



SELF STUDY REPORT

FOR

1st CYCLE OF ACCREDITATION

DR. MEGHNAD SAHA COLLEGE

AT- RANIPUR, P.O.- TILNA, P.S.- ITAHAR, DISTRICT - UTTAR DINAJPUR PIN -

733128

733128

www.drmscollege.ac.in

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Dr. Meghnad Saha College has started its journey in 2000 at Ranipur, the village of Itahar in the district of Uttar Dinajpur, West Bengal, India with the solemn aim of providing quality education at undergraduate level to local youths. The institution aspires to enlighten them with academic knowledge as well as versatile professional skills to achieve human excellence and morality. It was not very long ago that the rural villages of Itahar could only dream of quality higher education. The college is named after the venerable scientist Dr. Meghnad Saha, who overcame all barriers of poverty and the challenges of acute social disparity. The college remains a symbol of inspiration and excellence to the resourceful youth of the region to mould their lives with the values of discipline, devotion and perseverance. Besides this, they are tuned with the melody of communal and religious harmony to reach the goal of becoming the responsible citizens for serving the nation. The college initially started to function with General Courses in the Humanities Stream under the affiliation of the University of North Bengal. Within fifteen years of its origin the college has succeeded in offering Honours degree courses in eleven subjects in Science and Arts streams as well as B.A. and B.Sc. General Degree Courses to more than three thousand students per academic session under the affiliation of the University of Gour Banga.

The introduction of the National Service Scheme (NSS) along with the curriculum further emphasize the role of college in promoting education through a strong attachment with the larger part of social livelihood.

The subjects in which both Honours and General Programs are currently being offered are English, Bengali, Sanskrit, History, Sociology, Political Science, History, Geography, Physics, Chemistry, and Mathematics while General Course is offered in the subjects Physical Education, Arabic and Philosophy. The college is recognized by u/s UGC 2(f) and 12(B). The college has adopted a 'Gram Sangsad' named Kashibati for the development of people residing there and perform its social purpose. The college also publishes a UGC-care listed journal *Ensemble*.

Vision

Engraving values, excelling skills, empowering marginalized peoples & ensuring environmental sustainability through (higher) education.

Mission

- To ignite the light of higher education inside the first-generation students.
- To scatter the light of quality higher education in the region to eradicate the long-lasting curses of illiteracy & ill-literacy.
- To abolish the existing social curses through the weapon of higher education.
- To provide quality education to the rural students irrespective of caste, religion and diverse socio-economic status.
- To develop within the students a spirit of environmental consciousness with a goal towards sustainable development.

- Emancipation of women through higher education by spreading awareness about the various social, economic and cultural malpractices that plague them.
- To educate the students so that they inculcate within them the proper social and cultural commitments towards the larger sections of our society.
- To build up the moral character of the students, and to make a student efficient to earn his livelihood by equipping them with relevant knowledge, competence and skills.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

- **Good Governance:** The institution believes in good governance. According to the United Nations, good governance is measured by the eight factors of participation, rule of law, transparency, responsiveness, consensus oriented workforce, equity and inclusiveness, effectiveness and efficiency, and accountability. A decentralized governing system operates within the institution to ensure the smooth functioning of the college.
- Teamwork is one of the strengths of Dr. Meghnad Saha College as all the teaching and non-teaching staff of the college actively participate as a team in the execution of academic and administrative work.
- **Technologically Enabled Workforce:** All the college staff, including the teachers and the non-teaching members of the institution are conversant with the digital technology. This enabled them to upgrade the various academic and administrative services to the updated standard. Moreover, these digital measures contribute in creating the paperless office.
- **Mutual Understanding among the Students, Teachers and Non-teaching staff :** One of the most important endeavors of our college campus is to maintain a cordial and healthy relationship among the students, teachers and non-teaching staff. Beside this, various awareness programmes have been organized by the Women's Cell, the Centre for Women's Studies and the NSS Units I and II to counsel the students on gender sensitization. These counselling programmes have also addressed various legal and health issues raised by the students and these initiatives increase the bonding among the students, teachers and non-teaching staff.
- **ICT Enabled Teaching Learning System:** Dr. Meghnad Saha College has adopted various measures to raise the level of digital consciousness and competency of the students to acclimatize them to contemporary digital environment. With this objective in view, the college has established the ICT based teaching-learning system. The practice of ICT based system in Dr. Meghnad Saha College has the following dimensions:
 - Classroom
 - ICT enabled classroom
 - Interactive Notice Board
 - You Tube Channel of the college
 - Dr. Meghnad Saha College App
 - The Institutional Website

The necessity of the system is reinforced during the pandemic caused by Covid-19 when the students have been out of campus for a long time.

