



## **YEARLY STATUS REPORT - 2021-2022**

### **Part A**

#### **Data of the Institution**

##### **1.Name of the Institution**

**RAIGANJ SURENDRANATH  
MAHAVIDYALAYA**

- Name of the Head of the institution **Dr. Sujit Ghosh**
- Designation **Teacher-in-Charge**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **7319593993**
- Mobile No: **03523253055**
- Registered e-mail **mda\_sunam@yahoo.co.in**
- Alternate e-mail **rsmiqac2017@gmail.com**
- Address **Sudarshanpur**
- City/Town **Raiganj**
- State/UT **West Bengal**
- Pin Code **733134**

##### **2.Institutional status**

- Affiliated / Constitution Colleges **Affiliated**
- Type of Institution **Co-education**
- Location **Urban**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **University of Gour Banga**
- Name of the IQAC Coordinator **Dr. Sankar Kr. Roy**
- Phone No. **03523253055**
- Alternate phone No. **7319593993**
- 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))**

<http://rsmraiganj.in/wp-content/uploads/2023/07/RSM-AQAR-2020-2021-1.pdf>

**4. Whether Academic Calendar prepared during the year?**

**Yes**

- if yes, whether it is uploaded in the Institutional website Web link:

<http://rsmraiganj.in/wp-content/uploads/2023/07/RSM-Academic-Calendar-2021-22.pdf>

**5. Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B+</b>	<b>2.51</b>	<b>2016</b>	<b>16/12/2016</b>	<b>15/12/2021</b>

**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
Institution (Raiganj Surendranath Mahavidyalaya)	Salary	Govt. of West Bengal	2021-22 (365 DAYS)	45889261
Institution (Raiganj Surendranath Mahavidyalaya)	RUSA 2.0	RUSA (MHRD & GOVT. OF WEST BENGAL)	2021-22 (365 DAYS)	4464005

**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 uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

**10. Whether IQAC received funding from any of the funding agency to support its activities during the year?** **No**

- If yes, mention the amount

**11. Significant contributions made by IQAC during the current year (maximum five bullets)**

1) Received 'District Green Champion Certificate' for Uttar Dinajpur District, West Bengal for the Academic Year 2021-22 by Mahatma Gandhi National Council of Rural Education, Ministry of Education, Government of India on 29/03/2022 2) Organised 'Blood Donation Camp' by Alumni Association, NSS (Unit I & II) and IQAC, RSM in collaboration with Raiganj Blood Bank, Raiganj Government Medical

College and Hospital on 24/5/2022 to meet the scarcity of blood. 3) Installed 5kw Grid connected Solar Plant under RUSA 2.0 Scheme to augment alternative source of energy in April, 2022 4) Organised above 10 academic seminars/special lectures by various eminent Resource Persons, organised 2 placement awareness camp, organised Students Week and Educational Loan Camp (State Government scheme) under the aegis of IQAC. 5) Career Advancement Scheme files of 9 teachers (2 Associate Professor, 3 Stage II to Stage III, 4 Stage I to Stage II) were processed by the IQAC and all were received their promotion orders.

**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
To organise Webinars and Seminars, Invited lectures etc. local/ national / International on various topics to be undertaken by each department and several committees	Successfully conducted
To organise various out-reach programmes by NSS and other cells	Successfully conducted
To make campus more clean and green	Successfully achieved

**13. Whether the AQAR was placed before statutory body? No**

- Name of the statutory body

Name	Date of meeting(s)
Nil	Nil

**14. Whether institutional data submitted to AISHE**

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>RAIGANJ SURENDRANATH MAHAVIDYALAYA</b>
• Name of the Head of the institution	<b>Dr. Sujit Ghosh</b>
• Designation	<b>Teacher-in-Charge</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>7319593993</b>
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• City/Town	<b>Raiganj</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>733134</b>
<b>2.Institutional status</b>	
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• Type of Institution	<b>Co-education</b>
• Location	<b>Urban</b>
• Financial Status	<b>UGC 2f and 12(B)</b>
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• Name of the IQAC Coordinator	<b>Dr. Sankar Kr. Roy</b>

• Phone No.	03523253055				
• Alternate phone No.	7319593993				
• Mobile	9434325881				
• IQAC e-mail address	rsmiqac2017@gmail.com				
• Alternate e-mail address	mda_sunam@yahoo.co.in				
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="http://rsmraiganj.in/wp-content/uploads/2023/07/RSM-AQAR-2020-2021-1.pdf">http://rsmraiganj.in/wp-content/uploads/2023/07/RSM-AQAR-2020-2021-1.pdf</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="http://rsmraiganj.in/wp-content/uploads/2023/07/RSM-Academic-Calendar-2021-22.pdf">http://rsmraiganj.in/wp-content/uploads/2023/07/RSM-Academic-Calendar-2021-22.pdf</a>				
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Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B+	2.51	2016	16/12/2016	15/12/2021
<b>6.Date of Establishment of IQAC</b>		19/08/2015			
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<b>8.Whether composition of IQAC as per latest</b>		No			

<b>NAAC guidelines</b>	
<ul style="list-style-type: none"> <li>• Upload latest notification of formation of IQAC</li> </ul>	No File Uploaded
<b>9.No. of IQAC meetings held during the year</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>	
<b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
<p>1) Received 'District Green Champion Certificate' for Uttar Dinajpur District, West Bengal for the Academic Year 2021-22 by Mahatma Gandhi National Council of Rural Education, Ministry of Education, Government of India on 29/03/2022 2) Organised 'Blood Donation Camp' by Alumni Association, NSS (Unit I &amp; II) and IQAC, RSM in collaboration with Raiganj Blood Bank, Raiganj Government Medical College and Hospital on 24/5/2022 to meet the scarcity of blood. 3) Installed 5kw Grid connected Solar Plant under RUSA 2.0 Scheme to augment alternative source of energy in April, 2022 4) Organised above 10 academic seminars/special lectures by various eminent Resource Persons, organised 2 placement awareness camp, organised Students Week and Educational Loan Camp (State Government scheme) under the aegis of IQAC. 5) Career Advancement Scheme files of 9 teachers (2 Associate Professor, 3 Stage II to Stage III, 4 Stage I to Stage II) were processed by the IQAC and all were received their promotion orders.</p>	
<b>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</b>	

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To organise various out-reach programmes by NSS and other cells	Successfully conducted
To make campus more clean and green	Successfully achieved
<b>13. Whether the AQAR was placed before statutory body?</b>	No
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
Nil	Nil
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2021	18/01/2023
<b>15. Multidisciplinary / interdisciplinary</b>	
<p>Being the district town-based single college in Raiganj we always tried to adopt multidisciplinary teaching learning process towards holistic development of our students. Along with 12 UG (Hons.) Departments and 5 UG (General) Departments, the multidisciplinary approach to education is further nurtured through the various PG courses under two distance mode Post Graduate canter of DDE-RBU and NSOU. The Institution tries to promote the integration of humanities, social science and science through various combined programmes by the Research Group, Women Cell, Nature Club and Cine Club. The institution also offers several flexible and innovative curricula in the areas of community engagement and service through NSS, Health Club, environmental education. The institution always encourages</p>	



students to enjoy multidisciplinary flexible- curriculum e.g , Computer training, Yoga training, etc. Several seminars and webinars are conducted by individual departments and IQAC cells. The institution also promotes Students Annual Sports and Annual Social-Cultural Fest - Pragati, Annual Magazine covering wide array of topics across disciplines. We anticipate all these drives will be very fruitful for implementing NEP 2020.

#### **16.Academic bank of credits (ABC):**

Keeping on view of NEP 2020, we are planning to frame the Academic Bank of Credit (ABC) under the guidance of the affiliating university.

#### **17.Skill development:**

Through the various courses of Vocational Study Centre, the college is trying to promote 'Skill India' initiative of Government of India. Our college also signed MoU with WEBEL for providing training to our students to be effective Data Entry operator and basic knowledge of computer. Considering the growing demand of skilled work force in both public and private sector, our affiliating university has framed her CBCS curriculum accordingly. So many skill oriented courses are introduced in the curriculum. The syllabus for each Subject is so designed that the students have to undertake application oriented compulsory modules (Skill Enhancement Course in Sem-5 and Sem-6) which relates to skill formation, problem solving and analytical thinking which are core to STEM.

#### **18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)**

Through the CBCS curricula as framed by the affiliating university we are encouraging students to have a basic knowledge in Modern Indian Language (MIL) and cultural heritage of India through the ages. Languages like Bengali, Hindi, Sanskrit are offered to students as core subjects along with generic electives and skills. Under the CBCS curricula, in the subjects like History, Political Science, Sociology and Education we are trying to interact students with our cultural past, heritage, governance and education system of Indian subcontinent and its gradual evolution through the ages.

#### **19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):**

Above 90% of our enrolled students have qualified UG in the year 2021-22 and majority of them have enrolled for higher study either in PG programmes or job oriented B.Ed., BPED. courses in

various universities i.e., NBU, UGB, VB, BHU, RBU, RGU, NSOU and so on. Two of our current alumni of Dept. of physics also admitted at IIT Guwahati and S.N. Bose National Centre for Basic Sciences (SNBNCBS) for Ph.D. programme. Some of our students also received jobs in banks, W.B Police and others fields.

