



YEARLY STATUS REPORT - 2020-2021

Part A

Data of the Institution

1.Name of the Institution		RAIGANJ SURENDRANATH MAHAVIDYALAYA
• Name of the Head of the institution		Dr. Abhinandan Das
• Designation		Teacher-in-Charge
• Does the institution function from its own campus?		Yes
• Phone no./Alternate phone no.		7319593993
• Mobile No:		7319593993
• Registered e-mail		mda_sunam@yahoo.co.in
• Alternate e-mail		rsmiqac2017@gmail.com
• Address		Sudarshanpur
• City/Town		Raiganj
• State/UT		WBG:NORTH DINAJPUR
• Pin Code		733134
2.Institutional status		
• Type of Institution		Co-education
• Location		Urban
• Financial Status		Grants-in aid

• Name of the Affiliating University	University of Gour Banga				
• Name of the IQAC Coordinator	Dr. Sankar Kumar Roy				
• Phone No.					
• Alternate phone No.					
• Mobile	9434325881				
• IQAC e-mail address	rsmiqac2017@gmail.com				
• Alternate e-mail address	mda_sunam@yahoo.co.in				
3. Website address (Web link of the AQAR (Previous Academic Year))					
4. Whether Academic Calendar prepared during the year?					
No					
• if yes, whether it is uploaded in the Institutional website Web link:					
5. Accreditation Details					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.51	2016	16/12/2016	15/12/2021
6. Date of Establishment of IQAC			19/08/2015		
7. Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
8. Whether composition of IQAC as per latest NAAC guidelines			No		
• Upload latest notification of formation of IQAC			No File Uploaded		
9. No. of IQAC meetings held during the year			4		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been			No		

uploaded on the institutional website?		
<ul style="list-style-type: none"> If No, please upload the minutes of the meeting(s) and Action Taken Report 	View File	
10. Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
<ul style="list-style-type: none"> If yes, mention the amount 		
11. Significant contributions made by IQAC during the current year (maximum five bullets)		
CAS processing of Ten Teachers and prepone the date of CAS promotion of one Teacher because of delay in RC		
12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year		
Plan of Action	Achievements/Outcomes	
Introduction of online monitoring of classes	Presence of students in online classes increased significantly	
Attendance feedback from students and Teachers for online classes	Both students and Teachers responded at the end of class	
13. Whether the AQAR was placed before statutory body?	No	
<ul style="list-style-type: none"> Name of the statutory body 		
Name	Date of meeting(s)	
Nil	Nil	
14. Whether institutional data submitted to AISHE		
Year	Date of Submission	
2022	01/02/2022	
Extended Profile		

1.Programme	
1.1 Number of courses offered by the institution across all programs during the year	15
File Description	Documents
Data Template	View File
2.Student	
2.1 Number of students during the year	9512
File Description	Documents
Data Template	No File Uploaded
2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
File Description	Documents
Data Template	View File
2.3 Number of outgoing/ final year students during the year	1167
File Description	Documents
Data Template	No File Uploaded
3.Academic	
3.1 Number of full time teachers during the year	65
File Description	Documents
Data Template	View File
3.2	66

Number of Sanctioned posts during the year	
File Description	Documents
Data Template	No File Uploaded
4.Institution	
4.1 Total number of Classrooms and Seminar halls	19
4.2 Total expenditure excluding salary during the year (INR in lakhs)	1292805
4.3 Total number of computers on campus for academic purposes	59
Part B	
CURRICULAR ASPECTS	
1.1 - Curricular Planning and Implementation	
1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process	
<p>Raiganj Surendranath Mahavidyalaya is affiliated with the University of Gour Banga, Malda, and it follows the University prescribed curriculum. Different steps which are followed by the institution to ensure effective curriculum delivery through a well planned and documentation process are as follows:-</p> <p>i)The Annual Academic Calendar is prepared according to the University Calendar prior to the commencement of the academic year by IQAC, specifying available dates for significant activities to ensure proper teaching-learning process and continuous evaluation and it is displayed in the Students, Professors Notice Board & College Website. Students are made aware of the course outcomes, program-specific outcomes and Program outcomes.</p> <p>ii) Meeting is held in each department at the end of each semester to discuss the course distribution for the next Semester. Based on the expertise of individual professors, the syllabus is allotted to them by the Head of the Department. Every department prepares a teaching plan, allotting term-wise topics to be taught. A syllabus of each subject for each Semester is provided to the students. Some</p>	

Professors maintain a personal diary for effective academic planning, implementation and review of the curriculum.

iii) Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Routine Committee and is published on the students' & Professors' Notice Board & College website.

iv) Conventional classroom teaching is blended with use of ICT to make the teaching-learning process more learner-centric. During New Normal, all the Faculty members are taking online classes through Google meet, providing study materials, E-Content through Whatsapp & always mentoring students regarding academic & stress related issues. YouTube assisted learning, experiential learning, participative learning & Problem-Solving method are used for effective curriculum delivery.

v) Classroom teaching is supplemented with seminars, workshops, special lectures, online group discussions, Webinars & Tutorials

vi) The College Central Library provides teachers with necessary learning resources for effective delivery of curriculum.

