

PROSPECTUS

MASTER OF BUSINESS ADMINISTRATION
(MBA)



(Approved by AICTE, New Delhi)

RAIGANJ UNIVERSITY

Academic Session

2023-24



TWO YEAR FULL TIME MBA PROGRAMME WITH DUAL SPECIALIZATION (UGC Recognized, AICTE Approved)

About the University

Raiganj University is one of the foremost universities in West Bengal. As per Raiganj University Act (West Bengal Act XXVI of 2014) the University was established on 3rd February 2015. It is located at the district headquarter of Uttar Dinajpur i.e. Raiganj in West Bengal, India. This University was established by upgrading a state aided under-graduate college namely 'RAIGANJ COLLEGE [UNIVERSITY COLLEGE]' into a University. It is the first Unitary University in North Bengal which offers both under-graduate and post-graduate courses in its own Campus. In this University there are 22 departments at the undergraduate level, 23 Programmes are currently running in Post-graduate level and 17 departments offer Ph.D. & M.Phil. Courses running in full swing. This University also offers General Courses at the under-graduate level in its own campus in the morning and evening i.e. in two shifts. The scope of Raiganj University has been widened with manifold research activities including M.Phil. and Ph.D. programmes. Raiganj University intended to be Centre of Excellence in Teaching, Learning and Research.

This University is included in the **2(f) and 12 (b) clause** of the **UGC Act. 1956** which confers the right to the University to receive funds from the Govt. of India.

The Campus sprawls over 13.62 acres of land, which contains Departments, Administrative Buildings, Canteen, Pond, Guest-house, Playground, a Garden of rare medicinal plants and a mulberry garden. This University received another land from the State Government measuring 11.19 acres at Raiganj, of just 3 km from the University. The second Campus of the University will be started in a very short period of time.

Several academic Centres of the University have been declared to be 'Centres of Excellence'. These are the Centre for Folklore Studies, the Centre for Buddhist Studies, the Centre for Women's Studies, the Environment Conservation Centre, the Business Incubation and Innovation Centre, the center for Differently Abled Students.

The present student strength of the University is 12600, which includes overseas students, students from adjacent districts and states. At present Raiganj University is having 90 permanent teachers of whom 58 have Ph.D. and 11 have M. Phil. Degrees. There are Visiting Professors, Guest Teachers and Part Time teachers who are dedicated and contributing immensely for the development of the students. Research and teaching mutually complement each other. Teachers are actively engaged in basic and applied research in their respective field and getting research grants from UGC. Active research works have been reflected in the publication of plenty of quality papers by the faculty members in National and International journals. The University encourages teachers to participate in conferences, workshops, seminars and attend refresher and orientation courses to enrich their academic abilities. There are officers, permanent technical staff, administrative staff and non-teaching staff in the University who are dedicated to the University.

A huge number of Ph.D. and M.Phil. Scholars are getting Govt. Scholarship from the Government of West Bengal and from UGC. Eligible faculties of the University are also getting fellowship like "INSPIRE fellowship", "ICSSR fellowship" etc. The University carries out its extension activities and outreach programmes through its teaching departments, NSS and NCC units. The teachers are assigned these activities in addition to their normal duties. Environmental Awareness, Adult Education and Literacy, Health and Hygiene Awareness, Blood Donation Camps and Medical Camps etc. are also conducted. The University library has more than 61598 Volumes of text and reference books, 51 journals/ periodicals and magazines and it subscribes to 7 leading daily newspapers. There is a reading

room attached to the library. At present Central Library of the University is going to be digitalized and such related work is in full swing. The University has facilities for sports. It has a playground for games like football, cricket, volleyball, etc. The University has an indoor gymnasium for the students & staff. There is a medical officer for the students who attends them on working days and also in case of emergency.

The Raiganj University runs with the financial support of the Government of West Bengal. University situated in a remote border area has a special role to play in spreading education amongst backward and economically weaker sections of the population. Hence the University directly supports financially the backward and economically weaker students. Raiganj University is rapidly developing under the able leadership of Hon'ble Vice-Chancellor, Teachers, Officers and non-teaching staff who work in close association for developing the full potential of the University in achieving its mission and goal.