- **Cashless Transaction**

- **Women Empowerment**

Institutional Weakness

- **Lack of Human Resource:** The institution suffers from a lack of human resource. In comparison with the number of students enrolled in our college, there is a lack of sufficient teaching and non-teaching staff.
- **Lack of Proper Infrastructure:** Academic infrastructure is underdeveloped in our college. The infrastructural requirements are detailed herewith:

1. Lack of classrooms - There are not enough classrooms for running simultaneously of all the classes of different semesters.

2. Lack of updated laboratory - The college runs Honours courses in lab-based subjects such as Physics, Chemistry and Geography, But the laboratory facilities of these departments are not updated due to lack of infrastructural and financial crisis.

3. Lack of sufficient number of books in the College Library - The Central Library has not developed accordingly in giving access to sufficient number of books for the students. The library needs more books and updated technology to provide standard library facility.

- **Lack of Sufficient Funding:** The institution suffers from lack of sufficient funding in developing its academic and administrative infrastructures. In fact, resources in terms of finance are continuously required to upgrade technology requirements to develop the ICT enabled teaching learning process.
- **Locational Disadvantage:** Being located in a remote village, the college suffers from inaccessibility and lack of communication in some cases. The locational disadvantage also contributes in the lack of proper digital exposure of the rural students.

Institutional Opportunity

- **Empowerment of Minority Students:** Dr. Meghnad Saha College is situated in the midst of villages. Most of the inhabitants of these villages belong to the minority communities as well as to SC, ST, and OBC communities. Poverty and illiteracy dominate their lives. In this context, our college primarily functions based on the dynamic concept - 'Education of Economically Weaker Students from Rural Area'.
- **Financial Transaction:** All transactions regarding payment of admission fee, university form fill up fees have been successfully initiated through online mode. Cashless mode of payment has made the entire process hassle free so that any student can make payment from anywhere anytime. It contributes to the transparency of financial transactions.
- **Green Landscape:** The institution is situated in a green landscape of Ranipur village. The greenery of the institutions soothes the body and the mind of the students and staff.
- **Activities of National Service Scheme:** The National Service Scheme (NSS) is a brilliant platform for the young undergraduate college students to be involved in social service activities. Soon after its inception, the NSS units were introduced in the college and ever since it has extended untiring service to the society over the years. Throughout the year, the NSS volunteers of the college are engaged in various social service activities that include outreach programmes and seminars. The NSS units of our

college are engaged in beautifying and maintaining the college campus, gardening and plantation. The observation of various Red Letter Days are carried out by the NSS volunteers. Development of general hygienic condition and health awareness camps in the village constitute some of the NSS activities.

- **Adoption of village:** The Kashibati village in one of the underdeveloped village of Uttar Dinajpur district. Hence, for the purpose of adopting the village and contributing to its overall development, Dr. Meghnad Saha College has adopted the village in September, 2019 and conducted some social welfare programmes like cloth distribution before the Durga Puja festivals and blanket distribution during winter, 2021. The adoption of this village actually addresses the needs of the socially diverse communities.

Institutional Challenge

- **Remote Location:** The institution accepts its locational disadvantage and undertakes various measures to overcome this remoteness. Even being within a rural village, the college has implemented ICT based teaching learning system to develop the digital competency of the students.
- **Primacy of First Generation Learners:** Since its establishment in 2000, the college has imparted higher education to male and female students inhabiting the rural areas around Itahar. This is evident from the passing of hundreds of first-generation graduates from our institution with distinction.
- **Prevalence of Superstitions and Taboos:** Being located in a remote and underdeveloped rural area, the students and their guardians are guided by various superstitions and taboos. It results in the early marriage of the girls students who eventually drop their studies. The college has been vigilant to counsel the students about the prevalence of superstitions.
- : Most of the students of our college come from the backward families and their economic status is not sound enough. The poverty of the students creates obstacles in the path of complete development of the students. Consequently, a number of students can not avail the online facility due to the lack of smart phones and laptops.
- **Natural Calamity:** Ranipur village where our college is located suffers from natural calamity like flood regularly. The students became severely affected by the flood. The NSS units of the college as well as all the teaching and non-teaching staff of the college stood by the students and their families during the times of natural calamity.
- **Drop out Students:** Poverty and the onslaught of natural calamities detract the students from the path of education. A number of students were compelled to drop their studies due to various reasons. The staff of this institution try hard to get the drop-out students back to their regular studies.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