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vi) The College Central Library provides teachers with necessary learning resources for effective delivery of curriculum.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	Nil

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

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File Description	Documents
Upload relevant supporting documents	No File Uploaded
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in

B. Any 3 of the above

following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.
 Academic council/BoS of Affiliating University
 Setting of question papers for UG/PG programs
 Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
 Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	No File Uploaded

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

File Description	Documents
Any additional information	No File Uploaded
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template)	No File Uploaded

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

0

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs during the year

0

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	No File Uploaded

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

The academic Council of raiganj surendranath Mahavidyalaya is responsible for integrating professional ethics , Gender and Human Values in Curricullum discourse. The curricllum also includes Environmental studies as compulsory subject for awareness about environmental sustenance.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	No File Uploaded

1.3.2 - Number of courses that include experiential learning through project work/field

work/internship during the year**Nil**

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	No File Uploaded
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships**Nil**

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders
Students
Teachers
Employers
Alumni

E. None of the above

File Description	Documents
URL for stakeholder feedback report	No File Uploaded
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	No File Uploaded
Any additional information(Upload)	No File Uploaded

1.4.2 - Feedback process of the Institution may be classified as follows

E. Feedback not collected

File Description	Documents
Upload any additional information	No File Uploaded
URL for feedback report	Nil

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2844

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

1110

File Description	Documents
Any additional information	No File Uploaded
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

Advanced learners are identified through class test results and day to day interaction. For such students, additional tutorial classes are organized. The college offers e-books and internet (both LAN and wi-fi) facility which provides sufficient exposure to our advanced learners. Students are encouraged to participate in the seminars, model exhibition and other academic programmes. What is more, it should also be mentioned here that in every week special remedial classes are organized in a planned way in the interest of the students of different levels, be it slow learners or relatively bit advanced learners. And it is quite clear that through all the steps mentioned above, the institution has reached its level to assess both the slow learners and the advanced learners for holistic development.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	No File Uploaded

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
9512	26

File Description	Documents
Any additional information	View File

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

There is no denying the fact that in an institution like Raiganj Surendranath Mahavidyalaya, 'Student centric methods' are to be

considered as something most important in the interest of the learners. Methods like 'Experimental learning', participative learning and problem solving methodologies give us the idea of student centric approach. Experimental learning very often involves the concept of using audio visual aids instead of usual chalk and talk method. Participative learning implies the concept called "Inclusion"- inclusion of students of all levels in varied activities in the college throughout the academic session for the overall development of the learners. Finally, positive initiative from both the teachers and the learners along with the help of modern equipments existing in a so called SMART CLASS ROOM like the dynamic access to internet facility (either LAN or Wi-Fi) is instrumental to the process of permanent solution of any critical problem aided by varied problem solving methodologies in the long run.

File Description	Documents
Upload any additional information	No File Uploaded
Link for additional information	Nil

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

Along with an emphatic 'yes', we do assure that here in Raiganj Surendranath Mahavidyalaya, all the respected teachers frequently use ICT enabled tools for effective teaching-learning process in terms of using power point presentation, the simulation software and the other electronic teaching aids to ensure effective experience for all the students. What is more, in conformity with the modern trend when semester mode is in vogue, students in quest of wisdom, do have access to internet which is the unfathomable source of vast amount of information and innumerable e-journals to update themselves with current knowledge. In this connection it should also be mentioned here that it is an age of information technology, an age that has already paved the ways of innumerable opportunities for the students in general. Here in Raiganj Surendranath Mahavidyalaya, technology plays a very positive role to spread what all the competent teachers want to share among the young learners. With the help of technological gift like power point presentation, slide show, internet facility and desktop help each department set up a concept of smartt class room for a new kind of modern and dynamic class adending experience in favour of the curiour students of various levels.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	No File Uploaded
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

25

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	No File Uploaded

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

14

File Description	Documents
Any additional information	No File Uploaded
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

Right now, all over India, the CBCS mode of evaluation is rampant in most of the colleges. Raiganj Surendranath Mahavidyalaya is no exception. Nevertheless, the CBCS mode involves a number of stages, the internal assessment being one of them, which requires both transparency and robust way of management in terms of frequency and mode. As per the existing system, one internal assessment is conducted per semester in each department with utmost precision, preceded by regular effective classes by the competent teachers and followed by literary both transparent and prompt way of evaluation in the interest of the students in general. In the old system (non CBCS) the students have to appear in the University Examination as Part I, Part II and Part III at the end of 1st, 2nd and 3rd year. Class tests are conducted for the students of old system. The answer scripts are shown to the students and necessary suggestions are given to them for their better performance. In each semester UG students have to appear in the internal assessments conducted by the college

itself. In a nutshell, Raiganj Surendranath Mahavidyalaya is synonymous with transparency, accuracy and almost flawless procession so far as mechanism of internal assessment is concerned.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