## 20.Distance education/online education:

The college has signed MoU with DDE-RBU and NSOU and running PG courses in various subjects - Bengali, English, History, Education, Pol. Science, MSW, Sanskrit, Environmental Studies through Distance Education. Almost 800 students have enrolled in these two centres every year. These Centres also generate extra monetary resource for the college.

## Extended Profile

### 1.Programme

1.1	14
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

### 2.Student

2.1	2781
Number of students during the year	

File Description	Documents
Data Template	No File Uploaded

2.2	1377
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	<a href="#">View File</a>

2.3	932
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	No File Uploaded

**3.Academic**	
3.1 Number of full time teachers during the year	**22**
File Description	Documents
Data Template	[View File](#)
3.2 Number of Sanctioned posts during the year	**26**
File Description	Documents
Data Template	No File Uploaded
**4.Institution**	
4.1 Total number of Classrooms and Seminar halls	**17**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**5100000**
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

Different steps which are followed by the institution to ensure effective curriculum delivery through a well planned and documentation process are

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 and continuous evaluation and is displayed in the Student's Notice Board & College Website.

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 Teachers, the syllabus is allotted by the Head of the Department to prepare a teaching plan.

iii) The institution adheres to the centrally created Master routine for effective curriculum delivery and completion of syllabus within the stipulated period. The syllabus is distributed at the beginning of each semester and students are intimated accordingly. This is published on the students' Notice Board & College website.

iv) Conventional classroom teaching is blended with use of ICT, Audio visual aids, power point presentations, films etc.

v) Regular classes, Tutorials and Remedial Classes, special lectures are conducted for the benefit of students along with Seminars/Webinars, Students' Seminars and Academic Tours by various departments.

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

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://rsmraiganj.in/">https://rsmraiganj.in/</a>

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

The Annual Academic Calendar is prepared according to the University Calendar prior commencement of the academic year to ensure a systematic routine for curricular and extracurricular activities throughout the year prepared by IQAC, abides by the dates of examinations fixed by the University for the different Semesters. The Academic Calendar provides tentative dates for the

commencement of sessions, internal and University examinations, holidays according to the Government of West Bengal and University Holiday List and institution-level events like Annual Sports Day, Annual Fest, Annual Prize Day and so on. Vacations and session breaks are also mentioned in the Academic Calendar, especially for the benefit of outstation candidates. It is displayed in the Student's, Professor's Notice Board & College Website. The College strives to adhere to the Academic Calendar with utmost sincerity so that students, teaching and non-teaching staff remain aware of upcoming events.

The CIE consists of class tests, internal assessments and tutorial projects. Besides the assessments of the CBCS curriculum, individual teachers take revision tests and set assignments in order to evaluate the understanding of students on the topics taught.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://rsmraiganj.in/wp-content/uploads/2023/07/RSM-Academic-Calendar-2021-22.pdf">https://rsmraiganj.in/wp-content/uploads/2023/07/RSM-Academic-Calendar-2021-22.pdf</a>

**1.1.3 - Teachers of the Institution participate in 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**

**B. Any 3 of the above**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View File</a>
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**

14

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)	<a href="#">View File</a>

**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 )	<a href="#">View File</a>

**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	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

### 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 Curriculum discourse. The curriculum also includes Environmental studies as compulsory subject for awareness about environmental sustenance. Some departments offer DC, DSE and GE courses that address these issues directly as part of the CBCS curriculum under University of Gour Banga, for example

i) English: Women's Writing and Women's Empowerment, Human Values.

ii) Education: Women Education, Contemporary Issues in Indian Education, Environmental Education, Peace and Value Education.

iii) Economics: Economics of Health and Education, Resource and Environmental Economics, Gender and Development, Social sector and Human Development, Health Status in West Bengal, Environment and Sustainable Development.

iv) History: Condition of women during Vedic Age, Marriage system, Women in Pala-Sena Period, Varna or Caste System in Ancient India.

v) Philosophy: Philosophy of Human Rights, Indian and Western Ethics, Practical Ethics, Justice and Equality, Socio-Political Philosophy, Philosophy of Practice.

vi) Political Science: Gender and Politics. Human Rights, Ecology and Political Responsibility.

vii) Sociology: Sociology of Environment, Gender and Society, Women in India

viii) Botany: Environmental issues in courses on ecology, Plant ecology, Phytogeography and Biodiversity.

ix) Chemistry: General Analytical and Environmental Chemistry, Green Chemistry

x) Zoology: Ecology and Conservation Biology

Compulsory course on Environmental Studies (ENVS) for all Sem-I students. Also Various departments organize seminars/webinars,

lectures on such topics.

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	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

165

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>



## 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**

**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

**B. Feedback collected, analyzed and action has been taken**

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://docs.google.com/spreadsheets/d/1JlXkJJ00dF6pVoW4cZAYHrh4_4GYRS79jorOTJ0ef9Y/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1JlXkJJ00dF6pVoW4cZAYHrh4_4GYRS79jorOTJ0ef9Y/edit?usp=sharing</a>

## 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**

**2944**

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

**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**

**1224**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	No File Uploaded

## **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. All departments organize special/invited lectures for advanced learners to generate research interest in the subject. The college offers access to internet (both LAN and wi-fi) facilities and also encourages students to visit e-journals, e-books and other online repositories of research articles to motivate perusal of research-oriented studies to our advanced learners. Students are encouraged to participate in seminars, model exhibitions, and other academic programs. What is more, it should also be mentioned here that every week special remedial classes are organized in a planned way in the interest of students of different levels, be they 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	<a href="http://rsmraiganj.in/eclassroom-single/?eclass_id=3">http://rsmraiganj.in/eclassroom-single/?eclass_id=3</a>
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
2781	22

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

Yes, our college advocates for learner-centric methods of teaching. Post covid-19 this approach became more evident with the combination of both online as well as offline modes of teaching. The teaching and learning methods include group discussion, student seminars, problem-solving through online software and tools, and project-based courses. All the science courses include experiment-based practical courses for enhancing experiential learning ensuring the most effective learning experience for the students. Additionally, most courses offered in the college have field works/ projects, educational excursions, and student seminars as a part of their curriculum.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://rsmraiganj.in/eclassroom-single/?eclass_id=2">http://rsmraiganj.in/eclassroom-single/?eclass_id=2</a>

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

Post Covid-19 pandemic ,all the teachers (permanent as well as contractual) were compulsorily trained to use ICT-enabled tools for effective teaching and learning. All teachers frequently use ICT-enabled tools for effective teaching-learning process in terms of using PowerPoint presentations, simulation software and other electronic teaching aids to ensure effective experience for all the students. Access to internet and computers for the staffs and students ensured sharing of information and access to different e-journals and e-books. 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. Online

classroom experience with Google-meet, Zoom, etc. helped both the students and teachers to enhance the utility of ICT in teaching and learning. Moreover, cloud classrooms were introduced to ensure 24x7 teaching and learning experience for all the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://rsmraiganj.in/eclass-room/">http://rsmraiganj.in/eclass-room/</a>

### 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

22

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

## 2.4 - Teacher Profile and Quality

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

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

### 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**

15

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

**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**

267

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

## 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.

Our college advocates for a continuous evaluation process for ensuring robust and transparent internal assessment. As a Part of the CBCS curriculum, each paper carries 20% weightage in internal evaluation. For ensuring continuous evaluation 40% of total internal marks are in the form of classroom attendance and the rest 60% are carried by classroom tests and centrally conducted internal examinations. The performance of the students is disclosed and discussed with the concerned students so as to ensure a transparent internal evaluation system. Additionally, the college administration has incorporated a central marks collection system for verification before uploading the same in the university portal by the head of the institution.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://rsmraiganj.in/notice_types/examination-notice/">http://rsmraiganj.in/notice_types/examination-notice/</a>

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

The college ensures that all the students have a fair internal examination and if not then their grievances are efficiently redressed time-bound manner. In order to achieve that firstly, internal examinations are only conducted after official notifications indicating time and method of evaluation. Secondly, the students are encouraged to share their grievances through HoD with the Teacher-in-Charge or through the college grievance cell. Moreover, the marks of internal examinations of each student are shared with the Teacher-in-Charge, and the marks are uploaded centrally from the Heads office after cross-verification. Each concerned teacher is asked to keep a record for justification of the internal marks allocated to the students. Grievances are addressed by independent examination of the marks allocated and documents for justifications of marks. The Head of the college ensures that no student is unfairly treated in the internal examination. Additionally, if any student asks for reexamination, then the college approves reexamination so as to ensure fair redressal of problems related to internal evaluation.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="http://rsmraiganj.in/notice_types/examination-notice/">http://rsmraiganj.in/notice_types/examination-notice/</a>

## 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.

Yes, both the teachers and the students are made aware of the course outcomes through the display of student performances and open results on the college website. Moreover, special achievements by the students are also displayed on the college noticeboard as well as on the college website.

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.

Yes, programme outcomes are evaluated every year. Since our college offers only undergraduate course, the college administration sets a target of course outcome in terms of pass percentage, university rank holders and percentage of students going for higher education or government jobs. Each year the performance of the passout students are assessed and compared with that of the previous years and remedial decisions are taken henceforth for progressive improvements in programme outcome.

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

928

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)**

[https://docs.google.com/spreadsheets/d/1JlXkJJ00dF6pVoW4cZAYHrh4\\_4GYRS79jorOTJOef9Y/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1JlXkJJ00dF6pVoW4cZAYHrh4_4GYRS79jorOTJOef9Y/edit?usp=sharing)

## 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

Nil

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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

11

File Description	Documents
Any additional information	No File Uploaded
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

### 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

**Nil**

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

**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**

**1**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

**0**

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

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

0

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

0

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.