In Criteria 1, the first point discusses the planned and well-documented process through which the institution delivers curriculum. Various mechanisms the institution employs like Annual Academic Calendar, Departmental Meetings, ICT, library facilities, internal evaluation, online materials are discussed. In point 1.1.2, a summary is given about the Academic Calendar and the Continuous Internal Evaluation of the institution and how the institution adheres to the Calendar for its evaluation system. In 1.1.3, all details and documents of teachers participating as BOS members, paper setters and evaluators of the affiliating university have been provided. The documents are provided in a linkable pdf. In 1.2.1, all the programs in which CBCS system has been introduced have been mentioned. No data has been provided in 1.2.2 and 1.2.3 since those

programs have not been held in the institution. In 1.3.1, details of curricular as well as extra-curricular activities have been detailed which integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum. Point 1.3.2 includes the name of courses which includes field work in its curriculum, which are B.A. Hons courses in History, Sociology, Education and Geography, as well as the students who have participated in those field works. Point 1.3.3 details the names of students who have engaged in field work activities in the academic year 2019-20 across all the subjects. In point 1.4.1 and 1.4.2, the strong feedback system of the institution is presented, with details of various stakeholders as well as the action taken based on the feedback report received from various stakeholders.

Teaching-learning and Evaluation

Being situated in remote place our college is not left behind in teaching learning process. Regular Hons. and General classes including practical classes held in well equipped ICT enabled classroom. Each and every department takes extra classes for full coverage of the syllabus within stipulated time. Extra classes are taken not only to cover the syllabus but also it continues till the students are brought to the competent level. Though the college has a huge number of students, the student teacher ratio is at satisfactory level. The faculty members foster learning environment through demonstrations, visual aids, organizing departmental exhibitions, field works, analyzing case studies and conducting quiz competition on subject topic. Each classroom is well-equipped with the LCD projector and screens. The college has issued separate Laptop/PC to each department.

The college has installed separate Wi-Fi unit for the students inside the campus. Further, it has computer lab with internal LAN. Broadband Leased Line Internet connection is highly useful for high-speed internet connectivity of all the above devices.

To keep our student and teacher's pace with the changing scenario, library is regularly updated with online resources. INFLIBNET membership is regularly upgraded, OPAC and N-list and allied e-resources are provided free of cost.

Social media is skillfully used by the college through its Departmental WhatsApp Groups and Facebook Pages and all these links are visible on the respective departmental website. To provide quality education to the student, the college sincerely takes the following steps from the very beginning of every academic session. After every examination results are displayed on college notice board and the departmental notice board and if anyone has any grievances regarding his/her marks or results, he/she can bring it to the notice of respective Head of the Department. A satisfactory number of students are doing jobs in the different departments of State and Union Government. Some of the students have qualified for NET, SET and other competitive examinations and involved in research works.

Research, Innovations and Extension

This criterion highlights research and innovation potential of our college. The faculties here dedicatedly help students to give them an exposure to certain research topics which can be introduced to them at undergraduate level. National and International level seminars and conferences are organized frequently by social science, Humanities and Science Departments. Many eminent professors such as Ananda Gopal Ghosh from North Bengal University, Prof. Meshbah Kamal from Dhaka University of Bangladesh, Prof. Tapadhir Bhattacharya, Former Vice Chancellor, Assam University, Silchar; Prof. Safiunnabi Samadi from Rajshahi University, Bangladesh; Prof. Manas Chakraborty, Emeritus Professor from University of North Bengal; Prof. Mandana

Kolahduz Mohammadi from Payame Noor University , Iran ; Prof. Avishek Adhikary from Presidency University have given their valuable talks in our college.

Most of the teachers are also actively engaged in research works. Dr. Mukunda Mishra, Vice- Principal of this college is guiding an ICSSR project of worth Rs. 4.5 lakh. There are many research papers in reputed journals like Springer Nature, Elsevier etc. Several books of reputed publishers like Oxford, Ananda Publishers, Progressive Publishers, etc have been published by our faculty members. Sukumar Barai , an Associate Professor of Department of History is a Columnist whose thought provoking articles are published by daily news papers regularly.

Various collaborative activities are organized by our college such as QGIS , YOGA, workshop on SPSS with other university and colleges. Two units of NSS actively organizes various extension activities such as social awareness program on AIDS , Thalasemia , Environment and Red Letter days observation etc. A devastating flood occurred in Itahar in 2017. The college and NSS units actively participated in flood relief. The college has also adopted a nearby village where various programs such as cloths distribution and awareness programs etc .

Infrastructure and Learning Resources

The vision and mission to provide a quality education motivate Dr Meghnad Saha College to upgrade its infrastructure in the last five years .A sincere effort is made to develop cost-effective and sustainable infrastructure for effective teaching and learning.The campus has three buildings with all modern amenities such as water purifier, solar system and generator system. With the student strength of 3440 and 13 UG programmes, the institution has been modernized with the learning resources such as classrooms, laboratories, computer lab and library.All the 22 classrooms are spacious, well ventilated and well furnished. The Honours theoretical classrooms are ICT enabled with Wi-Fi facilities, laptops and projectors. The institution has fully equipped and suitably designed laboratories for Physics, Chemistry, Geography and Mathematics Departments that help the students to nurture their scientific temperament.

