages, effectively reducing dropout rates among female students from socio-economically disadvantaged backgrounds.

Gender Equity Initiatives

- **Balanced Gender Ratio:** Our institution boasts a balanced ratio of male to female students. Since the 2018-19 academic session, we have observed a significant increase in female student enrollment.
- **International Women's Day:** Organized annually, featuring prominent speakers to facilitate discussions on relevant topics.
- **Curriculum Integration:** Our curriculum, in line with the current NEP guidelines, includes an academic component on gender-related concepts, offering "Gender Studies" as an MDC paper.

Rajganj College is dedicated to creating an environment where equity thrives. Through targeted programs, comprehensive support systems, and a commitment to education and safety, we aim to set a standard for other institutions to follow. Our ongoing efforts reflect our dedication to promoting a just and fair educational experience for all students, regardless of gender.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: B. 3 of the above

File Description	Document
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: B. Any 3 of the above

File Description	Document
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Rajganj College: Commitment to Inclusivity, Peace, and Harmony

Rajganj College is deeply committed to fostering an inclusive environment that promotes peace, equality, and harmony among students. This commitment is reflected through a series of initiatives and activities designed to raise awareness and understanding of cultural, religious, regional, linguistic, communal, and socioeconomic diversities.

Inclusion and Diversity Efforts

We welcome students from various backgrounds, including those from both plains and hills, and diverse caste categories such as SC, ST, OBC, and EWC, in alignment with government reservation policies. Our teaching and office staff uphold the dignity and rights of all students, treating everyone with fairness and impartiality regardless of their background. Recognizing individual differences in aptitude and capabilities, our teachers dedicate extra time beyond class hours to address unique student needs.

Educational and Value-Based Initiatives

Rajganj College instills values like scientific temper, the spirit of inquiry, and the ideals of democracy, social justice, environmental protection, and peace. We celebrate both Independence Day and Republic Day with flag hoisting and cultural programs that emphasize unity in diversity, helping students appreciate our national heritage and goals. Observances of National Youth Day and Constitution Day further promote inclusive governance, with pledges to uphold constitutional principles and awareness of civic duties.

Cultural and Linguistic Enrichment

Our college calendar is rich with events that celebrate cultural diversity, including:

- **College Foundation Day**
- **Rabindra Jayanti**
- **World Literacy Day**
- **International Mother Language Day**
- **World Environment Day**
- **Vanomahotsav**
- **Basanta Utsav**
- **Saraswati Puja**

These occasions provide a platform for active participation and contribute to a supportive learning environment. In support of linguistic diversity, students may present seminar papers in their vernacular language or mother tongues, highlighting the importance of preserving local minority languages of North Bengal, many of which are at risk.

Value Promotion and Social Responsibility

The Student Motivation and Mentoring cell regularly organizes lectures on universal values by eminent speakers to foster moral awareness and guide students in ethical daily practices. Additionally, several blood donation camps, in collaboration with the NSS units, encourage a sense of societal responsibility and teamwork. International Mother Language Day is celebrated annually on February 21 to honor the linguistic diversity of each community, while International Yoga Day on June 21 sees widespread participation in yogic exercises and Pranayam, with additional training in yoga and self-defense offered to students.

Student Engagement and Cultural Activities

The observance of Students' Week includes a variety of competitions such as essays, singing, dancing, quizzes, painting, and poster making. The vibrant campus life is further enriched by events like the Fresher's Welcome, Farewell parties, and the College Social, organized by the Students' Union and college authority, featuring music, recitations, and dances, celebrating both classical and folk traditions.

Through these multifaceted initiatives, Rajganj College not only enriches the educational experience but also cultivates an atmosphere of inclusivity and mutual respect, empowering students to contribute positively to a diverse and dynamic society.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

7.2 Best Practices

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

BEST PRACTICES - I

TITLE OF THE BEST PRACTICE:

Empowering Communities Through Community Engagement

OBJECTIVES:

- Foster a sense of social responsibility among students.
- Provide vital services and support to the local community.
- Enhance student awareness and involvement in societal issues.
- Build partnerships with local health and safety organizations.
- Promote holistic development through community-centric activities.