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college- 'To establish a pedestal for the integral innovation, team spirit, originality and competence in the students, expose them to face the global challenges and become pioneers of Indian vision of modern society.. The management plans ahead for all requirements regarding classrooms, laboratories, furniture, and other pieces of equipment. Optimal deployment of infrastructure is ensured through conducting workshops/awareness programs/training programs for faculty on the use of new technology. Effective utilization of infrastructure is ensured. The optimal utilization is ensured through encouraging innovative teaching-learning practices. The available physical infrastructure is optimally utilized beyond regular college hours, , co-curricular activities/extracurricular activities, parent-teacher meetings, Training classes, , meetings, seminars, and conferences etc.,. It is used as an examination center for Government examinations/university examinations like SET, SSC,TET, JBNSTS, etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1bFoSgwbQGZdTGwkvXun-hZAglE9ju0Px/view">https://drive.google.com/file/d/1bFoSgwbQGZdTGwkvXun-hZAglE9ju0Px/view</a>

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

The institution has adequate facilities for cultural activities, sports, indoor and outdoor games. ourCollege has exhibited its commitment to provide facilities and training sports and cultural activities. The college has ample facilities to coach the students in indoor and outdoor sports and games to host tournaments and spectacular cultural events. The institution has spacious sports ground to hold regular training and sports events for athletics shot put, disc throw, javelin throw, high and long jump and also organise group like cricket, football and volleyball.

The facilities for indoor games like carom and chess also available. Physical education teacher trains the students in various sports events and motivate them to complete in inter collegiate and university level tournaments. The college has well organised NSS groups also. The institution has sports room and store room for keeping sports equipment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

02

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1bFoSgwbQGZdTGwkvXun-hZAqlE9ju0Px/view">https://drive.google.com/file/d/1bFoSgwbQGZdTGwkvXun-hZAqlE9ju0Px/view</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

#### 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)

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)	No File Uploaded

#### 4.2 - Library as a Learning Resource

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

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 :SOUL

Nature of automation ( fully or partially): Partially

Version: 2.0

Year of automation: 2005

Text book-19711

E-book -674

E-Journal Nil

Journal 10

Library Automation- Semi Automation - 10800

Others (Specify) Nil

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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**

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

**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)**

0

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)	No File Uploaded

**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**

110

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

Institution frequently updates their IT facilities including Wi-Fi

IT- Infrastructure Type: Existing

Total: 59

Computer: 59

Computer Lab: 1

Available Bandwidth (MBPS/GBPS): 40

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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)

34.17

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)	<a href="#">View File</a>

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.

Raiganj Surendranath Mahavidyalaya adopts efficient financial practices to allocate resources for the maintenance and utilization of its physical, academic, and support facilities. The institute is dedicated to ensuring proper use of financial resources, whether from internal funds or external agencies like UGC and RUSA. Priority is given to maintaining existing facilities, and a specialized committee holds regular review meetings to address issues and plan financially viable solutions to improve the academic environment.

The library follows standard practices for procuring books, journals,. Requisitions are submitted by department heads, approved by the HOI and maintained in records. Cleanliness and discipline are emphasized to create a favorable academic environment.

Laboratory cleanliness and waste disposal are overseen by attendants , while procurement and maintenance adhere to financial norms. The Sports sub-committee handles sports equipment maintenance with HOI approval.

The institute utilizes the development fund to improve infrastructure, . Regular cleaning and maintenance contribute to an effective learning environment. Provisions are made for computer and digital device maintenance through AMC services, while non-repairable systems are properly handled.

Raiganj Surendranath Mahavidyalaya strives to provide a conducive academic environment by adhering to established practices and norms, emphasizing efficient resource utilization and maintenance of facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

4977

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

### 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

0

File Description	Documents
Upload any additional information	No File Uploaded
Number of students benefitted 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	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

500

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

450

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)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent mechanism for timely redressal of student 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**

**C. Any 2 of the above**

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**

0

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****370**

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****4**

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

**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 )

This report aims to shed light on the roles, responsibilities, and contributions to the college community. I. Student Council: The Student Council serves as a representative body for the students, acting as a liaison between the student body, faculty, and administration. It comprises elected student representatives who advocate for student interests and work towards improving the overall college experience. They represent themselves through the decision making process, academic policies, extracurricular activities and student welfare initiatives. The Student Council acts as a mediator between students and the administration, addressing grievances, concerns, and suggestions to ensure a conducive learning environment. The college establishes various Academic Committees to focus on specific areas of academic development and improvement. These committees typically consist of faculty members, administrators, and student representatives. Examination Committee: The Examination Committee oversees the planning, scheduling, and conducting of examinations, ensuring adherence to academic regulations and maintaining the integrity of the evaluation process. 3. Research Committee: The Research Committee promotes and supports research activities among faculty and students, fostering a culture of innovation and knowledge creation within the college. III. Administrative Bodies: The administrative bodies of the college are responsible for managing the day-to-day operations, infrastructure, and support services.

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

1

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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))	<a href="#">View File</a>

## 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

An alumni association is an organization formed by graduates or former students of a particular educational institution. Raiganj Surendraanth Mahavidyalaya Alumini Association was formed on 27/05/2016 under the Certificate of Registration of Societies West Bengal Act of 1961 bearing registration no: 56502 of 2016-2017. Its primary purpose is to foster a sense of community and maintain a connection between the institution and its alumni. Alumni associations often provide various benefits and services to their members, such as: 1. Networking opportunities: Alumni associations facilitate networking among former students, allowing them to connect with each other, exchange ideas, and build professional relationships. 2. Career support: Many alumni associations offer career services, including job boards, job fairs, mentoring programs, and career counseling, to help alumni in their

professional development. 3. Continuing education: Some associations provide opportunities for alumni to continue their education through workshops, seminars, or access to online resources. 4. Events and reunions: Alumni associations organize social events, reunions, and gatherings to bring former students together, fostering a sense of belonging and nostalgia. 5. Communication and publications: Associations often publish newsletters or magazines to keep alumni informed about the institutions latest news, achievements, and updates on fellow alumni. 6. Social Welfare activities: Association strongly believe in the community service, and therefore holds various programmes for the underprivileged and excluded members of the society.

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

#### 5.4.2 - Alumni contribution during the year E. <1Lakhs (INR in 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

#### VISION:

The vision of Raiganj Surendranath Mahavidyalaya is to promote value-based quality education with special emphasis on character building and leadership qualities.

#### MISSION:

The mission of Raiganj Surendranath Mahavidyalaya is to impart quality education for all round development of the students, to encourage the students on value based education, to Implement the ICT facilities for meaningful knowledge transfer and to motivate



the teachers for research works.

#### GOVERNANCE:

Raiganj Surendranath Mahavidyalaya follows a democratic and the culture of participative management in its governance with all stakeholders. We follow the rules and regulations of the University of Gour Banga and Higher Education Dept., Govt. of West Bengal for Admission process. All the admissions are confirmed on the basis of merit and without any discrimination of caste, religion and gender. Being a Govt. aided institution, the plans and policies are implemented by the TIC, Academic Committee consisting of Heads of Departments, faculty members and the students' body. Various committees like Examination, Admission, Purchase etc contribute in running the administration of the institution. The governance of the institution has a vision to launch Management Information System (MIS). The College is, therefore, committed to upgrade the e-services to the stakeholders.

File Description	Documents
Paste link for additional information	<a href="http://rsmraiganj.in/about-the-college/">http://rsmraiganj.in/about-the-college/</a>
Upload any additional information	<a href="#">View File</a>

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

In Raiganj Surendranath Mahavidyalaya, the TIC being head of the institution plays a crucial role in managing the administrative as well as academic activities of the college and provides necessary directions. However, the Honourable SDO being the Administrator of the college, looks after the policy and strategies related to quality education and administrative and financial management of the college.

The TIC along with the faculty members and office staff works in tandem for the implementation of the plans and policies. The IQAC works closely with the faculty members and plans out the best possible strategies for the college.

The academic progress is monitored by the HoDs along with the TIC. The faculty members of the college are involved in different

committees and work as coordinators, conveners of that committees. Internal works like internal assessment and other assignments are managed by the department itself. The departments are given autonomy in their day to day functioning and are expected to adhere to the guidelines of the university for examination, evaluation etc.

The College practices decentralization and participative management by giving powers and functions to different committees such as:

- IQAC
- RUSA Committee
- Admission Committee
- Academic Committee
- Finance Committee
- Examination Committee
- Purchase Committee
- Research Group
- Library Committee
- Anti-Ragging Cell
- Women's Cell
- Health Club
- Nature Club
- Gym and Sports Committee
- NSS (Unit- 1 and Unit- 2)

File Description	Documents
Paste link for additional information	<a href="http://rsmraiganj.in/committee/">http://rsmraiganj.in/committee/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In Raiganj Surendranath Mahavidyalaya, the institutional strategic plan & policies pertaining teaching has been designed by the University & Higher Education Department that has to be implemented and followed by the teachers and students.

#### Admission:

Admission to UG Courses is held online as per the directives of

the University of Gour Banga and the Higher Education Department, Govt. of West Bengal. The reservation policy is strictly followed.