The college has always played a pivotal role in the development of sports skills of its students. Thus the campus has its playground and sports kits for indoor and outdoor games like Football, Volleyball, Cricket, Kho Kho, Athletics, etc. It also has a well-designed gymnasium with all modern pieces of equipment.The institution also has a Seminar Hall and a Conference room equipped with the latest multimedia technology for conducting various educational programmes. The institution also has an automated library using SOUL 2.0 software. It has a good collection of books, newspapers, journals, e-journals and statistical database for students and teachers. Our institution has a computer lab with high-end Wi-Fi connection and enough computing equipment such as desktops, laptops, printers and scanners etc.

All the physical facilities are well maintained and regularly checked by experts and maintenance agencies

Student Support and Progression

This criterion is based on student support and progression in various ways. Almost 60% students come under government and non-governmental scholarship programme. Self attested letters with list of students are given in this module. Apart from these, the institution also provides half free ships in the tuition fee. The capacity building and skill enhancement initiatives are taken by the institution by organizing ICT and Yoga Workshops. The college has organized regular classes on mathematical aptitude, basic communicative English and general

intelligence by internal teachers. The concerned student list are attached herewith. The institute has a transparent mechanism to redress student grievances like ragging and sexual harassment. The details of grievance redressal policy and minutes of meeting of the concerned committees are attached with the self study report.

Details of student progression to higher studies in the last five years to various universities in post graduate courses are given. Students who have cleared NET, SET, JAM and other State Government examinations have also been mentioned. Supporting documents in the form of their certificates are attached.

The students of the institution have participated in state and district level sports competition and achieved awards in university levels, details of which has been given. Scanned copies of certificates have been attached. Student representation in various administrative, co-curricular and extra-curricular activities has been given in detail. Name of representative of students union in the year 2017 have been given as additional information. After 2017 we have arranged for an ad hoc committee of the students who have done their responsibilities. The names of students who have participated in sports and cultural programmes during the last five years have been given. Reports of sports and Cultural events of the last five years have been attached.

The Alumni Association's engagement in the college's daily activities has been elaborated. Institutional link is attached in this regard. Alumni contribution during the last five years in the institution is mentioned, Audited statement of the account has also been attached.

Governance, Leadership and Management

Criterion 6 has basically on Governance, Leadership and Management of the institution. Firstly, it has dealt with the Institutional Vision and Leadership of the institution – how the governance of the institution is reflective of an effective leadership in tune with the vision and mission, how the institution practices decentralization and participative management, have been discussed here. Secondly, this criterion has dealt with Strategic Development and Deployment of the institution. It has described the organizational structure of the institution including administrative body, administrative set up, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance mechanism. Thirdly, it has dealt with Faculty Empowerment Strategies – how the institution has taken effective welfare measures for teaching and non teaching staff, teachers are provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years. Professional development/administrative training programmes are organised by the institution for teaching and non teaching staff during the last five years. Teachers also have attended professional development programmes (Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme) during the last five years. All these have been discussed briefly. Fourthly, this criterion has dealt with the Financial Management and Resource Mobilization of the institution. How the institution conducts internal and external financial audits regularly is discussed here. Funds/grants received from non-government bodies, individuals during the last five years; institutional strategies for mobilizations of funds and the optimal utilisation of resources have been described in details with authentic documents. Fifthly, this criterion has dealt with the Internal Quality Assurance System of the institution – how Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalising the quality assurance strategies and processes, how the institution reviews its teaching learning process, structures and methodologies of operation and learning outcome at periodic intervals through IQAC set up per norms, have been discussed in this criterion.

Institutional Values and Best Practices

Criterion VII is about 'Institutional Values and Best Practices'. There are three major key indicators of this criterion. Criterion no. 7.1 is termed as 'Institutional Values and Social Responsibilities'. This key indicator consists of eleven sub-criterion which mainly focus on 'Gender Equity', 'Environmental Consciousness and Sustainability', 'Inclusion and Situatedness' and 'Human Values and Professional Ethics'.

Criterion no. 7.1.1 talks about the measures initiated by the institution for the promotion of gender equity during the last five years. Within this criterion, we have discussed the various initiatives concerning safety and security, different gender sensitization programmes implemented by the Women's Cell and the Centre for Women's Studies of the college and the facilities provided for women within the college campus. Criteria 7.1.2, 7.1.3., 7.1.4, 7.1.5, 7.1.6 and 7.1.7 focus on the various measures taken by the institution to maintain environmental consciousness and sustainability among the students and staff of the college. These criteria discuss about the facilities for alternate sources of energy and energy conservation measures, solid waste management, water conservation facilities, green campus initiatives, environmental promotional activities beyond the campus, and disabled-friendly, barrier free environment for the Divyangjan. Criterion 7.1.8 describes the institutional initiatives in providing an inclusive environment which ensures tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. The next three sub-criteria 7.1.9, 7.1.10 and 7.1.11 focus on the initiatives taken by the college to sensitize the students and employees about the constitutional obligations like values, rights, duties and responsibilities of a citizen, and the prescribed code of conduct for students, teachers, administrators and other staff. The national and international commemorative days, events and festivals which are celebrated by the college are also discussed within this criterion.