Nothing is out of the frontier of criticism and grievances are instinctive. Here in Raiganj Surendranath Mahavidyalaya, despite transparency, accuracy and utmost care, sometimes unintentional mistakes come into existence in course of the process of execution of internal examination, thereby causing natural grievances among the serious students of our college. However, there is a 'Grievance Cell' comprising of a competent parallel group of 5 staff who are competent enough to tackle any situation, be it relatively simple or be it utterly critical. During the session 2020 -2021 the 'Grievance Cell' had been very active and dynamic to sort out grievances of varied nature in the interest of the college.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

An institution for higher education is a place of different activities. Raiganj Surendranath Mahavidyalaya is no exception in this respect. But there is an important point to be noted here. Nevertheless, proper communication among the young learners of this institution is a must regarding the awareness of the "Stated programme" and "Course outcomes of the programmes" offered by the institution. During the session 2020 - 2021 this institution offered courses like B.A, B.Sc (Honourse and General) in CBCS mode followed by regular classes in all the departments by the competent teachers in full swing. But the most important point lies in the fact that throughout the said process the students of each department were not

only encouraged and motivated to attend the class regularly but also made aware of outcome of each respective course. Questions like "What the course is all about?", "Why do I actually undergo this course?", "What are the objectives of this course?" etc. always haunt a serious and curious student of this institution.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

In an educational institution like ours, what is tried and what is attained are complimentary to each other. Throughout a session varied programmes are planned, performed, executed to attain certain goals in the interest of not only the institution but also its students and staff. What is the most important thing is that unless proper evaluation process is accomplished to get a clear idea of the attainment of "Programme outcomes and course outcomes" throughout a session in an institution, the entire process of education will remain incomplete at the end thereby proving the fact that the institution has failed to reach its goal finally. We are happy to clearly state that Raiganj Surendranath Mahavidyalaya has never failed to reach what it is assigned for in each session. The session 2020-21 has been remarkable in terms of evaluating the attainment of both programme outcomes and course outcomes in its usual characteristic ways.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

1712

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	No File Uploaded
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

[Not done](#)

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 year (INR in Lakhs)

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

NIL

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	No File Uploaded

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

NIL

File Description	Documents
List of research projects and funding details (Data Template)	No File Uploaded
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

2

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

14

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.2.2 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in

national/ international conference proceedings during the year**12**

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

3.3.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year**3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year****NIL**

File Description	Documents
Any additional information	No File Uploaded
Number of awards for extension activities in last 5 year(Data Template)	No File Uploaded
e-copy of the award letters	No File Uploaded

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year**3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc.,**

during the year**NIL**

File Description	Documents
Reports of the event organized	No File Uploaded
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	No File Uploaded

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year**3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year****NIL**

File Description	Documents
Report of the event	No File Uploaded
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	No File Uploaded

3.4 - Collaboration**3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year****NIL**

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	No File Uploaded
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year**NIL**

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	No File Uploaded
Any additional information	No File Uploaded
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	No File Uploaded

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Details of augmentation infrastructure facilities during the year

Facilities

Existing

Classrooms with Wi-Fi Or LAN

15

Value of the equipment purchased during the year (Rs. In lakhs)

Seminar halls with ICT facilities

2

Seminar Halls

2

Laboratories

14

Classrooms**15****Campus Area****2.54 Acre.**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Multi gym facilities**College Ground (for Cricket, Football, Volleball, Batminton, etc.)****Inddor Game(Table tennis, Carrom, etc)**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

3**4.1.3.1 - Number of classrooms and seminar halls with ICT facilities****3**

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

268861 (From College Fund), 1223944 (From RUSA 2.0 Scheme)

File Description	Documents
Upload any additional information	No File Uploaded
Upload audited utilization statements	No File Uploaded
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library as Learning Recourse

Library is automated { Integrated Library Management System (ILMS) }

Name of the ILMS software

Nature of automation (fully or partially)

Version

Year of automation

SOUL

Partially

2.0

2005

Library Services

Library Services Type

Existing

Newly Added

Total

Text Book

16101

3334

19435

e-book

674

0

674

e-Journals

0

0

Journals

18

18

Library Automation (partially)

10800

10800

Weeding (hard & Soft)

0

0

Others (specify)

0

0

Maintenance of Campus Infrastructure

Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities

Expenditure incurred on maintenance of academic facilities

Assigned budget on physical facilities

Expenditure incurred on maintenance of physical facilities

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional Information	Nil

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

C. Any 2 of the above

File Description	Documents
Upload any additional information	No File Uploaded
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

912009

File Description	Documents
Any additional information	No File Uploaded
Audited statements of accounts	No File Uploaded
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

100

File Description	Documents
Any additional information	No File Uploaded
Details of library usage by teachers and students	No File Uploaded

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

IT- Infrastructure

Type

Total

Computer

Computer Lab

Internet

Computer Centre

Office

Departments

Available Bandwidth (MBPS/GBPS)

Existing

59

59

1

Nos. Of Computers - 14

10

20

40

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

4.3.2 - Number of Computers

59

File Description	Documents
Upload any additional information	No File Uploaded
Student – computer ratio	No File Uploaded