#### Teaching and Learning:

The College publishes an academic calendar at the beginning of the academic session & follows it for different activities throughout the year. The students are provided course outlines at the beginning of the session. From November, 2021 offline/physical classes started following the strict Covid protocol.

#### Examination & Evaluation:

In the previous session, all the internal/university examinations were held online. The answer scripts were evaluated by the teachers through online mode and the College had developed an online examination portal. However, once the offline class started, the University of Gour Banga took a decision to conduct the UG Examinations in blended mode. Nevertheless, the Class Routine and the Exam schedule are published online and marks are uploaded online.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://rsmraiganj.in/">http://rsmraiganj.in/</a>
Upload any additional information	<a href="#">View File</a>

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.

In Raiganj Surendranath Mahavidyalaya, the administration runs as per the rules and regulations laid down by the University of Gour Banga and the Department of Higher Education, Government of West Bengal. The decision-making body of the college comprises of the Honourable Administrator, the TIC, the teaching and non-teaching staffs and the students' representatives, government and university's nominees. The TIC under the guidance and supervision of the Honourable Administrator is the administrative, financial and academic head of the institution. Importantly, along with 12 UG (Hons.) Departments and 5 UG (General) Departments, the

multidisciplinary approach to education is further nurtured through the various PG courses under two distance mode Post Graduate canter of DDE-RBU and NSOU. Internal Quality Assurance Cell monitors a large number of issues associated with teachers and students, specially focusing on the academic affairs. Teachers' Council comprising of all the teachers of the college is engaged in different administrative, academic and co-curricular activities through various committees. There are some Special Duty Cells, mostly defined or suggested by the constitutional bodies like UGC, such as Students' Grievance Cell, Anti-ragging Cell, Women's Cell, Health Club, Nature Club, Sports Committee etc. These cells are engaged in works beyond the regular activities of the college. Library plays a pivotal role in the academic sphere of the college. Students' Body acts as a students' mouthpiece.

File Description	Documents
Paste link for additional information	<a href="http://rsmraiganj.in/notice_types/dde-rbu-notice/">http://rsmraiganj.in/notice_types/dde-rbu-notice/</a>
Link to Organogram of the Institution webpage	<a href="http://rsmraiganj.in/igac-committee-members/">http://rsmraiganj.in/igac-committee-members/</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

In Raiganj Surendranath Mahavidyalaya, the following welfare measures are available for teaching and nonteaching staff in our college.

1. Institution grants leave for attending Refresher course, Faculty Induction Programme(FIP)/Orientation Programme, short term course, Workshops, Seminars, Conferences of the teachers.
2. General Provident Fund are available for teaching and nonteaching staff.
3. Gratuity and leave encashment are availed by the teaching and nonteaching staff at the time of superannuation.
4. For Female Employees, Maternity leave for six months (180 Days), Childcare Leave (730 days) are provided.
5. Casual leave, compensation and Medical leave are provided to staff.
6. Medical re-imbursement is available for teaching staff that are under Govt. Health scheme.
7. Facilities of temporary withdrawal of General Provident Fund are availed by the teaching and non- teaching staff.
8. Study leave for higher studies after 5 years of minimum service is permitted, after availing NOC from the concerned authority.

File Description	Documents
Paste link for additional information	<a href="https://rsmonline.in/campusXpert/">https://rsmonline.in/campusXpert/</a>
Upload any additional information	<a href="#">View File</a>

### 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

00

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

00

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

5

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)	<a href="#">View File</a>

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

In Raiganj Surendranath Mahavidyalaya, the key feature of the institution's performance appraisal system for teaching and non-teaching staff are as follows: -

**Teaching staff:** Teacher's performance is assessed through PBAS. The promotion is given through PBAS and API score of teacher under CAS. The concerned teacher is informed by the college before his/her promotion- due date and after filling up the PBAS form, it is checked by the IQAC. After completion of all the above procedures, it is referred to Selection Committee consisting of the subject expert (screening-cum-selection committee) of the University and DPI Nominee from HED.

During this session, Career Advancement Scheme (CAS) has been executed in favour of 9 Teaching staff (2- Associate Professor, 3 from Stage II to Stage III, 4 from Stage I to Stage II).

**Non-Teaching staff:** Confidential Reports (CR) and their performance are also checked by the TIC. The Non-Teaching staff is examined on the basis of various criteria such as permanent nature and habits of staff, working competence, hard work, office peace, cooperation in other staff work etc.

During this session, Career Advancement Scheme (CAS) has been executed in favour of 8 Non-teaching staff.

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

Audit describes the examination and verification of financial records of the college. It is to ensure that financial information is represented fairly and accurately. It is important to note here is that the Central Govt. Audit Team has visited our college under the supervision of respected TIC.

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

Raiganj Surendranath Mahavidyalaya unhesitatingly explores the



institution explore funding schemes of various agencies like UGC, RUSA and State Govt. However, there is no denying the fact that one of the main sources of the funds is the fees received from the students at the time of admission viz. Tuition fees, development fees, exam fees, library/laboratory fee, session charges etc. Institution follows the rules and regulations of HED, Govt. of West Bengal to have the Salary grants. It is further to be noted here is that for the sake of mobilization of funds at Raiganj Surendranath Mahavidyalaya, the process of e-transaction has been on with full transparency and reliability.

#### Optimal Utilization of Resources:

The Institution allocates funds for development works, Purchase of books, equipments, furniture and other necessary items which are approved by the finance committee as well as the Honourable Administrator. All purchases are made after inviting quotations, statements, negotiations with suppliers and then purchase order is executed. The funds received are properly utilized. The accounts section maintained the audited books of accounts. Internal checking system is applied by verifying each and every transaction by accountant, and TIC which ensures transparency in financial resource management. Mention may also be made of the proper use of PFMS which is tactfully handled for finance- related activities along with TDS calculated and deducted as per the existing norms without procrastination.

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

At Raiganj Surendranath Mahavidyalaya, IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes. It has been performing the following tasks on a regular basis:

1) Received 'District Green Champion Certificate' for Uttar Dinajpur District, West Bengal for the Academic Year 2021-22 by

Mahatma Gandhi National Council of Rural Education, Ministry of Education, Government of India on 29/03/2022.

2) Organised 'Blood Donation Camp' by Alumni Association, and NSS (Unit I & II), International Yoga Day celebration, World Environmental Day celebration, Swachha Bharat Abhiyan, Career Counselling and Placement Cell programmes (3 events), Short film presentation, Students Week and Educational Loan Camp (State Government scheme), Anti- Tobacco Control program.

3) Installed 5kw Grid connected Solar Plant under RUSA 2.0 Scheme to augment alternative source of energy in April, 2022

4) Arranged above 10 academic seminars/special lectures by various eminent Resource Persons.

In addition to this, the IQAC of Raiganj Surendranath Mahavidyalaya prepares, evaluates and recommends the followings for approval:

1. Annual Quality Assurance Report (AQAR)
2. Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS)
3. Stakeholder's feedback Action Taken Reports

Analysis of feedback and suggestions on teaching and administrative performance from students and staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Raiganj Surendranath Mahavidyalaya, the institution reviews its teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC as per norms and recorded incremental improvement in various activities. Teaching-learning process is carried out as per academic calendar. The IQAC encourages the formation of a student

centric environment by following the feedback from the students, the Parents, the Alumni. The institute also applies student centric methods such as classroom seminars, group discussion, etc.

Some incremental improvements of IQAC for the preceding years with regard to quality enhancement can be listed as follows:

1. Implementation of continuous teaching evaluation system, Feedback from stakeholders viz, students and teachers.
2. The teachers take extra classes for revision of the syllabus required before the university examination.

File Description	Documents
Paste link for additional information	<a href="http://rsmraiganj.in/aqar/">http://rsmraiganj.in/aqar/</a>
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)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://rsmraiganj.in/iqac-document/minutes-of-1st-iqac-meeting-session-2021-2022-held-on-03-02-2022/">http://rsmraiganj.in/iqac-document/minutes-of-1st-iqac-meeting-session-2021-2022-held-on-03-02-2022/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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

The college sensitizes students, teachers and other non-teaching staffs through several awareness programs. Gender equality is one of the key challenges facing society today. Guest speakers from prominent fields are invited to speak on the given topic which highlights the importance and contribution of women in society. 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.

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

Class and Proctorial Committees are available for counselling of both male and female 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.

Awareness campaigns on women safety and gender sensitivity through street plays, rallies and camps by NSS student volunteers.

File Description	Documents
Annual gender sensitization action plan	<a href="#"><u>Provide staff advisor level/psychologist counselling for students or faculty members. Have regular meetings of antiaging/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 equality analyse 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 antidiscrimination statute and mechanisms of protection against gender-based discrimination. Celebrate the International Women's Day - the 8th of March.</u></a>
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	<a href="#"><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. Counselling of depressed students are done on a regular basis.</u></a>

**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	<a href="#"><u>View File</u></a>
Any other relevant information	<a href="#"><u>View File</u></a>

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

Based on the biodegradability rate, we have a very good practice of managing solid waste. We gather all the junk according to their category and are kept in a separate room temporarily (that included out of use instruments and furniture). The municipal authorities collect it from us and they dispose of the garbage.

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.