Mission and Vision

Mission

To create a metamorphic educational experience for students focused on deep disciplinary knowledge; problem solving; leadership, communication, and interpersonal skills; and personal health and well-being. To cultivate a metamorphic university community committed to: diverse, world-class talent;

(ii) creating a collaborative environment open to the free exchange of ideas, where research, creativity, innovation can increase

(iii) ensuring individuals can achieve their full potential.

Vision

Raiganj University will have a metamorphic impact on society through various innovations and discover in education, research, creativity, and others.

Message from Registrar

MBA Programme of Raiganj University is running under the Department of Business Administration since 2018 at Raiganj University. This programme is recognized by UGC and approved by AICTE, New Delhi. The intake capacity is 60 from this academic session and the Department is doing really good in terms of academics and placement of the students from last few years. Apart from the permanent faculties a large pool of faculties they take the session from various other Universities and Institutes of repute throughout India. The other Departmental teachers of this University also take sessions for the students. Industry people also visit the campus and take regular classes to make the students Industry ready. It is really a great opportunity for the students who want to do research in Management can pursue Ph.D. from the same Department as Department of Management is having a Ph.D. Research Board. The course fee is also not very high comparing with other Universities and Institutes. As this University is running 22 other Departments, the students of Management are the integral parts of this centralized structure. The Library, Computer Labs are well managed and well equipped to help the students. Hostel facilities for both Boys and Girls are available for the limited seats. Seminar, Conference, Industry Visits are the integral part of the curriculum. A centralized placement cell run by a TPO is taking care of the placement of the students.

It is really a great pleasure to cater the needs of the students in this University where a large number of students are coming from different parts of North Bengal, Assam, Bihar, Bangladesh etc.

I wish everyone related to the Department of Business Administration all the very best.

Dr. D. Sarkar
Registrar
Raiganj University

Message from Coordinator

The Department of Business Administration at Raiganj University is actively engaged in the pursuit of providing enhanced educational opportunities for aspiring managers, with a focus on benefiting the nation, society, and local community. The department consistently endeavours to amalgamate management theories with their practical implementations, thereby preparing prospective managers through a rigorous procedure.

Through teaching, research, and training, the academic team is actively advancing and distributing knowledge all the time. Through the engagement of both students and teachers in projects, seminars, participation in conferences, faculty development programmes, and various educational activities, new teaching and learning approaches are fostering. The MBA course structure undergoes regular updates by industry and academic experts, thereby equipping our students with the necessary skills to navigate the challenges of the contemporary business environment.

On behalf of the Department of Business Administration I welcome and wish you all the best.

Dr. Arindam Metia
Coordinator
Department of Business Administration
Raiganj University

ABOUT THE DEPARTMENT OF BUSINESS ADMINISTRATION

The Department of Business Administration in the Raiganj University had started its journey from the year, **2018** and to offer the MBA and BBA. The Raiganj University is conducting a full time Master of Business Administration (MBA-Dual Specialization) which is approved by AICTE & recognized by UGC. The Department is rich with many experienced faculties from various specializations. Additionally, the Department organizes lectures of renowned faculties, officials of different industrial houses from various parts of India.

Programmes Offered:

- Ph.D.
- MBA (2Year)
- BBA Hons. (4 year Honours with research programmes)

MASTER DEGREE PROGRAMME (MBA): Raiganj University is offering Two-Year full time MBA Programme which is divided into four semesters. University offers Smart Classroom, Wi-Fi Enable Campus, and reputed resource persons from Academia & Industry. Learning and Training are also provided through workshops, industry visits, seminars and symposia etc.