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

File Description	Documents
Upload any additional Information	No File Uploaded
Details of available bandwidth of internet connection in the Institution	No File Uploaded

4.4 - Maintenance of Campus Infrastructure**4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)****4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)**

268861

File Description	Documents
Upload any additional information	No File Uploaded
Audited statements of accounts.	No File Uploaded
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Ours is the college having well planned, well developed, well organised and decentralized mechanism of maintenance with sound physical, academic and support facilities. At the outset of the session the budget of the college is always placed in the meeting of the Finance Committee and budgetary provisions are executed accordingly for all the above facilities. However, the Govt. Body approved the budget or any other major expense when ever necessitated for sake of our College. The mechanisms of maintain ace particularly run for the College are as follows:

- **Maintenance of Academic Facilities:** For academic requirement of any kind like Books and Journals, IT facilities organizing special lectures, seminars and workshops demands are preferably placed in written to the Teacher-in-Charge by the Departmental Heads or the teacher's of the departments concerned. However, approximate budgets are also enclosed with the requisition of demand. Next the Teacher-in-Charge places the requisitions or demands in the meetings with the Administrator, Finance Committee, Library Committee or any other committee associated with it. Afterwards tender notification is issued for bulk purchases. Of course financial rules of the Govt. Are strictly followed for all purchases.
- **Maintenance of Physical Support Facilities:** In question of maintaining this mechanism our college leaves no stone unturned. All the departments and constituents units of the College continue to keep connection with the office in this regard. Apart from the regular cleaning of the Laboratories and Classrooms for any other urgent maintenance pertaining to electricity, plumbing, Lab machineries, Computers, the office makes arrangement for everything on war-footing according to the demands of the departments and other units. Auditorium, Seminar and Conference hall which are extensively used for academic and cultural programs are well maintained by the Support - Staff Committee. The Support - Staff Committee also arranges routine service of the water purification machines besides maintaining CCTV. The College has also appointed one electrical expert on casual basis for regular maintenance of electrical equipments and appliances such as water pump, generator etc.
- **Campus Cleaning:** There are three sweepers, one gardener and six guards for regular cleaning of campus area along with classrooms, nourishing the flower plants and guarding the college campus for 24 Hrs.

- **IT Infrastructure:** For the maintenance of the IT Infrastructure which involves computers, servers and Wi-fi the college has appointed a staff on casual basis for regular maintenance and supervision of the IT section. Antivirus / Anti Malware software are installed and uploaded as and when needed.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

6174

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefitted by scholarships, free ships, etc provided by the institution / non- government agencies during the year

236

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	No File Uploaded

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above
---	--------------------------

File Description	Documents
Link to institutional website	http://rsmraiganj.in
Any additional information	No File Uploaded
Details of capability building and skills enhancement initiatives (Data Template)	No File Uploaded

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
325

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year
325

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	No File Uploaded

5.1.5 - The Institution has a transparent mechanism for timely redressal of student	C. Any 2 of the above
--	------------------------------

grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

126

File Description	Documents
Self-attested list of students placed	No File Uploaded
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

112

File Description	Documents
Upload supporting data for student/alumni	No File Uploaded
Any additional information	No File Uploaded
Details of student progression to higher education	No File Uploaded

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

0

File Description	Documents
Upload supporting data for the same	No File Uploaded
Any additional information	No File Uploaded

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 year

5.3.1.1 - 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 year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	No File Uploaded

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The college fully supports the engagement of students in various administrative and co-curricular activities. There is an autonomous students' body which functions actively in the college activities. The student representatives are elected through an unbiased process wherein the students themselves elect their representatives. Most of the college functions are organised by this autonomous body. The students' representative body also addresses the grievances of the students in many cases and any problem faced by the students. The college believes in the all-round development of the students and hence is supportive in the matter of the active participation and engagement of the students in various activities of the college.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

0

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	No File Uploaded
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions) (Data Template)	No File Uploaded

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

Alumni is another significant body that contributes to the development of the institution. Most of the alumni of the college are working in other higher institutions who contribute to the academic and also other alumni who are working in other sector are helpful to the college in other fields. Services like career counselling, personal guidance and visits during various programs organised by the colleges are done by the Alumni body. Most of the members of the Alumni Body are also working in autonomous organisations and NGOs who contribute to the college through their beneficial programs.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

5.4.2 - Alumni contribution during the year (INR in Lakhs)

E. <1 Lakhs

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

Raiganj Surendranath Mahavidhyalaya aspires to be known nationally and internationally as (1) a model for the preparation of leaders in education, the arts, and self-management; (2) a transformative force in humanities and social science scholarship; and (3) an unwavering champion of access, excellence, service, equity, justice, student engagement, accountability, citizenship, and collaboration. We promote a culture of solidarity by emphasising life-oriented and value-based education. Within the framework of the nation's plurality of religions and diversity of cultures, educators and the educated join hands to mould intellectually competent, morally upright, socially dedicated, and spiritually inspired citizens capable of establishing a more compassionate social order.