The next indicator highlights ICT based teaching learning system and the participatory learning and co-curricular activities as the best practices of the college. The last key indicator, 7.3. projects the college journal, *Ensemble* as the 'One Area Distinctive to the Institution's Priority and Thrust'.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	DR. MEGHNAD SAHA COLLEGE
Address	At- Ranipur, P.O.- Tilna, P.S.- Itahar, District - Uttar Dinajpur PIN - 733128
City	Uttar Dinajpur
State	West Bengal
Pin	733128
Website	www.drmscollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal(in-charge)	Mukunda Mishra	03523-277707	9733206541	-	drmsc.itahar@gmail.com
IQAC / CIQA coordinator	Senjuti De	-	8967425489	-	senjutide@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	09-11-2000

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
West Bengal	Gaur Banga University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	04-10-2016	View Document
12B of UGC	14-05-2018	View Document

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

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

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	At- Ranipur, P.O.- Tilna, P.S.- Itahar, District - Uttar Dinajpur PIN - 733128	Rural	6.19	4656.8

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	HS	Bengali	126	88
UG	BA,English	36	HS	English	102	42
UG	BA,Sanskrit	36	HS	Bengali	67	47
UG	BA,History	36	HS	Bengali	84	48
UG	BA,Geography	36	HS	Bengali	60	44
UG	BA,Sociology	36	HS	Bengali	60	14
UG	BA,Education	36	HS	Bengali	60	39
UG	BSc,Mathematics	36	HS	English	67	17
UG	BSc,Chemistry	36	HS	English	24	7
UG	BSc,Physics	36	HS	English	24	2
UG	BA,Political Science	36	HS	Bengali	60	37
UG	BA,B A General	36	HS	Bengali	1380	931
UG	BSc,B Sc General	36	HS	Bengali	36	10

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				3				17			
Recruited	0	0	0	0	2	1	0	3	11	5	0	16
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				18
Recruited	14	2	0	16
Yet to Recruit				2
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

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

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	1	1	0	4	1	0	7
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	1	0	0	7	2	0	10

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

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	1	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	24	8	0	32

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

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

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	1718	0	0	0	1718
	Female	2028	0	0	0	2028
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	308	297	259	180
	Female	273	306	287	222
	Others	0	0	0	0
ST	Male	54	52	43	34
	Female	39	26	34	17
	Others	0	0	0	0
OBC	Male	213	183	183	95
	Female	177	234	215	128
	Others	0	0	0	0
General	Male	568	349	356	284
	Female	606	372	368	334
	Others	0	0	0	0
Others	Male	1	1	3	0
	Female	0	0	1	0
	Others	0	0	0	0
Total		2239	1820	1749	1294

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
13	13	13	13	13
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	4	4

2 Students

2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3746	3532	3380	4841	3061
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
343	296	347	226	208

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
841	867	1137	988	965
File Description	Document			
Institutional data in prescribed format	View Document			

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
18	17	17	19	12
File Description	Document			
Institutional data in prescribed format	View Document			

3.2

Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
20	20	20	20	20
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 22

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
19884261	20613012	2019490	17871446	9431670

4.3

Number of Computers

Response: 38

4.4

Total number of computers in the campus for academic purpose

Response: 29

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum delivery through a well planned and documented process

Response:

Dr. Meghnad Saha College is affiliated to University Gour Banga, Malda, and it follows the University prescribed curriculum.

Different steps followed by the institution to ensure effective curriculum delivery are as follows:

- 1) The institution strictly adheres to the Annual Academic Calendar, which is prepared according to the University Calendar by the IQAC. The Calendar is prepared prior to the commencement of the Academic Year, specifying available dates for significant activities to ensure proper teaching –learning process and continuous evaluation.
- 2) Each department holds meeting on a regular basis to discuss about the load distribution and other academic strategies.
- 3) Syllabus is allotted to the faculty members by the respective Head of the Department based on their expertise. Every department prepares a strategy, allotting term-wise topics to be taught.
- 4) Syllabus of each subject for the academic session is provided to the students. Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Routine Committee and is published in students' & Teachers' Notice Board.
- 5) ICT is used along with conventional classroom teaching to make the teaching-learning process more learner-centric. Classroom teaching is supplemented with seminars, workshops, special lectures, group discussions, Tutorials, Departmental Quiz, paper presentation by the students, group assignments, educational tours, and field trips for effective delivery of curriculum, which are done in a planned manner.
- 6) Records are maintained by each department and information is provided to IQAC for documentation. The College Central Library provides teachers with necessary learning resources for effective delivery of curriculum.
- 7) All faculty members have been provided with unique user ID and password for accessing NLIST site that offers 80,409 e-Books and 3,828 e- Journals in full text form. Library related information are well maintained and are provided to IQAC for documentation.
- 8) All Internal Examinations like Class tests, Test-Examination, are conducted to check whether the students have acquired knowledge as outlined in the objectives of the curriculum. All examinations are conducted according to the Academic Calendar. Tutorials are held regularly to monitor the progress of the students. Remedial / Special classes are conducted for low achievers. Advance Learners are made to solve

University Question papers and efforts are made by the teachers to improve their performance. Record of the regular attendance, mark lists and progress of the st9

9) The institution conducts special lectures, and State as well as National Level Seminars frequently, and encourages and motivates the students to attend the programmes to further strengthen their learning process and expand their knowledge.

10) The teachers regularly upload the study materials to the web through their dedicated web portal which can be accessed by the students at any time as per their convenience and they enjoy the opportunity of getting quality study materials for preparing themselves for the examination.

File Description	Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

Before the commencement of every academic year, the Internal Quality Assurance Cell (IQAC) holds its meeting with the respective departments for preparing the Annual Academic Calendar. The departments put forth their various syllabi and their strategies for completing the syllabus through the year. After hearing the respective departments' views and blueprint, the IQAC begins the formal preparation of the Academic Calendar.

After the preparation and finalisation of the Calendar, the same is disseminated among the teachers and the students. The calendar comprises of events to be held by each department, both academic as well as extra-curricular, like observation of any particular day, staging of any event, organizing any seminar or workshop etc.

The calendar acts as the guiding timeline for all the stakeholders concerned. Every department and body of the college strives its utmost to follow the calendar as has been finalized. However, in case due to some unavoidable circumstance the academic calendar cannot be followed, it is revised with consultation with the various stakeholders.

The classes of B.A., B.Sc. Part 1 Honours and General generally commence on the 1st week of July. For the students who are yet 1+1+1 system of examinations, class tests are held twice throughout the course of the year till their Test examinations. For the students who follow the CBCS curriculum, one internal and one tutorial assessment examination is held per semester as per the schedule prepared beforehand by the IQAC and incorporated into the academic calendar. The students are provided with the corrected answer-scripts of the Class-Tests so that they can be aware of their mistakes. If the students express their difficulties in understanding the questions which were set in the Test, the questions and the topic on which such questions were set are discussed in the lecture-hour by the faculty member.

The Departments of Geography, Sociology, Education and History conduct their field work requirements as per the schedule allotted in the Academic Calendar.

Apart from such academic endeavours, in order to further expand the knowledge of the students the college organises various events like World AIDS day, National Voter's Day etc., All such events are discussed at the beginning of the academic year amongst the IQAC and the teachers of the college, and based on the inputs received the IQAC incorporates those events in the Academic Calendar as much as feasible. After this, the designated committees like the Cultural Committee, NSS etc. and the departments are allotted the responsibility of organizing the respective events and the committees and departments duly and responsibly organise these events.

File Description	Document
Link for Additional information	View Document

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 last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 4

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 0

1.2.2.1 How many Add on /Certificate programs are added within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

1.3 Curriculum Enrichment

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

Response:

Dr. Meghnad Saha College imparts among its students' knowledge and critical capacity for thinking about various social and humanitarian issues related to gender, human values, environment and sustainability and professional ethics. The institution emphasizes that the students learn to think, discuss and analyse issues such as gender sensitivity and human values from a young age when they are more impressionable.

Women empowerment in India is also necessary looking at their backwardness in almost all social indexes. Environment and its degradation unfortunately have become a topic that needs to be discussed seriously. Professional ethics, both taught and practised by the faculty members, shall ensure that students shall be guided and motivated by those lofty tenets when they enter the realm of professional life.

The institution follows the syllabi of its affiliating university, that is, the University of Gour Banga. It always takes special care to disseminate the ideas of gender equality, environmental sustainability, human values and professional ethics through the teaching-learning process in the institution as well as through the field-based activities. We always endeavour to put forward its views about the necessity for the above issues to be included in the syllabi in various forums, including academic meetings conducted by the university regarding the changes of the syllabi. This is done by our faculties in any BOS meetings or any meetings convened by the university regarding the syllabi.