Raiganj Surendranath Mahavidyalaya mainly focus on Reduce, Reuse and Recycle of plastic bags and also avoid single use plastic inside the campus,

Nature club and NSS unit of our institution has taken some steps that hazardous waste products from chemistry laboratory do not get mixed with the general waste of the college and also ensure that the medical waste like syringe needle bandage from the department of zoology don't mix with other waste and they are disposed after their use.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">File uploaded</a>
Any other relevant information	<a href="#">View File</a>

**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

File Description	Documents
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

### 7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

- 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

File Description	Documents
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>

### 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

D. Any 1 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	<a href="#">View File</a>
Any other relevant information	No File Uploaded

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment

D. Any 1 of the above

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

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).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like World Environment Day, Yoga day, etc along with many regional festivals like Saraswati Puja are celebrated in the college.

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 socioeconomic, 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.



File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 on 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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

**7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts 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	<a href="#">View File</a>
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**
- 3. Independence Day**
- 4. Yoga Day**
- 5. International Women's Day**
- 6. World AIDS Day**
- 7. World Environment Day**
- 8. World Language 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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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 Practice 1- Conducting Seminars, Workshops and Awareness Camps-**An Awareness Lecture on Recruitment as Airmen in Indian Airwas organised in our college by The Indian Air Force and Career Counselling and Placement Cell and IQAC of Raiganj Surendranath Mahavidyalaya on 22nd March,2022.An Awareness Camp on 'National Tobacco Control Programme,One-Day Special Lecture titled as 'E-Governance in India:Problems and Acceptability',One-Day Nature Trail to Kulik Forest, Raiganj, One Day Special Lecture in Online Mode on 'Gender Roles in Victorian Literature was organised. Like every yearWorld Environment Day was observed by the NSS and Nature Club of our college in collaboration with IQAC.Observance of International Yoga Day in the name of 'Yoga For Humanity',Career Counselling Session on the Prospect of Government Jobs was organisedby RICE Educationwith Career Counselling and Placement Cell and IQAC.

**Best Practice 2: Various Social Service Activities:**Our college has two units of NSS(National Service Scheme)- NSS-1 and NSS-2, which conduct various social service activities and programmes throughout the year.In our college campus, a Blood Donation Camp was organised by the IQAC,Alumni Association and NSS(Unit-1&2)in collaboration with Raiganj Blood Bank, Raiganj Government Medical College and Hospital on 24th May,2022.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

## 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

Our institution vision is to establish an academic culture which would help student realize their innate potentials, thereby, boosting up their morale. Raiganj Surendranath Mahavidyalaya continually assesses student learning and institutional performance and practices to embrace diversity, to encourage a healthy community environment and to improve upon the programs and services, it offers, all to promote student learning. The distinctiveness of the institution lies in its vision to mould a generation of empowered women through liberal cultural practices that transform the life outlook of young women. The college feels that women deserve an equal space and place in the affairs. Hence the women cell organizes special programs, also our girl students have represented our college in youth parliament.

The institution also has NSS I and NSS II aimed at developing students' personality through community service. The institution also arranged blood donation camp and cloth distributing camp in this year. Cleaning initiatives like zero waste programs, tree plantations, and Swachh Bharat Abhiyan in the campus and nearby areas are an important part of the holistic training the college impart to its students. Career Advancement Cell and Placement & Training Cell under IQAC of the institute is also very proactive.

## 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

Different steps which are followed by the institution to ensure effective curriculum delivery through a well planned and documentation process are

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 and continuous evaluation and is displayed in the Student's Notice Board & College Website.

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 Teachers, the syllabus is allotted by the Head of the Department to prepare a teaching plan.

iii) The institution adheres to the centrally created Master routine for effective curriculum delivery and completion of syllabus within the stipulated period. The syllabus is distributed at the beginning of each semester and students are intimated accordingly. This is published on the students' Notice Board & College website.

iv) Conventional classroom teaching is blended with use of ICT, Audio visual aids, power point presentations, films etc.

v) Regular classes, Tutorials and Remedial Classes, special lectures are conducted for the benefit of students along with Seminars/Webinars, Students' Seminars and Academic Tours by various departments.

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

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://rsmraiganj.in/">https://rsmraiganj.in/</a>

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

The Annual Academic Calendar is prepared according to the University Calendar prior commencement of the academic year to ensure a systematic routine for curricular and extracurricular activities throughout the year prepared by IQAC, abides by the dates of examinations fixed by the University for the different Semesters. The Academic Calendar provides tentative dates for the commencement of sessions, internal and University examinations, holidays according to the Government of West Bengal and University Holiday List and institution-level events like Annual Sports Day, Annual Fest, Annual Prize Day and so on. Vacations and session breaks are also mentioned in the Academic Calendar, especially for the benefit of outstation candidates. It is displayed in the Student's, Professor's Notice Board & College Website. The College strives to adhere to the Academic Calendar with utmost sincerity so that students, teaching and non-teaching staff remain aware of upcoming events.

The CIE consists of class tests, internal assessments and tutorial projects. Besides the assessments of the CBCS curriculum, individual teachers take revision tests and set assignments in order to evaluate the understanding of students on the topics taught.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://rsmraiganj.in/wp-content/uploads/2023/07/RSM-Academic-Calendar-2021-22.pdf">https://rsmraiganj.in/wp-content/uploads/2023/07/RSM-Academic-Calendar-2021-22.pdf</a>

### 1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are

B. Any 3 of the above

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	<a href="#">View File</a>
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

14

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)	<a href="#">View File</a>

### 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 )	<a href="#">View File</a>

### 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	<a href="#">View File</a>
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

## 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 Curriculum discourse. The curriculum also includes Environmental studies as compulsory subject for awareness about environmental sustenance. Some departments offer DC, DSE and GE courses that address these issues directly as part of the CBCS curriculum under University of Gour Banga, for example

i) English: Women's Writing and Women's Empowerment, Human Values.

ii) Education: Women Education, Contemporary Issues in Indian Education, Environmental Education, Peace and Value Education.

iii) Economics: Economics of Health and Education, Resource and



Environmental Economics, Gender and Development, Social sector and Human Development, Health Status in West Bengal, Environment and Sustainable Development.

iv) History: Condition of women during Vedic Age, Marriage system, Women in Pala-Sena Period, Varna or Caste System in Ancient India.

v) Philosophy: Philosophy of Human Rights, Indian and Western Ethics, Practical Ethics, Justice and Equality, Socio-Political Philosophy, Philosophy of Practice.

vi) Political Science: Gender and Politics. Human Rights, Ecology and Political Responsibility.

vii) Sociology: Sociology of Environment, Gender and Society, Women in India

viii) Botany: Environmental issues in courses on ecology, Plant ecology, Phytogeography and Biodiversity.

ix) Chemistry: General Analytical and Environmental Chemistry, Green Chemistry

x) Zoology: Ecology and Conservation Biology

Compulsory course on Environmental Studies (ENVS) for all Sem-I students. Also Various departments organize seminars/webinars, lectures on such topics.

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	<a href="#">View File</a>

### 1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

6

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 1.3.3 - Number of students undertaking project work/field work/ internships

165

File Description	Documents
Any additional information	<a href="#">View File</a>
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

### 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**

**C. Any 2 of the above**

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
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)	<a href="#">View File</a>

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://docs.google.com/spreadsheets/d/1J1XkJJ00dF6pVoW4cZAYHrh4_4GYRS79jorOTJOef9Y/edit?usp=sharing">https://docs.google.com/spreadsheets/d/1J1XkJJ00dF6pVoW4cZAYHrh4_4GYRS79jorOTJOef9Y/edit?usp=sharing</a>

### 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

2944

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	<a href="#">View File</a>

##### 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

1224

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	No File Uploaded

## 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. All departments organize special/invited lectures for advanced learners to generate research interest in the subject. The college offers access to internet (both LAN and wi-fi) facilities and also encourages students to visit e-journals, e-books and other online repositories of research articles to motivate perusal of research-oriented studies to our advanced learners. Students are encouraged to participate in seminars, model exhibitions, and other academic programs. What is more, it should also be mentioned here that every week special remedial classes are organized in a planned way in the interest of students of different levels, be they 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	<a href="http://rsmraiganj.in/eclassroom-single/?eclass_id=3">http://rsmraiganj.in/eclassroom-single/?eclass_id=3</a>
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
2781	22

File Description	Documents
Any additional information	<a href="#">View File</a>

## 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

Yes, our college advocates for learner-centric methods of teaching. Post covid-19 this approach became more evident with the combination of both online as well as offline modes of teaching. The teaching and learning methods include group discussion, student seminars, problem-solving through online software and tools, and project-based courses. All the science courses include experiment-based practical courses for enhancing experiential learning ensuring the most effective learning experience for the students. Additionally, most courses offered in the college have field works/ projects, educational excursions, and student seminars as a part of their curriculum.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://rsmraiganj.in/eclassroom-single/?eclass_id=2">http://rsmraiganj.in/eclassroom-single/?eclass_id=2</a>

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

Post Covid-19 pandemic ,all the teachers (permanent as well as contractual) were compulsorily trained to use ICT-enabled tools for effective teaching and learning. All teachers frequently use ICT-enabled tools for effective teaching-learning process in terms of using PowerPoint presentations, simulation software and other electronic teaching aids to ensure effective experience for all the students. Access to internet and computers for the staffs and students ensured sharing of information and access to different e-journals and e-books. 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. Online classroom experience with Google-meet, Zoom, etc. helped both the students and teachers to enhance the utility of ICT in teaching and learning. Moreover, cloud classrooms were introduced to ensure 24x7 teaching and learning experience for all the students.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="http://rsmraiganj.in/eclass-room/">http://rsmraiganj.in/eclass-room/</a>

### 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

22

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

22

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	<a href="#">View File</a>

#### 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

15

File Description	Documents
Any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

### 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

267

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<a href="#">View File</a>

### 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.

Our college advocates for a continuous evaluation process for ensuring robust and transparent internal assessment. As a Part of the CBCS curriculum, each paper carries 20% weightage in internal evaluation. For ensuring continuous evaluation 40% of total internal marks are in the form of classroom attendance and the rest 60% are carried by classroom tests and centrally conducted internal examinations. The performance of the students is disclosed and discussed with the concerned students so as to ensure a transparent internal evaluation system. Additionally, the college administration has incorporated a central marks collection system for verification before uploading the same in the university portal by the head of the institution.