The goal is to develop and prepare socially committed and value

oriented leaders for the future. To provide high-quality education to students from underserved social, economic, cultural, and educational communities. Through career-oriented programs, to prepare and mould honest citizens of character committed to reforming society. Teaching, research, and novel self-learning approaches are all used to promote a love of learning.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

In frequent interaction with the College Governing Body, the Institute practices decentralization and participatory management. For the seamless operation of the institute's academic and administrative operations, various committees have been established. All decisions pertaining to college expansion, infrastructure, and the addition of new courses, as well as funding allocation to various college activities, are made via a democratic and participatory management system in which teaching, non-teaching staff, and alumni participate. The best facilities for pupils are provided by a decentralized administrative organization. Before implementing any significant initiative, the Teacher In consults with many stakeholders in meetings mobilizes finances and makes choices. For example, 1. Purchase Committee: Our College follows the standard operating procedures in all aspects of its operations, including financial, academic, and administrative. Every college is required to complete its audit within the time frame allotted. To acquire any stationary or equipment, the HODs send a letter to the Teacher-in-Charge outlining the requirements, which is then forwarded to the Purchase Committee by the Teacher-in-Charge. The Teacher-in-Charge, Bursar, Governing Body Representatives, a few Senior Teachers, and two non-teaching Staff Student Representatives made up the committee. The Committee informs the vendors that if the amount is less than Rs50,000, they must submit bids. Following receipt of these quotations, the envelopes are opened in front of all members. In the presence of the Teacher-in-Charge, the Committee discussed the reputations, prices, and quality of the products that they claimed in their quotations, as well as their

guarantee/warranty period. Orders were placed on the same day, but if it went beyond these tender notices were issued through the college website. As a result, any transaction is carried out in a transparent manner involving teachers, administrative staff, and students. Decentralization and participatory management are emphasized at the college. 2. Library Committee: This committee is made up of the Teacher-in-Charge, Librarian, IQAC Coordinator, all HODs, and Governing Body Teacher Representatives. The money available for purchasing books is roughly evenly distributed across all departments. The Librarian request that all HODs submit a list of the books that the department needs via requisition form. Book requisitions are also taken from the student members on the side. The next stage is to publish a tender notice on the college's website. Through a participatory management method, it is ensured that all demands are met and monies are utilized in the most efficient manner possible

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Since the college is a government institution, it adheres to the policies of the Department of Higher Education, Government of West Bengal. There is still a perspective plan to improve the overall development and enhancement of the functioning of the institution. These are defined by the following activities.

Academic calender Annual Institutional Plan Annual Academic Plan
Preparation of Lesson Plan as per CBCS Celebration of Significant days Annual Parents-Teachers Meet Facilitation of meritious students
Encourage faculty members to undertake research projects and participate in seminars and workshops Establishment of well-equipped computer lab for use of students and faculty members ICT enabled classes for enhancing the teaching-learning process Encourage students towards involvement in NSS and other social activities
Feedback response system

Deployment:

In this regard, the college takes the initiative by planning and

creating a course of action to make better use of available human resources and facilities. Academic achievement, empowerment, and welfare of students are of paramount concern. All of these considerations are taken into account by the department heads while planning various activities.

To assist decision-making processes, Raiganj Surendranath Mahavidhyalaya has a well-defined organizational structure and administrative setup. Various statutory authorities are established in the Raiganj Surendranath Mahavidhyalaya to provide a policy framework and direction for the institution's operation. According to the Governing Body, the SDO, Raiganj serves as an administrator who gives direction and advice to all of the institution's officials without interfering with their daily duties. The Teacher-in-Charge serves as a leader, providing input and making decisions for the institution's varied activities and development. The institution's additional functions include the executive committee, academic committee, admission committee, finance committee, faculties, and departmental council. These statutory entities are primarily responsible for policy development. At the administrative level, the Teacher-in-Charge is supervised by both teaching and non-teaching staff to ensure that the institution runs smoothly and effectively. Different committees comprised of teaching and non-teaching employees support the Teacher-in-Charge in making recommendations on specific administrative and academic concerns. Academics, Faculty, Heads of Departments, Coordinators, and special officers provide aid in academic matters, and the academic council decides on all academic matters. They are finally accepted by the Governing Body.

File Description	Documents
Strategic Plan and deployment documents on the website	No File Uploaded
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

To assist decision-making processes, Raiganj Surendranath Mahavidhyalaya has a well-defined organizational structure and administrative setup. Various statutory authorities are established in the Raiganj Surendranath Mahavidhyalaya to provide a policy framework and direction for the institution's operation. According

to the Governing Body, the SDO, Raiganj serves as an administrator who gives direction and advice to all of the institution's officials without interfering with their daily duties. The Teacher-in-Charge serves as a leader, providing input and making decisions for the institution's varied activities and development. The institution's additional functions include the executive committee, academic committee, admission committee, finance committee, faculties, and departmental council. These statutory entities are primarily responsible for policy development. At the administrative level, the Teacher-in-Charge is supervised by both teaching and non-teaching staff to ensure that the institution runs smoothly and effectively. Different committees comprised of teaching and non-teaching employees support the Teacher-in-Charge in making recommendations on specific administrative and academic concerns. Academics, Faculty, Heads of Departments, Coordinators, and special officers provide aid in academic matters, and the academic council decides on all academic matters. They are finally accepted by the Governing Body.