Specializations: The following **Dual specializations** (*One Major and one Minor*) are offered to MBA students-

- a) Financial Management
- b) Marketing Management
- c) Human Resource Management
- d) Agri-Business Management

Eligibility-

1. Graduates (10+2+3) who have a valid score card (not older than 1 year on the day of application) of CAT/MAT/CMAT/GMAT/ATMA/WBJEMAT are eligible to apply.
2. Graduates (10+2+3) from any discipline from any University recognised by the UGC are eligible to apply.
3. Candidates who are in the final semester of their graduation are also eligible to apply.

Ph.D. (With Compulsory Course work)

Eligibility- Master Degree in relevant subject as per the UGC Guidelines, 2016.

Courses/ Papers offered in MBA (under CBCS system):

MBA FIRSTSEMESTER

Paper Code	Paper Name	No. of Credits	Contact Hours	Total Marks	Sem. Exam	Internal
MBA 101	Management Theory and Practice	4(3+1)	40	100	75	25
MBA 102	Managerial Economics-I	4(3+1)	40	100	75	25
MBA 103	Computer Application in Business	4(2+2)	40	100	50	Practical-50
MBA 104	Accounting for Managers	4(3+1)	40	100	75	25
MBA 105	Business Communication	4(3+1)	40	100	75	25
MBA 106	Business Mathematics & Statistics	4(3+1)	40	100	75	25
MBA 107	Business Ethics and Corporate Social Responsibility	4(3+1)	40	100	75	25
MBA 108	Business Environment	4(3+1)	40	100	75	25
TOTAL		32	320	800	575	225

MBA SECONDSEMESTER

Paper Code	Paper Name	No. of Credits	Contact Hours	Total Marks	Sem. Exam	Internal
MBA 201	Marketing Management	4(3+1)	40	100	75	25
MBA 202	Financial Management	4(3+1)	40	100	75	25
MBA 203	Human Resource Management	4(3+1)	40	100	75	25
MBA 204	Production & Operation Management	4(3+1)	40	100	75	25
MBA 205	Management Information System	4(3+1)	40	100	75	25
MBA 206	Organizational Behaviour	4(3+1)	40	100	75	25
MBA 207	Business Legislation	4(3+1)	40	100	75	25
MBA 208	Managerial Economics - II	4(3+1)	40	100	75	25
TOTAL		32	320	800	600	200

MBA THIRDSEMESTER

2 compulsory papers & 6 specialisation papers (4 from major and 2 from minor) and of 100 marks each.

Paper Code	Paper Name	No. of Credits	Contact Hours	Total Marks	Sem. Exam	Internal
MBA 301	Operation Research	4(3+1)	40	100	75	25
MBA 302	Research Methodology	4(3+1)	40	100	75	25
MBA 303	Major Specialisation	4(3+1)	40	100	75	25
MBA 304	Major Specialisation	4(3+1)	40	100	75	25
MBA 305	Major Specialisation	4(3+1)	40	100	75	25
MBA 306	Major Specialisation	4(3+1)	40	100	75	25
MBA 307	Minor Specialisation	4(3+1)	40	100	75	25
MBA 308	Minor Specialisation	4(3+1)	40	100	75	25
TOTAL		32	320	800	600	200

MBA FOURTH SEMESTER

(5 Compulsory Papers & 3 Specialization Papers (2 from Major and 1 from Minor) of 100 Marks each = 800 Marks)

Paper Code	Paper Name	No. of Credits	Contact Hours	Total Marks	Sem. Exam	Internal
MBA 401	Strategic Management	4(3+1)	40	100	75	25
MBA 402	Entrepreneurship & Corporate Skill Development	4(3+1)	40	100	75	25
MBA 403	International Business Environment	4(3+1)	40	100	75	25
MBA 404 & MB A405	Industrial Visit (Project)	8	8-10 Weeks	200	-	200
MBA406	Major Specialisation	4(3+1)	40	100	75	25
MBA 407	Major Specialisation	4(3+1)	40	100	75	25
MBA 408	Minor Specialisation	4(3+1)	40	100	75	25
TOTAL		32	320	800	450	350

SPECIALISATION GROUPS:

MARKETING MANAGEMENT (MM)		FINANCIAL MANAGEMENT (FM)	
PAPER CODE	PAPER NAME	PAPER CODE	PAPER NAME
MBAMM 1	Consumer Behaviour	MBAFM 1	Security Analysis and Portfolio Management
MBAMM 2	Advertising Management	MBAFM 2	Management of Financial Services
MBAMM 3	International Marketing	MBAFM 3	International Financial Management
MBAMM4	Sales & Distribution Management	MBAFM 4	Corporate Taxation
MBAMM 5	Retail Management	MBAFM 5	Financial Derivatives
MBAMM 6	Service Marketing	MBAFM 6	Banking Services Operation
MBAMM 7	Rural & Agricultural Marketing	MBAFM 7	Working Capital Management
MBAMM 8	Brand Management	MBAFM 8	Strategic Financial Management
MBAMM 9	Digital Marketing	MBAFM 9	Financial Engineering
HUMAN RESOURCE MANAGEMENT (HR)		AGRI BUSINESS MANAGEMENT (AM)	
PAPER CODE	PAPER NAME	PAPER CODE	PAPER NAME
MBAHR 1	Human Resource Planning	MBAAM 1	Environment & Agri Business Management
MBAHR 2	Compensation Management	MBAAM 2	Agri Supply Chain Management
MBAHR 3	Industrial Relations	MBAAM 3	Agricultural Marketing Management
MBAHR 4	Organisational Change and Development	MBAAM 4	Agribusiness Financial Management
MBAHR 5	Human Resource Development	MBAAM 5	Management of Agro Chemical Industry
MBAHR 6	International Human Resource Management	MBAAM 6	Seed Production Technology & Management
MBAHR 7	Strategic Human Resource Management	MBAAM 7	Management of Agribusiness Cooperatives
MBAHR 8	Industrial Sociology	MBAAM 8	Materials Management
MBAHR 9	Talent and Knowledge Management	MBAAM 9	Technology Management for Livestock Products

ACADEMIC PROFILE OF THE DEPARTMENT



Dr. Arindam Metia
Assistant Profes-
sor, Coordinator

Dr. Arindam Metia (M.Com., Ph.D.) - Assistant Professor

He is presently working as an Assistant Professor in the department of Management in Raiganj University. He has also pursued Masters in Commerce (Accounting) from University of Calcutta. He has also qualified SLET in Commerce. He has received his Ph.D. degree from the University of North Bengal. He has total teaching experience of more than 12 years. His area of specialization is Accounting and research interest lies in the field of Accounting & finance. He has the credit of a couple of research publications in several reputed journals. In addition to that, he has participated in several workshops, and presented research papers in different conferences and seminars.



Dr. Ahana Sen
Assistant Professor

Dr. Ahana Sen (M.Com., MBA, Ph.D.) - Assistant Professor

She is presently working as an Assistant Professor in the department of Management in Raiganj University, Raiganj. Her schooling is done from South Point High School and her graduation is done from Goenka College of Commerce & Business Administration. She has done M.Com. and also MBA (Finance) from University of Calcutta. In both M.Com. & MBA (Finance), she has secured "First Class First" Rank. She is SET qualified. She has received her Ph.D. degree from Department of Commerce, University of Calcutta. Her area of specialization is Accounting & Finance and research interest lies in the field of Banking & Finance. She is having six years of teaching experience. She has authored a couple of research papers and has also participated in different workshops and seminars.



Mr. Santosh Mukherjee

Mr. Santosh Mukherjee (MBA) – Contractual Assistant Professor

Mr. Santosh Mukherjee is a Contractual Faculty at the Department of Business Administration. He obtained dual specialization MBA degree from Vidyasagar University, Midnapore. He has 12+ years of Academic experience in UG and PG level in various management colleges. Prior to joining in Raiganj University, he has worked as a Research Associate in a ICSSR Major Research Project under the guidance of Prof. Dr. R.K. Chauhan (Former UGC secretary) and Dr. Abhijit Pakira (BU). He is passionate about teaching students Marketing Management, Human Resource Management, General Management, Business Environment, HRD etc. papers.