File Description	Documents
Any additional information	<a href="#">View File</a>
Link for additional information	<a href="http://rsmraiganj.in/notice_types/examination-notice/">http://rsmraiganj.in/notice_types/examination-notice/</a>

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

The college ensures that all the students have a fair internal examination and if not then their grievances are efficiently redressed time-bound manner. In order to achieve that firstly, internal examinations are only conducted after official notifications indicating time and method of evaluation. Secondly, the students are encouraged to share their grievances through HoD with the Teacher-in-Charge or through the college grievance cell. Moreover, the marks of internal examinations of each student are shared with the Teacher-in-Charge, and the marks are uploaded centrally from the Heads office after cross-verification. Each concerned teacher is asked to keep a record for justification of the internal marks allocated to the students. Grievances are addressed by independent examination of the marks allocated and documents for justifications of marks. The Head of the college ensures that no student is unfairly treated in the internal examination. Additionally, if any student asks for reexamination, then the college approves reexamination so as to ensure fair redressal of problems related to internal evaluation.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="http://rsmraiganj.in/notice_types/examination-notice/">http://rsmraiganj.in/notice_types/examination-notice/</a>

## 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.

Yes, both the teachers and the students are made aware of the course outcomes through the display of student performances and open results on the college website. Moreover, special achievements by the students are also displayed on the college noticeboard as well as on the college website.



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.

Yes, programme outcomes are evaluated every year. Since our college offers only undergraduate course, the college administration sets a target of course outcome in terms of pass percentage, university rank holders and percentage of students going for higher education or government jobs. Each year the performance of the passout students are assessed and compared with that of the previous years and remedial decisions are taken henceforth for progressive improvements in programme outcome.

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

928

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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)**

[https://docs.google.com/spreadsheets/d/1JlXkJJ0dF6pVoW4cZAYHrh4\\_4GYRS79jorOTJOef9Y/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1JlXkJJ0dF6pVoW4cZAYHrh4_4GYRS79jorOTJOef9Y/edit?usp=sharing)

## 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

Nil

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
List of workshops/seminars during last 5 years (Data Template)	<a href="#">View File</a>

### 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

7

File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	<a href="#">View File</a>

#### 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****11**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
List books and chapters edited volumes/ books published (Data Template)	<a href="#">View File</a>

**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

**Nil**

File Description	Documents
Paste link for additional information	<b>Nil</b>
Upload any additional information	<b>No File Uploaded</b>

**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****1**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Number of awards for extension activities in last 5 year(Data Template)	<a href="#">View File</a>
e-copy of the award letters	<a href="#">View File</a>

**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**

0

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**

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**

0

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

0

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.

The institution ensures adequate availability and optimal utilization of physical infrastructure as it is critically linked to the vision of the college- 'To establish a pedestal for the integral innovation, team spirit, originality and competence in the students, expose them to face the global challenges and become pioneers of Indian vision of modern society.. The management plans ahead for all requirements regarding classrooms, laboratories, furniture, and other pieces of equipment. Optimal deployment of infrastructure is ensured through conducting workshops/awareness programs/training programs for faculty on the use of new technology. Effective utilization of infrastructure is ensured. The optimal

utilization is ensured through encouraging innovative teaching-learning practices. The available physical infrastructure is optimally utilized beyond regular college hours, , co-curricular activities/extracurricular activities, parent-teacher meetings, Training classes, , meetings, seminars, and conferences etc.,. It is used as an examination center for Government examinations/university examinations like SET, SSC,TET, JBNSTS, etc.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1bFoSgwbOGZdTGwkvXun-hZAglE9ju0Px/view">https://drive.google.com/file/d/1bFoSgwbOGZdTGwkvXun-hZAglE9ju0Px/view</a>

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

The institution has adequate facilities for cultural activities, sports, indoor and outdoor games. ourCollege has exhibited its commitment to provide facilities and training sports and cultural activities. The college has ample facilities to coach the students in indoor and outdoor sports and games to host tournaments and spectacular cultural events. The institution has spacious sports ground to hold regular training and sports events for athletics shot put, disc throw, javelin throw, high and long jump and also organise group like cricket, footballand volleyball.

The facilities for indoor games like carom and chess also available. Physical education teachertrains the students in various sports events and motivate them to complete in inter collegiate and university level tournaments. The college has well organisedNSS groups also. The institution has sports room and store room for keeping sports equipment.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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.

02

#### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

02

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for additional information	<a href="https://drive.google.com/file/d/1bFoSgwbQGZdTGwkvXun-hZAglE9ju0Px/view">https://drive.google.com/file/d/1bFoSgwbQGZdTGwkvXun-hZAglE9ju0Px/view</a>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	No File Uploaded

#### 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)

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)	No File Uploaded

#### 4.2 - Library as a Learning Resource

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

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



:SOUL

Nature of automation ( fully or partially): Partially

Version: 2.0

Year of automation: 2005

Text book-19711

E-book -674

E-Journal Nil

Journal 10

Library Automation- Semi Automation - 10800

Others (Specify) Nil

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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)	No File Uploaded

**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)**

0

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)	No File Uploaded

**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**

110

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**

Institution frequently updates their IT facilities including Wi-Fi

IT- Infrastructure Type: Existing

Total: 59

Computer: 59

Computer Lab: 1

Available Bandwidth (MBPS/GBPS): 40

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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)**

34.17

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)	<a href="#">View File</a>

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.

Raiganj Surendranath Mahavidyalaya adopts efficient financial practices to allocate resources for the maintenance and utilization of its physical, academic, and support facilities. The institute is dedicated to ensuring proper use of financial resources, whether from internal funds or external agencies like UGC and RUSA. Priority is given to maintaining existing facilities, and a specialized committee holds regular review meetings to address issues and plan financially viable solutions to improve the academic environment.

The library follows standard practices for procuring books, journals,. Requisitions are submitted by department heads, approved by the HOI and maintained in records. Cleanliness and discipline are emphasized to create a favorable academic environment.

Laboratory cleanliness and waste disposal are overseen by attendants , while procurement and maintenance adhere to financial norms. The Sports sub-committee handles sports equipment maintenance with HOI approval.

The institute utilizes the development fund to improve infrastructure, . Regular cleaning and maintenance contribute to an effective learning environment. Provisions are made for computer and digital device maintenance through AMC services, while non-repairable systems are properly handled.

Raiganj Surendranath Mahavidyalaya strives to provide a conducive academic environment by adhering to established practices and norms, emphasizing efficient resource utilization and maintenance of facilities.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
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

4977

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<a href="#">View File</a>

#### 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 benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

0

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
<b>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>	<b>B. 3 of the above</b>
File Description	Documents
Link to institutional website	Nil
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>
<b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>500</b>	
<b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>	
<b>450</b>	
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)	<a href="#">View File</a>
<b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>	<b>C. Any 2 of the above</b>

**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

0

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

370

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

4

File Description	Documents
Upload supporting data for the same	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>

### 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 )

This report aims to shed light on the roles, responsibilities, and contributions to the college community. I. Student Council: The Student Council serves as a representative body for the students, acting as a liaison between the student body, faculty, and administration. It comprises elected student representatives who advocate for student interests and work towards improving the overall college experience. They represent themselves through the decision making process, academic policies, extracurricular activities and student welfare initiatives. The Student Council acts as a mediator between students and the administration, addressing grievances, concerns, and suggestions to ensure a conducive learning environment. The college establishes various Academic Committees to focus on specific areas of academic development and improvement. These committees typically consist of faculty members, administrators, and student representatives. Examination Committee: The Examination Committee oversees the planning, scheduling, and conducting of examinations, ensuring adherence to academic regulations and maintaining the integrity of the evaluation process. 3. Research Committee: The Research Committee promotes and supports research activities among faculty and students, fostering a culture of innovation and knowledge creation within the college. III. Administrative Bodies: The administrative bodies of the college are responsible for managing the day-today operations, infrastructure, and support services.

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**

1

File Description	Documents
Report of the event	No File Uploaded
Upload any additional information	<a href="#">View File</a>
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)	<a href="#">View File</a>

#### 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

An alumni association is an organization formed by graduates or former students of a particular educational institution. Raiganj Surendraanth Mahavidyalaya Alumini Association was formed on 27/05/2016 under the Certificate of Registration of Societies West Bengal Act of 1961 bearing registration no: 56502 of 2016-2017. Its primary purpose is to foster a sense of community and maintain a connection between the institution and its alumni. Alumni associations often provide various benefits and services to their members, such as:

1. Networking opportunities: Alumni associations facilitate networking among former students, allowing them to connect with each other, exchange ideas, and build professional relationships.
2. Career support: Many alumni associations offer career services, including job boards, job fairs, mentoring programs, and career counseling, to help alumni in their professional development.
3. Continuing education: Some associations provide opportunities for alumni to continue their education through workshops, seminars, or access to online resources.
4. Events and reunions: Alumni associations organize social events, reunions, and gatherings to bring former students together, fostering a sense of belonging and nostalgia.
5. Communication and publications: Associations often publish newsletters or magazines to keep alumni informed about the institutions latest news, achievements, and updates on fellow alumni.
6. Social Welfare activities: Association strongly believe in the community service, and therefore holds various programmes for the underprivileged and excluded members of the society.