File Description	Documents
Paste link for additional information	Nil
Link to Organogram of the Institution webpage	Nil
Upload any additional information	No File Uploaded

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

C. Any 2 of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	No File Uploaded
Any additional information	No File Uploaded
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	No File Uploaded

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Raiganj Surendranath Mahavidhyalaya provides all Employee Welfare advantages such as GPF-cum-Gratuity-cum-Pension Scheme or National Pension Scheme, Co-operative Society, Medical Reimbursement-cum-Health Scheme (Govt. of West Bengal) for a nominal fee. The institution also offers all statutory social security and welfare benefits to its employees, such as LTC, maternity benefits, and child care, as determined by the MHRD/UGC. The Institution encourages both teaching and non-teaching personnel to advance their careers by allowing them to pursue higher education, participate in training programs, attend seminars, symposiums, conferences, and workshops at a national and international level without financial assistance, and by providing duty leave. During the previous academic year, the Institution was exceptionally generous in allowing faculty to pursue research programs, and at least two teachers received their PhDs as a result. About ten faculty members were given permission to participate in various in-house or external training, development, workshops, Career advancement programs, and other activities to improve their skills and knowledge in order to promote their careers.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year**6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year**

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	No File Uploaded

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

0

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	No File Uploaded
Reports of Academic Staff College or similar centers	No File Uploaded
Upload any additional information	No File Uploaded
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	No File Uploaded

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

7

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

Faculty members are encouraged to excel in teaching, learning, and research through the use of a performance appraisal system. It also aids with the alignment of faculty and support staff performance with the Institute's goal and vision. The Institute has a clear and objective self-assessment system in place for evaluating the performance of teaching and support staff based on various evaluation indicators.

Performance appraisal of teaching staff:

The PBAS proforma was developed in accordance with the standards outlined in "UGC Regulations on Minimum Qualifications for Appointment of Teachers in Universities and Measures for the Maintenance of Standards in Higher Education-2018" dated 18 July 2018, hereafter referred to as UGC regulations.

The API scores, as endorsed and validated in the PBAS proforma, are the primary mechanism of evaluating a faculty member for Career Advancement Scheme promotion (CAS).

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

A financial audit was not carried out for the financial year 2020-2021.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

0

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The purchase committee of Raiganj Surendranath Mahavidyalaya is responsible for financial decisions on the utilization of funds. Moreover, a financial committee is in process of formation which will govern the mobilization and utilization of funds.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

The college's IQAC Cell aims to improve and preserve educational quality by discovering and suggesting novel ways to use teaching aids, establishing appropriate infrastructure, and making recommendations for new courses. Internally, IQAC is a highly effective and efficient coordinating and monitoring system. The IQAC is responsible for maintaining and improving the institution's quality, as well as recommending quality improvement strategies. Every quarter, the IQAC meets to plan, direct, administer, and assess the College's teaching, research, and publication activities. The IQAC guidelines are implemented and input is reported by the subcommittees dealing with various activities and departments. Through quality improvement projects and best practices, the IQAC aims to spread a quality culture.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The following IQAC efforts have been institutionalized, resulting in significant quality improvements: Identifying key areas for strategic planning and allocating responsibilities -

Academic results Student technical training Student soft skills development Placement support Faculty development programs Research and development Academic and administrative activities are monitored and mentored. Academic inspections are conducted on a regular basis to check academic quality. Inspections include the following:

Examining good academic practices Mechanisms for identifying and correcting erroneous academic practices A review of the department's resources Assist departments with the deployment of innovative methods. Faculty members' self-improvement

Following the establishment of the IQAC in the college, efforts were focused on providing high-quality education and instilling a quality culture among students and faculty. The IQAC has also contributed to

the institutionalization of quality assurance systems by developing the following processes:

In each program, implementation of outcome-based learning instruction. Introduces students to aptitude and soft skill classes in order to improve their personality and employability. Creating a Research and Development cell to encourage research and development. Organizing high-quality activities, such as seminars, webinars, guest lectures, and conferences, among others. Set up several mechanisms for collecting feedback/surveys from diverse stakeholders. To improve the teaching-learning process by implementing and enhancing the usage of ICT tools. Establishment and effective implementation of the Mentor-mentee process. Submit the Annual Quality Assurance Report (AQAR) to the NAAC on an annual basis. To institutionalize the best efforts to eliminate ragging on campus and enhance student discipline, as well as the development of a grievance redressal cell.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	No File Uploaded

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

We have a strong ethical work culture that is based on inclusivity. It observes the highest ethical standards in all its activities. Equal opportunities are provided to all individuals irrespective of gender, race, caste, color, creed, language, religion, political or another opinion, national or social origin, property, birth, or another status.

Counseling: • Formal and informal avenues for counseling male and female students and staff for academic and other issues/problems.