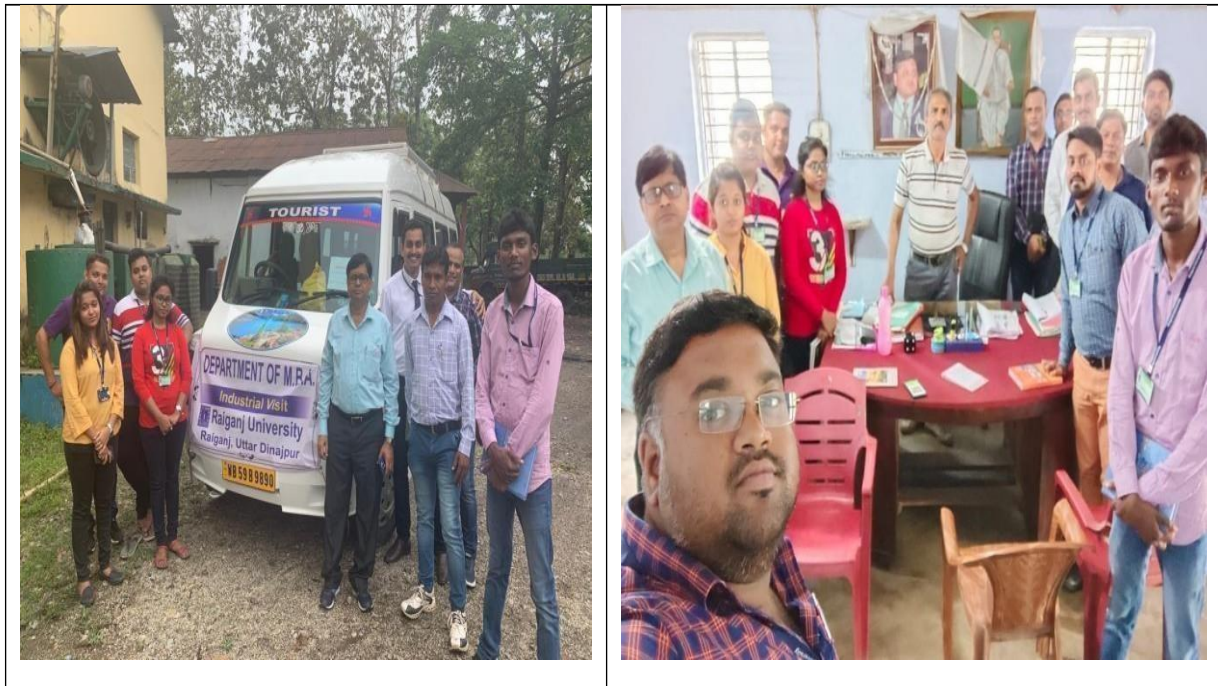
Faculty Advisors:

- Prof. Shibranjan Mishra, Former Professor, Visha Bharati, Santinekatan
- Prof. Debasish Sur, Professor, Department of Commerce, University of Burdwan
- Prof. Rama Prasad Banerjee, Former Professor, IIM-Calcutta
- Prof. Sharmishtha Banerjee, Department of MBM, University of Calcutta
- Prof. Kali Shankar Tiwary, Department of Mathematics
- Dr. Durlav Sarkar, Registrar, Raiganj University, Raiganj.

- Prof. Chittaranjan Sarkar, Former Professor, Department of Commerce, University of Burdwan, & Former Director, Department of Management, Raiganj University.

LIBRARY: Raiganj University has good number of educational tools. The **Wi-Fi – enabled** Central Library is packed up with rich resources which lists- Books, Journals (both in hardcopy as well as in electronic form). We have the access to Jstore, J Gate etc. platform along with E-Pathshala, Swayam etc.

INDUSTRY VISIT: The Department conducts industry visit as the integral part of the curriculum. Here are some of the glimpses of such industrial visit.