The compulsory English and Bengali syllabi serve the purpose of inculcating within the students a sense of wonder and spirit of questioning. A sense of wonder and charm is necessary to have an attachment towards the society and nature. Compulsory Environmental Studies introduces the students to the importance of the environment, which includes the flora and fauna, the problems affecting its sustainability, and the changes human beings need to incorporate to save the society.

Apart from these, the syllabi of the Honours courses too contain subjects which incorporate all the above discussed topics. The faculty with great responsibility and dedication disseminates the knowledge highlighting any subject related to gender issues, human values, environment and sustainability and professional ethics.

Apart from the academic syllabi, the institution attempts to inculcate these features through various co-curricular activities as well. The college arranges for various events to instil into the students love for nature, like field visit, visit to sanctuaries, environment day celebration, Tree Plantation Program etc. Various events are also held to propagate gender-based issues like Domestic Violence, Girl Child Trafficking, health and hygiene of girls, 'Women and Child Protection Act' etc. Further, through events like visit to museum, library, the institution attempts to influence young minds about a healthy respect towards professional ethics and human values.

Therefore, the institution puts emphasis on the curricular portion to emphasize issues relating to gender, human values, environment and sustainability and professional ethics, but further through co-curricular activities imparts these values.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field

work/internship during last five years**Response:** 27.69**1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
4	4	4	3	3

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 20.85**1.3.3.1 Number of students undertaking project work/field work / internships****Response:** 781

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2) Teachers 3) Employers 4) Alumni

Response: B. Any 3 of the above

File Description	Document
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website**
- 2.Feedback collected, analysed and action has been taken**
- 3.Feedback collected and analysed**
- 4.Feedback collected**
- 5. Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 83.9

2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1326	1746	1819	2170	1815

2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2150	2150	2150	2241	1907

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 86.76

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
228	295	302	205	187

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

The college adopts all possible measures to cater to the needs of every student. For this purpose, at the very beginning of each session different types of measures and steps are taken-

- At the time of admission, every student gets counselled for their selection of subjects and others from respective subject teachers. The interest of the students to the particular subject is kept in mind at the time of the selection of the subject.
- After beginning of the classes, each Department conducts Orientation Programs for the students. to make them familiar with their course outline, Examination pattern, objective of the courses and its relevance with reality etc.
- Most of the students of the college are Bengali speaking, although Bengali and English both the languages are also followed while delivering class lectures.
- During every academic session class test, Quiz, regular board works are adopted to understand the potential of the students. By this way advance learners and weaker learners are also identified.

For Slow Learners:

- Before starting a new topic of discussion, related topic regarding the background is briefed, so that the students can get into the new topic very easily. Moreover the basic principles behind the topic are also dealt in short.
- Special tutorial classes are taken for the weaker students to meet their needs, queries and academic deficiencies. In these special tutorial classes problems of every individual student are kept in consideration and sorted out separately.
- To motivate and to energize the slow learners and make them interested to the particular topics which are being taught, they are given special care through counseling by the H.O.D and others faculties of the respective department of the college.
- By reviewing the performance of the students in class tests, test exam, annual exam and assignments, remedial classes are taken for the benefit of the weaker learners.
- The college provides adequate library facilities through sufficient relevant books, national and international journals, reference books etc. The faculties also guide the students about the selection of the books to go to deeper stage of knowledge.

For Advance Learners:

- Each and every department takes extra classes for full coverage of the syllabus within stipulated time. Extra classes are taken not only to cover the syllabus but also it continues till the students are brought to the competent level.
- Students are motivated to participate in exhibition, projects and departmental seminars to enhance their skill for deliberation and in depth knowledge of the subject. At the time of selection of the topics of exhibition and seminar the students are guided and supervised by the faculties.
- Students are motivated with awards and merit prizes in college annual and test exam, attendance

and sports and other cultural activities for their overall development.

- For independent learning college provides adequate computer facilities with internet connection, GIS laboratory, Computer lab, Wi-Fi connectivity to access up to date information.

File Description	Document
Upload any additional information	View Document

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

Response: 208:1

File Description	Document
Any additional information	View Document

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

Response:

- After determining the interest of the students, student-centric methods are adopted to enhance the excellence of a student in various ways such as individual counseling, specification of particular book, information about different relevant websites, preparation of assignments etc.
- In every academic session, the faculty members arrange interactive learning process with the students with a view to motivate the students to participate in group discussion on difficult chapters and problems so that the context of the chapter may be easily comprehensible and problems may be solved.
- The institution regularly adopts different modes of experiential learning throughout the academic session. It aims to accommodate maximum number of students in this process. Showing documentary cinemas, dramas and organizing quiz and lectures on burning issues are regular phenomenon. The college authority is eager to increase the number of experiential learning upon observing the surging interest among the students.
- As a part of the problem-solving method, online references, lecture talks, educational videos, web references etc. are provided to the students so that they can easily be familiar to the recent development of their respective subjects.
- The faculty members foster learning environment through demonstrations, visual aids, organizing departmental exhibitions, field works, analyzing case studies and conducting quiz competition on subject topic.
- Most of the academic session the institution arranges tour to visit the museum to portray the background history of civilization in different eras. The students are taken to museum, where remnants of different era are preserved. These visits help them to identify the particular phase of civilization.
- Students are introduced to the biographies of the legends of different fields with special attention on