- Class and Proctorial Committees are available for counseling of both males and females students.

- Grievance Redressal Committees for staff and students

Common Rooms: • Common rooms have been allocated for men and women, which also facilitate meetings and discussions.

CCTVs have been installed for 24x7 surveillance.

File Description	Documents
Annual gender sensitization action plan	<u>Provide staff advisor level/psychologist counseling for students or faculty members.Have regular meetings of anti-ragging/ women and student grievances redressal committees for monitoring and evaluation of gender equality in the institution. Encourage women students and faculty members to start their startups and thus promote women's entrepreneurship.Organize seminars and workshops for students on gender quality analyze the program in terms of representation of gender-sensitive language and introducing a standard of gender-sensitive language in curricula. Organize a public awareness campaign through NSS units of RIET about anti-discrimination statute and mechanisms of protection against gender-based discrimination.Celebrate the International Women's Day - the 8th of March.</u>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<u>For safety of Female students and teachers large number of CCTV have been installed in every corner of the college. Different common rooms for students and teachers have been arranged with all basic amenities. Counseling of depressed students are done on regular basis.</u>

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	<u>View File</u>
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

We have a very good practice of managing solid waste. We gather all the waste according to their category. The municipal authorities collect it from us and they dispose of the garbages. The leaves of trees are used to make manures and are used in gardening. The plastic wastes are handed over the concerned agencies so that they can recycle these.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	Nil
Any other relevant information	No File Uploaded

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. landscaping with trees and plants

A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following
1.Green audit 2. Energy audit
3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

E. None of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

D. Any 1 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

One of the key initiatives of our College to promote and maintain an inclusive environment inside and outside the college is to organize various events throughout the year to promote tolerance and harmony towards cultural, regional, linguistic, communal socio-economic, and other diversities. Students from different regions of our country pour on our college. They have diverse languages, dialects, cultures, festivals, etc. To mitigate this diversity, we celebrate each other's festivals, music, and art. While framing policies we always keep in mind that there is a strong need to propagate a common policy that will be useful for each student irrespective of their ethnicity. Holidays and vacations are formulated keeping in mind regional occasions. Independence day, Republic day, and other days of national importance are celebrated with awe and splendor where staff and students take part in large numbers for the cause of the nation. Special efforts are made for newly admitted students to make them aware of the culture that we follow to promote tolerance and harmony. Commemorate days like Women's day, National Yoga Day, Engineers Day, National Science Day, National Management Day, Teachers Day, World Environment Day, etc. to name a few where active student participation is observed. National Service Scheme (NSS) Unit of our college regularly organizes activities to arouse the social consciousness of students and provide them with the opportunity to work with the people in and around the educational campuses creatively and constructively and to put the education they received to concrete social use. NSS Unit always looks forward to many social and noble initiatives of making our society a better place to live in. 'Clean campus' drives are organized. Various sports events like cricket, football, badminton, chess, table tennis, volleyball, basketball, etc. are organized regularly with huge participation and success.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

The Raiganj Surendranath Mahavidyalaya observes Republic Day & Independence Day where the National flag of India is hoisted followed by the National Anthem. A good number of students and faculty & staff members attend the events. The Head of the College addresses the august gatherings and shares the importance/relevance of these observances. A course on the Indian Constitution is taught to the students which helps them to be aware of the constitution and its rights. Celebration of International Women's Day Observance of World Environment Day, Observance of International Mother Language Day, National Science Day, NSS day, National Teachers Day encourage the students to understand the importance of these days. Life skill training by external experts organized in the institute by the Vocational Department with an objective how to lead a life with perfection. The participants were given training regarding self-discipline, stress management skills of individuals. Health checkup camps have been organized in association with district health authorities at different points in time. Voluntary Blood donation camps were organized in association with the district hospital where students, faculty, and staff members responded overwhelmingly to donate blood generously. Relief camps were organized in flood-affected areas in the surrounding region. International Yoga Day was observed at the campus to increase the habit of yoga and meditation amongst the students and faculty-staff members.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	No File Uploaded
Any other relevant information	No File Uploaded

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts

D. Any 1 of the above

periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	No File Uploaded
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	No File Uploaded
Any other relevant information	No File Uploaded

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Our college celebrates the following national and international commemorative days

1. Republic Day
2. parakram divas
3. independence day
4. Yoga day
5. women's day
6. Rabindra Jayanti
7. Redcross Day
8. World Environment Day
9. World Mother Tongue Day

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
Geo tagged photographs of some of the events	View File
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practices of Our College

- 1. Swachh Campus :** Our college has two units of NSS-1, NSS-2. They organize tree plantation programme regularly. NSS volunteers and staff clean the campus regularly.
- 2. Group Discussion:** We give very much importance in group discussion in our teaching and learning process. Students participate in this type of discussion with great enthusiasm.
- 3. Seminars:** Our college organizes seminars both national and international level regularly. Teachers and students participate and present papers very actively in these seminars.
- 4. Organize Debates:** All the departments specially arts department of our college organize different types of debate on various social issues at class rooms and students share their brilliant opinion there.
- 5. Relationship:** Relationship between teacher and students of our college is very friendly, so students can share their problems with their teachers very easily.
- 6. Social Activities:** NSS units both NSS-1, NSS-2 of our college organize many social activities like blood donation camp, medical camp, social awareness programme etc.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	View File