SUMMER TRAINING PROJECT & INTERNSHIP: Every MBA student will undergo practical training in any manufacturing, service & financial organization. The training program provides the opportunity to work closely with professionals and to develop knowledge and experience related directly to your career objectives. The main objective of STP is to equip the student with analytical & reasoning skills for exploring the feasible solution in the future. The department facilitates internship for both the BBA & MBA courses so as to provide the students with professional learning experience and the opportunity for career exploration and development. Reliance, Pantaloon, Orient Jewellers, and other companies offered internships to MBA students.



TRAINING & PLACEMENT:

We plan, design, and execute various value-added programs such as personality development, technical training, and personal interview preparation. It helps to make a linkage between the classroom and corporate to make the students hireable & skilled for the industry. Communication and soft skills help the students to grab a suitable job and also accelerates the pace of their career. The department makes every effort to arrange **special classes** by experts for emphasizing on **communication and soft skills** of the students.

Placement mostly depends on the value addition of the students, the opportunities available in the economy and the efforts of both the students and the Department. The placement of the earlier batches of students is extremely encouraging. The department has been effective in regularly assisting all students to secure employment in numerous respectable businesses. Every year, the placement officer makes contact with various prominent companies to recruit students, including Reliance, HDFC Bank, Axis Bank, Orient Jewellers, and many others.

Students in the PG 4th semester (2021-23) have been working with The Global Links Initiative, USA (TGLI) on their internship project.

SPECIAL LECTURES AND OTHER ACTIVITIES:

The department has arranged for a **one-day special lecture** on “**Innovation in Operations and Supply chain**” by Prof. Debadyuti Das, Faculty of Management Studies, **University of Delhi**.

The department also takes the initiative to arrange **special classes** on different important areas of **Finance, Marketing and Human Resource** by **eminent professors** from different **reputed universities**.

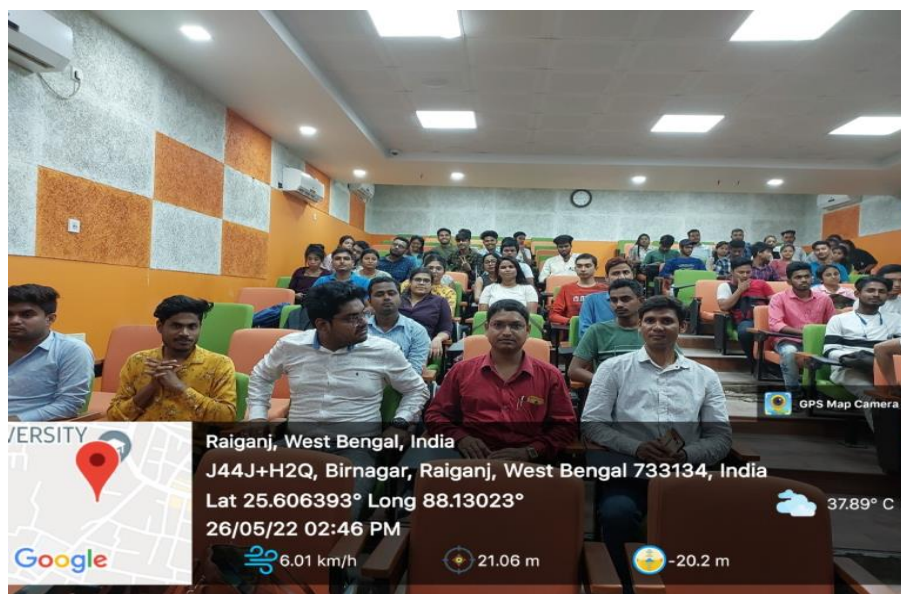
The department has further conducted a **One-day Webinar** on “**Investors’ Awareness Programme**” in collaboration with **BSE Ltd**.

The department has also organized a **National Level Webinar** on “**Entrepreneurship as Career**”

in collaboration with Entrepreneurship Development Institute of India.