THE CONTEXT:

Rajganj College recognizes its pivotal role in the community and aims to bridge the gap between academic knowledge and social application. Understanding that education extends beyond the classroom, the college has initiated several community engagement programs. These programs address immediate community needs and instill a lifelong commitment to service among students.

THE PRACTICE:

Over the last five academic sessions, Rajganj College has organized and participated in various community engagement activities, primarily through the National Service Scheme (NSS):

- **N.S.S. Kerala Relief Fund:** Fundraising effort to support flood-affected regions in Kerala.
- **N.S.S. Special Camp 2019:** A week-long camp focusing on community development activities.
- **Eye Check-Up Camp:** Providing free eye care services to students and local residents.
- **NSS Awareness Program on COVID-19:** Educating the community on prevention and safety measures.
- **Road Safety Awareness Campaign:** Educating participants on traffic rules and safety practices.
- **"Save Water, Save Life" Rally:** Promoting water conservation.
- **N.S.S. Sensitization Program:** Combating vector-borne diseases.
- **COVID-19 Vaccination Drive:** Organizing the first vaccination drive amid the pandemic.

- **Free Health Check-Up Camp:** For students and their parents.
- **Child Protection Awareness Program:** Educating on child safety.
- **Special Vaccination Camp:** Ensuring comprehensive community immunization.
- **NSS Special Camp at Dubragach Village:** Community development and awareness activities.

EVIDENCE OF SUCCESS:

- **Increased Student Participation:** Significant rise in student volunteers.
- **Community Impact:** Positive feedback from the community on health camps and awareness programs.
- **Recognition:** Acknowledgement and appreciation from local health and safety authorities.
- **Health and Safety Improvements:** Notable improvements in community health and safety practices due to awareness campaigns.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

Problems Encountered:

- Limited financial and material resources for large-scale programs.
- Logistical challenges in rural areas.
- Ensuring consistent participation from students and community members.

-Resources Required:

- Increased funding to meet community expectations and expand welfare activities.
- More student and faculty volunteers.
- Partnerships with local organizations.
- Volunteer training to enhance program reach and effectiveness.

BEST PRACTICE II

TITLE OF THE BEST PRACTICE:

Promoting Green Consciousness

OBJECTIVES:

- Enhance environmental awareness among students and the local community.
- Promote sustainable practices and environmental conservation.
- Beautify the campus and surrounding areas, creating a healthy environment.
- Collaborate with environmental organizations for broader community impact.

THE CONTEXT:

Rajganj College recognizes the importance of environmental conservation and the role educational institutions play in promoting sustainable practices. By engaging students and the community in various environmental activities, the college aims to create a culture of responsibility and proactive involvement in environmental protection.

THE PRACTICE:

Over the past five academic sessions, Rajganj College has implemented a series of programs focused on community engagement and environmental conservation:

- **Workshop on "Save Energy and Environment Protection":** Educating participants on sustainable practices.
- **Campus Cleaning Operation and Cleanliness and Beautification Program:** Maintaining a clean and pleasant campus environment.

- **NSS Cleanliness Drive:** Reinforcing the importance of cleanliness among students.
- **"Plant Trees, Save Life" Program by Eco-Club:** Encouraging tree plantation to combat deforestation and promote green cover.
- **Flower Show:** Showcasing the beauty of nature and engaging the community in horticultural activities.
- **World Environment Day:** Raising awareness about environmental issues.
- **One-Day Seminar on "Energy Conservation in Day-to-Day Life":** Highlighting practical energy-saving measures.

EVIDENCE OF SUCCESS:

- **Increased Environmental Awareness:** Among students and community members.
- **High Engagement and Participation:** Reflecting the community's growing commitment to sustainability.
- **Campus Improvements:** Notable improvements in cleanliness and beautification.
- **Adoption of Sustainable Practices:** Students and staff increasingly adopting sustainable practices in their daily lives.

PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

Problems Encountered:

- Limited financial and material resources for large-scale environmental programs.
- Logistical challenges in rural areas.
- Ensuring consistent participation from students and community members.