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Distinctive Features

Raiganj Surendranath Mahavidyalaya has a distinctiveness on its location as it is by the roadside of National Highway (NH34) and well connected to State Highway (SH10) and in the heart of district town of Uttar Dinajpur district, West Bengal and many other roads from surrounding regions have merged near the institution, which helps in catering the easily accessible educational institution facility with available transportation facilities at a convenient fare, which, specifically, aids the rural economically backward students of various parts of the region to continue their education. Further, the institution plays a significant role in maintaining gender equity, preserving the rights of minorities, scheduled caste,

scheduled Tribe, and economically backward with rural background students and also of first-generation learners. Despite having honors courses in almost all the subjects of Arts and Science, the institute has Urdu as a language subject at degree level to promote the local needs for specific cultural background people and physical Education as a general degree subject to promote the state and national level athletics from rural background students. The institute simultaneously conducts the Post Graduation Program of Rabindra Bharati University (RBU) through Distance Learning Mode and many certificate courses on various trades under West Bengal Vocational Training Program. The institute is also having a Learning Support Centre for PG Courses under Netaji Subhas Open University (NSOU), and besides their basic functions, these extended centers support the revenue generation of the institute which stimulates the developmental activities of the institute. The National Service Scheme (NSS) units of the institute are strong enough to extend the outreach programs in the adjacent rural areas for awareness in education, health, environment, science, and other social issues for the general benefit of the rural communities of those villages. In addition, responsibility towards the environment and its adverse effects globally are taught to students through different environmental activities like zero waste programs, tree plantations, and Swatch Bharat Abhiyan by NSS units. Career Advancement Cell and Placement & Training Cell under IQAC of the institute is very proactive, organizes seminars, workshops, and training programs on regular intervals by the external agencies to guide students to choose right career and to give knowledge, skill, and aptitude and meet the manpower requirements of the job market, and also to inform students about the available job opportunities in government sectors and other private sectors. Besides the conventional classrooms, the institute also has an additional facility of 'Cloud Classroom', providing easily accessible uploaded lectures and study materials that benefit the students round the clock apart from scheduled college hours. The distinctiveness of the institution lies in the unbiasedness of gender, caste, color, religion, language, physical structure, etc. which are against humanity and the spirit of harmony. Notwithstanding constraints, many of our students secured prestigious university ranks in different examinations and were well placed as University Professors, College Professors, School Teachers, Administrative officers, Ph.D. Scholars of International Universities, many other reputed private sectors as well. Other than academic excellence, priority is given to safety, security, well-being, and a favorable environment for all stakeholders.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

Future Goals

- Commencement of construction of new buildings with technology-enhanced learning classroom with the facilities of digital displays, tabs, whiteboards, assistive listening devices, and other audio/visual components which will enhance the way of teaching and learning digitally and that will make lectures easier, engaging, and more interactive.
- Library to be digitized to provide coherent organization and convenient access to typically large amounts of library materials in various digital formats (eBooks, audiobooks, and videos on demand) anytime and anywhere using their preferred devices.
- Certificate courses on soft skill and personality development program or workshop by the institutional own resources and professional expertise will be introduced to Build confidence both in spoken skills and for group collaboration and cooperation which will enhance the new learning skills for professional life considering the rural background of the students in the next academic session.
- Upgradation and development of Education Management Information System (EMIS) to provide administration and teachers with the information they need for effective planning, policy development, and evaluation, and implementing comprehensive education management solutions to align academic processes and deliver a better student experience.
- More seminars, webinars, workshops, symposiums, faculty exchange programs, expert talks, etc. will be` organized to develop the teaching-learning process which will further help to get the opportunity to interact with experts from various fields, the latest information and new skills related to the concerned subject, improving communication skills, gaining expert knowledge, networking with others and renewing motivation and confidence.
- Considering the stress and anxiety among the students during a pandemic, life-skills training program such as special sessions by the professional or expert in the specific field will be organized which will be beneficial for educating

students on enhancing self and emotional awareness, improving communication skills such as empathy and assertiveness, thinking critically and taking effective decisions, and coping effectively with stress, with a positive attitude and mindset.

- More emphasis on co-curricular activities such as State level sports and games, and cultural competitions will be organized on the college campus with a view of attaining self-discipline, attitude towards the opponent, becoming more inquisitive, learning to work with others, striving for hard work, etc.
- Considering the socio-economic and cultural background of the surrounding area of the institution, more outreach programs will be organized by the NSS units and other similar committees to improve learning, promote civic engagement, and strengthen communities through addressing their societal needs with regular intervals.
- Environmental Awareness program and Environmental Management initiatives Report being prepared in the academic session.
- Considering the demands of the students more subjects as honors are to be introduced.
- More faculties are to be recruited through proper channels to implement CBCS properly.