Special Lecture By by Prof. Debaditya Das, Faculty of Management Studies, University of Delhi



Students participation at the special lecture at Priya Ranjan Dasmunsi Hall



2nd Prize in Exhibition (Raivarsi Fest in 2023)

Department of Business Administration Farewell 2022 (UG & PG Final Year)



PROGRAMME FEE:

MBA Semester- 1	Rs. 20000.00
MBA Semester- 2	Rs. 20000.00
MBA Semester- 3	Rs. 20000.00
MBA Semester- 4	Rs. 20000.00

(FortheAdmissiondetailspleasevisittheUniversityWebsite- www.raiganjuniiversity.ac.in)

All India Council for Technical Education

(A Statutory body under Ministry of Education, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: www.aicte-india.org



APPROVAL PROCESS 2023-24

Letter of Approval (LoA)

F.No. Eastern /2023-24/1-43424323973

Date: 15-Jun-2023

To,
The Secretary (Technical education)
Govt. of West Bengal,
Bikash Bhawan, Room No. 602,
6th Floor Salt Lake, Kolkata-700091

Sub: Letter of Approval for New Institution 2023-24

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions) Regulations, 2020 Notified on 4th February, 2020 and amended on 24th February 2021 and other notifications, as applicable and published from time to time, I am directed to convey the approval to

Permanent Id	1-43424323973	Application Id	1-43424323973
Name of the Institute	RAIGANJ UNIVERSITY	Institute Address	COLLEGE PARA, RAIGANJ, RAIGANJ, UTTER DINAJPUR, West Bengal, 733134
InstituteType	Government	Region	Eastern

For conduct of the following Courses with the Intake indicate below for the Academic Year 2023-24*

Sr. No.	Level	Program	Course	Affiliating University/ Board	Intake Approved for 2023-24
1	POST GRADUATE	MANAGEMENT	MBA	Raiganj University, Raiganj, WB	60

10% seats will be allowed over and above the Approved Intake to accommodate reservation for EWS as per State Government Policy.

*Note: The approval is valid for two years from the date of issue of this letter only for getting affiliation with respective University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET) (as applicable) and fulfilling State Govt. requirements for admission. If institution is unable to start in the current Academic Year due to reason mentioned above, the institution will have to apply On-line on AICTE web portal in next academic session for continuation of approval.

The Institution shall obtain necessary affiliation / permission from the concerned affiliating University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET)(as applicable) as per the prescribed schedule of the University/ Board of Technical Education (BTE)/ Board of Technical Education & Training (BTET)(as applicable) Admission authority etc. The Applicant Society/Trust/Institution shall send information about commencement of the above courses to AICTE. In case the Institution is not in a position to commence the above mentioned courses for whatever reason during the two years period from the date of issue of this letter, the approval becomes invalid and the applicant Society/Trust/Institution shall make fresh application to AICTE for grant of approval as per the norms prevailing at that time.

All Institution shall fulfill the following general conditions:

1. The management shall provide adequate funds for development of infrastructural, instructional and other facilities as per norms and standards laid down by the Council from time to time and for meeting recurring expenditure.
2. The Eligibility Criteria for admissions shall be made in accordance with the regulations notified by the Council from time to time.
3. The tuition and other fees shall be charged as prescribed by the Competent Authority within the overall criteria prescribed by the Council from time to time. No capitation fee shall be charged from the students/ guardians of students in any form. If found so, appropriate action as per the notified regulations shall be initiated against the Institution
4. The management of the Institution shall not discontinue any course(s) or start any new course(s) or alter intake capacity of seats without the prior approval of the Council.
5. No excess admission shall be made by the Institution over and above the approved intake under any circumstances. In case any excess admission is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution.
6. The Institution shall not have any collaborative arrangements with any other Indian and / or Foreign Universities for conduct of technical courses without obtaining prior approval from AICTE. In case any violation is reported to the Council, appropriate action as per the notified regulations shall be initiated against the Institution
7. The Institution shall not conduct any course(s) as specified in the Approval Process Handbook without prior permission / approval of AICTE. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.
8. The Institution shall operate only from the approved location, and that the institution shall not open any off campus study centers / extension

centers directly or in collaboration with any other institution / university / organization for the purpose of imparting technical education without obtaining prior approval from the AICTE. If found so, appropriate action as per the notified regulations shall be initiated against the Institution.