Resources Required

- More student and faculty volunteers.
- Partnerships with local environmental organizations.
- Volunteer training to enhance program reach and effectiveness.

Through these best practices, Rajganj College not only enriches the educational experience but also cultivates an atmosphere of inclusivity, environmental stewardship, and mutual respect, empowering students to contribute positively to a diverse and dynamic society.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

In a world where education is widely recognized as the cornerstone of success, access to quality higher education is paramount. Rajganj College has prioritized providing undergraduate education to aspiring students from educationally backward regions, catalyzing positive change and empowering countless individuals over the years. Despite operating within a semiurban setting, the institution has established a strong reputation as a provider of quality education.

Quality Education

Ensuring the delivery of quality education has been a cornerstone of Rajganj College's performance. It boasts a two-winged, three-storied building housing 15 classrooms, laboratories, a gymnasium, and a

spacious library with a reading room. Modern amenities such as WiFi, CCTV surveillance systems, and ICT-enabled classrooms complement departmental libraries and computer facilities across the departments. The campus also features a canteen, separate common rooms, and an uninterrupted power supply. The integration of digital systems with traditional teaching methods has gradually become pivotal to the institution's educational delivery.

Student Support and Holistic Development

The college prioritizes student support and holistic development, organizing community outreach programs, blood donation camps, and engaging with the local community through NSS Units. Respect for diversity is upheld through the observance of various events, promoting cultural exchange and awareness. Extracurricular activities, counseling, mentoring, and career guidance further enrich the student experience, fostering confidence, leadership skills, and community engagement.

Academic Excellence

Despite the economic challenges faced by most of the students, proactive steps are taken to ensure access to stipends, scholarships, and freeships. The college has achieved satisfactory results in both Honors and General courses, with alumni pursuing higher education across India.

Creating a Positive Milieu

Transparent leadership, support from management, and welfare schemes for faculty and staff contribute to a vibrant collegiate atmosphere conducive to academic and personal growth. The Internal Quality Assurance Cell cultivates a quality culture, enriching the corporate life of the college.

Future Outlook

Rajganj College remains committed to its vision of becoming an excellent higher education institution. Aligned with the NEP, it aims to enhance academic programs and expand outreach, propelling the region towards prosperity and breaking the cycle of educational backwardness. As the college continues its transformative journey, it stands as a beacon of hope, empowering individuals and communities, and shaping a brighter future for generations to come.

Through these concerted efforts, Rajganj College not only provides access to quality education but also fosters a culture of inclusivity, innovation, and community engagement, ensuring that its students are well-equipped to meet the challenges of the future.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

Rajganj College has cultivated an innovative environment conducive to knowledge generation and dissemination. Over the past five years, the college has emerged as a central hub for hosting a myriad of workshops, seminars, and specialized classes, focusing on critical areas such as Research Methodology, Intellectual Property Rights (IPR), and Entrepreneurship. These initiatives have significantly enriched the expertise of both faculty members and students, equipping them with valuable skills and insights.

The institution's dedication to community engagement is palpable through its extensive extension activities, which aim to sensitize students to pressing social issues, thereby fostering their holistic development. These endeavors have made a tangible impact on the local community, contributing to positive social change over the past half-decade.

Moreover, Rajganj College has actively pursued collaborative opportunities, facilitating research partnerships, faculty exchanges. Notably, the institution has established seven functional Memorandums of Understanding (MoUs) with various institutions, universities, industries, and corporate entities. These collaborations have broadened the horizons for the college's academic community, providing them with diverse opportunities for growth and development.

In recognition of its commendable efforts, Rajganj College has garnered accolades and recognition for its unwavering commitment to excellence and innovation.

Concluding Remarks :

Rajganj College embarked on its educational journey in a modest setting, initially offering an Arts & Humanities Programme. However, driven by the unwavering commitment of its management, faculty, and support staff, as well as assistance from various government and non-governmental sources, the college has undergone a remarkable transformation. It has expanded its curriculum, embraced modern teaching methodologies, and provided robust support to students in academic, financial, and career development endeavors. Emphasizing moral and human values, the institution strives for the holistic development of its students. Despite ongoing challenges, Rajganj College remains steadfast in its dedication to continuous improvement and advancement.