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

<b>5.4.2 - Alumni contribution during the year (INR in Lakhs)</b>	<b>E. &lt;1Lakhs</b>
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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

**VISION:**

The vision of Raiganj Surendranath Mahavidyalaya is to promote value-based quality education with special emphasis on character building and leadership qualities.

**MISSION:**

The mission of Raiganj Surendranath Mahavidyalaya is to impart quality education for all round development of the students, to encourage the students on value based education, to Implement the ICT facilities for meaningful knowledge transfer and to motivate the teachers for research works.

**GOVERNANCE:**

Raiganj Surendranath Mahavidyalaya follows a democratic and the culture of participative management in its governance with all stakeholders. We follow the rules and regulations of the University of Gour Banga and Higher Education Dept., Govt. of West Bengal for Admission process. All the admissions are confirmed on the basis of merit and without any discrimination of caste, religion and gender. Being a Govt. aided institution,

the plans and policies are implemented by the TIC, Academic Committee consisting of Heads of Departments, faculty members and the students' body. Various committees like Examination, Admission, Purchase etc contribute in running the administration of the institution. The governance of the institution has a vision to launch Management Information System (MIS). The College is, therefore, committed to upgrade the e-services to the stakeholders.

File Description	Documents
Paste link for additional information	<a href="http://rsmraiganj.in/about-the-college/">http://rsmraiganj.in/about-the-college/</a>
Upload any additional information	<a href="#">View File</a>

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

In Raiganj Surendranath Mahavidyalaya, the TIC being head of the institution plays a crucial role in managing the administrative as well as academic activities of the college and provides necessary directions. However, the Honourable SDO being the Administrator of the college, looks after the policy and strategies related to quality education and administrative and financial management of the college.

The TIC along with the faculty members and office staff works in tandem for the implementation of the plans and policies. The IQAC works closely with the faculty members and plans out the best possible strategies for the college.

The academic progress is monitored by the HoDs along with the TIC. The faculty members of the college are involved in different committees and work as coordinators, conveners of that committees. Internal works like internal assessment and other assignments are managed by the department itself. The departments are given autonomy in their day to day functioning and are expected to adhere to the guidelines of the university for examination, evaluation etc.

The College practices decentralization and participative management by giving powers and functions to different committees such as:

- IQAC

- RUSA Committee
- Admission Committee
- Academic Committee
- Finance Committee
- Examination Committee
- Purchase Committee
- Research Group
- Library Committee
- Anti-Ragging Cell
- Women's Cell
- Health Club
- Nature Club
- Gym and Sports Committee
- NSS (Unit- 1 and Unit- 2)

File Description	Documents
Paste link for additional information	<a href="http://rsmraiganj.in/committee/">http://rsmraiganj.in/committee/</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

In Raiganj Surendranath Mahavidyalaya, the institutional strategic plan & policies pertaining teaching has been designed by the University & Higher Education Department that has to be implemented and followed by the teachers and students.

#### Admission:

Admission to UG Courses is held online as per the directives of the University of Gour Banga and the Higher Education Department, Govt. of West Bengal. The reservation policy is strictly followed.

#### Teaching and Learning:

The College publishes an academic calendar at the beginning of the academic session & follows it for different activities throughout the year. The students are provided course outlines at the beginning of the session. From November, 2021 offline/physical classes started following the strict Covid

protocol.

#### Examination & Evaluation:

In the previous session, all the internal/university examinations were held online. The answer scripts were evaluated by the teachers through online mode and the College had developed an online examination portal. However, once the offline class started, the University of Gour Banga took a decision to conduct the UG Examinations in blended mode. Nevertheless, the Class Routine and the Exam schedule are published online and marks are uploaded online.

File Description	Documents
Strategic Plan and deployment documents on the website	<a href="#">View File</a>
Paste link for additional information	<a href="http://rsmraiganj.in/">http://rsmraiganj.in/</a>
Upload any additional information	<a href="#">View File</a>

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.

In Raiganj Surendranath Mahavidyalaya, the administration runs as per the rules and regulations laid down by the University of Gour Banga and the Department of Higher Education, Government of West Bengal. The decision-making body of the college comprises of the Honourable Administrator, the TIC, the teaching and non-teaching staffs and the students' representatives, government and university's nominees. The TIC under the guidance and supervision of the Honourable Administrator is the administrative, financial and academic head of the institution. Importantly, along with 12 UG (Hons.) Departments and 5 UG (General) Departments, the multidisciplinary approach to education is further nurtured through the various PG courses under two distance mode Post Graduate centers of DDE-RBU and NSOU. Internal Quality Assurance Cell monitors a large number of issues associated with teachers and students, specially focusing on the academic affairs. Teachers' Council comprising of all the teachers of the college is engaged in different administrative, academic and co-curricular activities through various committees. There are some Special Duty Cells, mostly defined or suggested by the

constitutional bodies like UGC, such as Students' Grievance Cell, Anti-ragging Cell, Women's Cell, Health Club, Nature Club, Sports Committee etc. These cells are engaged in works beyond the regular activities of the college. Library plays a pivotal role in the academic sphere of the college. Students' Body acts as a students' mouthpiece.

File Description	Documents
Paste link for additional information	<a href="http://rsmraiganj.in/notice_types/dde-rbu-notice/">http://rsmraiganj.in/notice_types/dde-rbu-notice/</a>
Link to Organogram of the Institution webpage	<a href="http://rsmraiganj.in/igac-committee-members/">http://rsmraiganj.in/igac-committee-members/</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	No File Uploaded
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
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

In Raiganj Surendranath Mahavidyalaya, the following welfare measures are available for teaching and nonteaching staff in our college.

1. Institution grants leave for attending Refresher course, Faculty Induction Programme(FIP)/Orientation Programme, short term course, Workshops, Seminars, Conferences of



the teachers.

2. General Provident Fund are available for teaching and nonteaching staff.
3. Gratuity and leave encashment are availed by the teaching and nonteaching staff at the time of superannuation.
4. For Female Employees, Maternity leave for six months (180 Days), Childcare Leave (730 days) are provided.
5. Casual leave, compensation and Medical leave are provided to staff.
6. Medical re-imbursement is available for teaching staff that are under Govt. Health scheme.
7. Facilities of temporary withdrawal of General Provident Fund are availed by the teaching and non- teaching staff.
8. Study leave for higher studies after 5 years of minimum service is permitted, after availing NOC from the concerned authority.

File Description	Documents
Paste link for additional information	<a href="https://rsmonline.in/campusXpert/">https://rsmonline.in/campusXpert/</a>
Upload any additional information	<a href="#">View File</a>

### **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**

00

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**



00

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**

5

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)	<a href="#">View File</a>

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

**In Raiganj Surendranath Mahavidyalaya, the key feature of the**

institution's performance appraisal system for teaching and non-teaching staff are as follows: -

**Teaching staff:** Teacher's performance is assessed through PBAS. The promotion is given through PBAS and API score of teacher under CAS. The concerned teacher is informed by the college before his/her promotion- due date and after filling up the PBAS form, it is checked by the IQAC. After completion of all the above procedures, it is referred to Selection Committee consisting of the subject expert (screening-cum-selection committee) of the University and DPI Nominee from HED.

During this session, Career Advancement Scheme (CAS) has been executed in favour of 9 Teaching staff (2- Associate Professor, 3 from Stage II to Stage III, 4 from Stage I to Stage II).

**Non-Teaching staff:** Confidential Reports (CR) and their performance are also checked by the TIC. The Non-Teaching staff is examined on the basis of various criteria such as permanent nature and habits of staff, working competence, hard work, office peace, cooperation in other staff work etc.

During this session, Career Advancement Scheme (CAS) has been executed in favour of 8 Non-teaching staff.

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

Audit describes the examination and verification of financial records of the college. It is to ensure that financial information is represented fairly and accurately. It is important to note here is that the Central Govt. Audit Team has visited our college under the supervision of respected TIC.

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

Raiganj Surendranath Mahavidyalaya unhesitatingly explores the institution explore funding schemes of various agencies like UGC, RUSA and State Govt. However, there is no denying the fact that one of the main sources of the funds is the fees received from the students at the time of admission viz. Tuition fees, development fees, exam fees, library/laboratory fee, session charges etc. Institution follows the rules and regulations of HED, Govt. of West Bengal to have the Salary grants. It is further to be noted here is that for the sake of mobilization of funds at Raiganj Surendranath Mahavidyalaya, the process of e-transaction has been on with full transparency and reliability.

#### Optimal Utilization of Resources:

The Institution allocates funds for development works, Purchase of books, equipments, furniture and other necessary items which

are approved by the finance committee as well as the Honourable Administrator. All purchases are made after inviting quotations, statements, negotiations with suppliers and then purchase order is executed. The funds received are properly utilized. The accounts section maintained the audited books of accounts. Internal checking system is applied by verifying each and every transaction by accountant, and TIC which ensures transparency in financial resource management. Mention may also be made of the proper use of PFMS which is tactfully handled for finance- related activities along with TDS calculated and deducted as per the existing norms without procrastination.