9. The accounts of the Institution shall be audited annually by a certified Chartered Accountant and shall be open for inspection by the Council or persons authorized by it.
10. Heads of Departments, the teaching and other staff shall be appointed in given time frame and selection shall be done according to procedures, qualifications and experience prescribed by the Council from time to time and pay scales are as per the norms prescribed by the AICTE from time to time. The Institution shall publish an information booklet before commencement of the academic year giving details regarding the Institution and courses / programs being conducted, Fees charged and details of infrastructural facilities including faculty etc. in the form of mandatory disclosure. The information booklet may be made available to the stakeholders of the technical education. The mandatory disclosure information, as per directions in the AICTE website / Approval Process Handbook, shall be put on the Institution Website. The information shall be revised every year with updated information about all aspects of the Institution.
11. It shall be mandatory for the Institution to maintain a Website providing the prescribed information. The Website information must be continuously updated as and when changes take place.
12. If the Institution fails to disclose the information or suppress and / or misrepresent the information, appropriate action as per the notified regulations shall be initiated against the Institution.
13. AICTE may also conduct inspections with or without notifying the dates to verify specific complaints, to verify adherence to AICTE norms & standards, and to verify any mis-representation, violation of norms & standards, mal-practices etc.
14. The Institution by virtue of the approval given by Council shall not automatically become claimant to any grant-in-aid from the Central or State Government.
15. In the event of a student / candidate withdrawing before the starting of the course, the wait listed candidates should be given admission against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs. 1000/- (Rupees one thousand only) shall be refunded and returned by the Institution to the student / candidate withdrawing from the program. It would not be permissible for the Institution to retain the School / Institution Leaving Certificates in original to force retention of admitted students and not to charge fees for the remaining period if a student cancels the admission at any point of time.
16. The Institution shall take appropriate measures for prevention of ragging in any form, in the light of AICTE regulation "Prevention and Prohibition of Ragging in Technical Institutions, Universities including Deemed to Universities imparting technical education" Regulation 2009 (F.No. 37-3/Legal/AICTE/2009 dated 01/07/2009). In case of failure to prevent the instances of ragging by the Institutions, the Council shall take appropriate action as per the notified regulations.
17. It is mandatory to comply all the essential requirements as given in APH 2023-24(Appendix 6)

The Government/ Management of the Institution shall strictly follow further conditions as may be specified by the Council from time to time. The Council may withdraw the approval, in case it observe any violation of the above conditions and/or non-adherence to the norms and standards prescribed by the Council, mis-representation of facts and submitting factually incorrect information to it.

NOTE: If the State Government / UT / DTE / DME has a reservation policy for admission in Technical Education Institutions and the same is applicable to Private & Self-financing Technical Institutions, then the State Government / UT/DTE / DME shall ensure that 10 % of Reservation for EWS would be operational from the Academic Year 2022-23. However, this would not be applicable in the case of Minority Institutions referred to the clause (1) of Article 30 of Constitution of India.

Prof.Rajive Kumar
Member Secretary, AICTE

Copy to:

1. **The Director Of Technical Education**, West Bengal**
2. **The Registrar**,
Raiganj University, Raiganj , Wb**
3. **The Principal / Director,
RAIGANJ UNIVERSITY
College Para, Raiganj,
Raiganj,Utter Dinajpur,
West Bengal,733134**
4. **Guard File(AICTE)**

Note: Validity of the Course details may be verified at <http://www.aicte-india.org/>

****Copy of this letter will not be communicated through post/email. However, provision is made in the portal for downloading letter through Authorized login credentials allotted to concerned State Secretary/ DTE/Registrar.**

CONTACT US:

RAIGANJ UNIVERSITY

RAIGANJ, WEST BENGAL, INDIA, PIN- 733134

<http://raiganjUniversity.ac.in/>

Published by-

Registrar, Raiganj University.