Strategic Objectives for the Future

1. Attaining Autonomy

- Develop the capacity to design its own curriculum and conduct independent examinations.

2. Introducing Skill-Based Programs

- Plan to introduce new courses aligned with industry requirements to enhance students' employability.

3. Fostering Multidisciplinary Collaboration

- Encourage faculty members from diverse disciplines to engage in cross-disciplinary teaching and research initiatives.

4. Promoting Student Research

- Seek funding opportunities to support research projects that address local community needs and empower students.

5. Supporting Athletic Excellence

- Provide financial aid, improved facilities, and specialized coaching to students excelling in sports.

6. Strengthening Industry Partnerships

- Establish collaborative agreements with industries to facilitate internships and placement opportunities, thereby enhancing students' practical exposure and job prospects.

Commitment to Holistic Education

Rajganj College is committed to providing a comprehensive and diverse educational experience, cultivating an intellectual environment that instills holistic values in its students. The college distinguishes itself through its unique pedagogical approach and dedication to enabling students to realize their full potential. Over time, students from Rajganj College have consistently excelled in university examinations.

Aspiration and Dedication

As the institution continues to adapt to meet the evolving needs of its student body, it aspires to emerge as a premier educational institution renowned for its excellence in teaching and research. Rajganj College remains dedicated to nurturing conscientious, compassionate, and competent individuals, preparing them to make meaningful contributions to society.

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6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
2.1.2	*Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years* 2.1.2.1. **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
300	498	395	391	326 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
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300	494	395	391	325 | 2.1.2.2. **Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years** Answer before DVV Verification: | 2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
722	722	722	708	708 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
722	722	722	708	708	 Remark : DVV has made the necessary changes as per the data shared by the HEI
3.3.1	**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years** 3.3.1.1. **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
9	1	2	4	4 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
---	---	---	---	---
6	1	2	4	1	

	Remark : DVV has made the changes basis the supporting shared y the HEI
3.3.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years** 3.3.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19	 |---|---|---|---|---|
5	3	0	3	2 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19 | |---|---|---|---|---|
1	4	3	0	3	 Remark : DVV has made the changes basis the data shared by the HEI
5.2.1	**Percentage of placement of outgoing students and students progressing to higher education during the last five years** 5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19	 |---|---|---|---|---|
17	17	10	9	5 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19 | |---|---|---|---|---|
17	17	10	9	5 | 5.2.1.2. **Number of outgoing students year wise during the last five years** Answer before DVV Verification: | 2022-23	2021-22	2020-21	2019-20	2018-19 | |---|---|---|---|---|
5	34	6	8	15 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19 | |---|---|---|---|---|
436	411	181	167	126	 Remark : DVV has made the changes basis the documents shared by the HEI

5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.2.1. **Number of sports and cultural programs in which students of the Institution participated year wise during last five years** Answer before DVV Verification: 	2022-23	2021-22	2020-21	2019-20	2018-19
32	29	7	30	37 | Answer After DVV Verification : | 2022-23	2021-22	2020-21	2019-20	2018-19
23	22	7	23	29 | Remark : DVV has made the necessary changes as per the supporting shared by the HEI
---	---
7.1.2	**The Institution has facilities and initiatives for** 1. **Alternate sources of energy and energy conservation measures** 2. **Management of the various types of degradable and nondegradable waste** 3. **Water conservation** 4. **Green campus initiatives** 5. **Disabled-friendly, barrier free environment** Answer before DVV Verification : A. 4 or All of the above Answer After DVV Verification: B. 3 of the above Remark : DVV has made the changes basis the supporting shared by the HEI
7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following** 1. **Green audit / Environment audit** 2. **Energy audit** 3. **Clean and green campus initiatives** 4. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above Remark : DVV has made the changes basis the supporting shared by the HEI

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 26 Answer after DVV Verification : 31