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

At Raiganj Surendranath Mahavidyalaya, IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes. It has been performing the following tasks on a regular basis:

1) Received 'District Green Champion Certificate' for Uttar Dinajpur District, West Bengal for the Academic Year 2021-22 by Mahatma Gandhi National Council of Rural Education, Ministry of Education, Government of India on 29/03/2022.

2) Organised 'Blood Donation Camp' by Alumni Association, and NSS (Unit I & II), International Yoga Day celebration, World Environmental Day celebration, Swachha Bharat Abhiyan, Career Counselling and Placement Cell programmes (3 events), Short film presentation, Students Week and Educational Loan Camp (State Government scheme), Anti- Tobacco Control program.

3) Installed 5kw Grid connected Solar Plant under RUSA 2.0 Scheme to augment alternative source of energy in April, 2022

4) Arranged above 10 academic seminars/special lectures by various eminent Resource Persons.

In addition to this, the IQAC of Raiganj Surendranath Mahavidyalaya prepares, evaluates and recommends the followings for approval:

1. Annual Quality Assurance Report (AQAR)
2. Performance Based Appraisal System (PBAS) for Career Advancement Scheme (CAS)
3. Stakeholder's feedback Action Taken Reports

Analysis of feedback and suggestions on teaching and administrative performance from students and staff.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	<a href="#">View File</a>

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

Raignaj Surendranath Mahavidyalaya, the institution reviews its teaching-learning process, structures and methodologies of operations and learning outcomes at periodic intervals through IQAC as per norms and recorded incremental improvement in various activities. Teaching-learning process is carried out as per academic calendar. The IQAC encourages the formation of a student centric environment by following the feedback from the students, the Parents, the Alumni. The institute also applies student centric methods such as classroom seminars, group discussion, etc.

Some incremental improvements of IQAC for the preceding years with regard to quality enhancement can be listed as follows:

1. Implementation of continuous teaching evaluation system, Feedback from stakeholders viz, students and teachers.
2. The teachers take extra classes for revision of the syllabus required before the university examination.

File Description	Documents
Paste link for additional information	<a href="http://rsmraiganj.in/agar/">http://rsmraiganj.in/agar/</a>
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)**

**D. Any 1 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	<a href="http://rsmraiganj.in/igac-document/minutes-of-1st-igac-meeting-session-2021-2022-held-on-03-02-2022/">http://rsmraiganj.in/igac-document/minutes-of-1st-igac-meeting-session-2021-2022-held-on-03-02-2022/</a>
Upload e-copies of the accreditations and certifications	<a href="#">View File</a>
Upload any additional information	<a href="#">View File</a>
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**

The college sensitizes students, teachers and other non-teaching staffs through several awareness programs. Gender equality is one of the key challenges facing society today. Guest speakers from prominent fields are invited to speak on the given topic which highlights the importance and contribution of women in society. 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.

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

Class and Proctorial Committees are available for counselling of both male and female 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.

Awareness campaigns on women safety and gender sensitivity through street plays, rallies and camps by NSS student volunteers.

File Description	Documents
Annual gender sensitization action plan	<p><u>Provide staff advisor level/psychologist counselling for students or faculty members. Have regular meetings of antiaging/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 equality analyse 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 antidiscrimination statute and mechanisms of protection against gender-based discrimination. Celebrate the International Women's Day - the 8th of March.</u></p>
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	<p><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. Counselling of depressed students are done on a regular basis.</u></p>
<b>7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures</b> Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	<b>C. Any 2 of the above</b>



File Description	Documents
Geo tagged Photographs	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

Based on the biodegradability rate, we have a very good practice of managing solid waste. We gather all the junk according to their category and are kept in a separate room temporarily (that included out of use instruments and furniture). The municipal authorities collect it from us and they dispose of the garbage.

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.

Raiganj Surendranath Mahavidyalaya mainly focus on Reduce, Reuse and Recycle of plastic bags and also avoid single use plastic inside the campus,

Nature club and NSS unit of our institution has taken some steps that hazardous waste products from chemistry laboratory do not get mixed with the general waste of the college and also ensure that the medical waste like syringe needle bandage from the department of zoology don't mix with other waste and they are disposed after their use.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="#">File uploaded</a>
Any other relevant information	<a href="#">View File</a>

**7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste**

**D. Any 1 of the above**

<b>water recycling Maintenance of water bodies and distribution system in the campus</b>	
<b>File Description</b>	<b>Documents</b>
Geo tagged photographs / videos of the facilities	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>
<b>7.1.5 - Green campus initiatives include</b>	
<b>7.1.5.1 - The institutional initiatives for greening the campus are as follows:</b> <ol style="list-style-type: none"> <li><b>1.Restricted entry of automobiles</b></li> <li><b>2.Use of Bicycles/ Battery powered vehicles</b></li> <li><b>3.Pedestrian Friendly pathways</b></li> <li><b>4.Ban on use of Plastic</b></li> <li><b>5.landscaping with trees and plants</b></li> </ol>	<b>A. Any 4 or All of the above</b>
<b>File Description</b>	<b>Documents</b>
Geo tagged photos / videos of the facilities	<a href="#">View File</a>
Any other relevant documents	<a href="#">View File</a>
<b>7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution</b>	
<b>7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following</b> <ol style="list-style-type: none"> <li><b>1.Green audit</b></li> <li><b>2. Energy audit</b></li> <li><b>3.Environment audit</b></li> <li><b>4.Clean and green campus recognitions/awards</b></li> <li><b>5. Beyond the campus environmental promotional activities</b></li> </ol>	<b>D. Any 1 of the above</b>

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	<a href="#">View File</a>
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).**

**Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote**

harmony towards each other. Commemorative days like World Environment Day, Yoga day, etc along with many regional festivals like Saraswati Puja are celebrated in the college.

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 socioeconomic, 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.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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 on 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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

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

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
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	<b>No File Uploaded</b>
Any other relevant information	<b>No File Uploaded</b>

**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**

## 3. Independence Day

## 4. Yoga Day

## 5. International Women's Day

## 6. World AIDS Day

## 7. World Environment Day

## 8. World Language 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	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 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 Practice 1- Conducting Seminars, Workshops and Awareness Camps-**An Awareness Lecture on Recruitment as Airmen in Indian Airwas organised in our college by The Indian Air Force and Career Counselling and Placement Cell and IQAC of Raiganj Surendranath Mahavidyalaya on 22nd March,2022.An Awareness Camp on 'National Tobacco Control Programme,One-Day Special Lecture titled as 'E-Governance in India:Problems and Acceptability',One-Day Nature Trail to Kulik Forest, Raiganj, One Day Special Lecture in Online Mode on 'Gender Roles in Victorian Literature was organised. Like every yearWorld Environment Day was observed by the NSS and Nature Club of our college in collaboration with IQAC.Observance of International Yoga Day in the name of 'Yoga For Humanity',Career Counselling Session on the Prospect of Government Jobs was organisedby RICE Educationwith Career Counselling and Placement Cell and IQAC.

**Best Practice 2: Various Social Service Activities:**Our college has two units of NSS(National Service Scheme)- NSS-1 and NSS-2, which conduct various social service activities and programmes

throughout the year. In our college campus, a Blood Donation Camp was organised by the IQAC, Alumni Association and NSS (Unit-1&2) in collaboration with Raiganj Blood Bank, Raiganj Government Medical College and Hospital on 24th May, 2022.

File Description	Documents
Best practices in the Institutional web site	<a href="#">View File</a>
Any other relevant information	No File Uploaded

### 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

Our institution vision is to establish an academic culture which would help student realize their innate potentials, thereby, boosting up their morale. Raiganj Surendranath Mahavidyalaya continually assesses student learning and institutional performance and practices to embrace diversity, to encourage a healthy community environment and to improve upon the programs and services, it offers, all to promote student learning. The distinctiveness of the institution lies in its vision to mould a generation of empowered women through liberal cultural practices that transform the life outlook of young women. The college feels that women deserve an equal space and place in the affairs. Hence the women cell organizes special programs, also our girl students have represented our college in youth parliament.

The institution also has NSS I and NSS II aimed at developing students' personality through community service. The institution also arranged blood donation camp and cloth distributing camp in this year. Cleaning initiatives like zero waste programs, tree plantations, and Swachh Bharat Abhiyan in the campus and nearby areas are an important part of the holistic training the college impart to its students. Career Advancement Cell and Placement & Training Cell under IQAC of the institute is also very proactive.

File Description	Documents
Appropriate web in the Institutional website	<a href="#">View File</a>
Any other relevant information	<a href="#">View File</a>

## 7.3.2 - Plan of action for the next academic year

- To mitigate shortage of space, construction of new buildings with technology-enhanced learning classroom with the facilities of digital displays that will make lectures more interactive.
- Faculty exchange programs on a regular basis.
- Availability of journals in library and to provide coherent organization and convenient access to large number of books and documents.
- Certificate courses on soft skill and personality development program or workshop by the intuitional own resources and professional expertise will be introduced.
- More quality seminars, webinars, workshops, symposiums, faculty exchange programs, expert talks, etc. will be` organized to develop the teaching-learning process.
- More emphasis on co-curricular activities such as State level sports and games, and cultural competitions will be organized on the college campus.
- 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.