Indian legends. By this process of experiential learning it is expected that the students are familiar with the values and the philosophy of the legends

- Students are motivated to participate in different events such as group discussion, field work, educational tour, preparation of assignment etc.
- Students are also encouraged to participate in various competitions such as debates, extempore, departmental exhibition, group theatres etc.
- Various departments arrange field survey on different burning topics. The students become aware about the problems prevailing at the ground reality at the time of conducting the survey. They experience the problem and try to find out its solution. The complete process of survey is supervised by the respective departmental faculty members.
- Some departments also conduct excursions so that the students get a first-hand knowledge and feel about their respective subjects.
- At the time of studying any topic if a student faces any problem, respective departmental faculty members guide the students and provide a road map to get rid of the problem.

File Description	Document
Upload any additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

- Each classroom is well-equipped with the LCD projector and screens. The college issues separate Laptop/PC to each department.
- The college has installed separate Wi-Fi unit for the students inside the campus. Further, it has computer lab with internal LAN. Broadband Leased Line Internet connection is highly useful to functions all the above devices very speedily.
- The seminar halls have inbuilt computers and projectors for presentation and for computer enabled lectures. The IQAC room has computer with advanced computing facilities, scanner and printers for data entry and verification.
- All staff is well familiar with all the latest ICT tools. To strengthen their knowledge, college has conducted soft skill development programme on MS office.
- Currently, all the teachers are conducting online classes and exams through Google Meet.
- All department use PPT and multimedia to simplify the syllabus in a more meaningful way. The PPTs are enabled with animations and simulations to improve the effectiveness of the teaching-learning process. The language departments also use film screening of the adapted novels, drama or short story.
- To keep our student and teacher's pace with the changing scenario, library is regularly updated with online resources. INFLIBNET membership is regularly upgraded, OPAC and N-list and allied e-resources are provided free of cost.
- Social media is skilfully used by the college through its WhatsApp group, facebook, accounts and all these links are visible on the respective departmental website.
- The institution encourages teachers to attend training programmes, workshops, seminars and conferences related to the ICT use or innovation in teaching-learning.

File Description	Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 73:1

2.3.3.1 Number of mentors

Response: 51

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	View Document
Mentor/mentee ratio	View Document
Circulars pertaining to assigning mentors to mentees	View Document

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 83

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 39.82

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
06	06	06	07	07

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 7.36

2.4.3.1 Total experience of full-time teachers

Response: 132.5

File Description	Document
Institutional data in prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

To provide quality education to the student, the college sincerely takes the following steps from the very beginning of every academic session:

- At the time of admission, respective departments apprise the students about departmental curriculum, exam schedule and other academic activities.
- From the beginning of every session, selection test (For physical education only), class test and annual test exams are scheduled and taken properly.
- In class test, all topics of the syllabus are tried to be covered sequentially. Thus, the students get ready for final exam based on whole syllabus.
- After every exam results are displayed on college notice board and the departmental notice board, if anyone have any grievances regarding their marks or results, they can brought to the notice of H.O.D.
- After publication of results the respective faculty members show answer scripts to the students individually in their classroom and make them understand their shortcoming in the answer scripts.
- If any dissatisfaction regarding marks obtained in the internal examination conducted by the college is brought to the notice of the teachers, it is immediately sorted out and clarified to them.
- After publication of the result of the internal examinations in the classroom, the question papers and mode of optimal answers are analyzed and described to the students so that they can rectify themselves in the next exam.
- The students with poor marks are asked to rewrite the answers which are checked by the faculty members.
- The students are informed at least seven days before about every exam or other departmental activities by the teachers in classroom and through the notice board and college website.

- The questions set by the teachers follows the question patterns followed by the university while framing the undergraduate yearly and semester examinations.
- The process of conducting the class test examinations recurs frequently.

File Description	Document
Any additional information	View Document

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

Response:

- A healthy and conducive environment always prevails in and around the college. In spite of these if any student has any grievance related to transparency in examinations he or she can easily bring the grievance to the Grievance Redressal Cell as well as Head of the institution. Being immune of any biasness and nepotism the college authority deals the grievances and tries its best to give justice to the applicant.
- If any tabulation related error is marked by the students, the teacher takes immediate steps to correct it and is officially rectified in the name of concerned students.
- After every mid-term and annual exam result sheet is meticulously checked whether any discrepancy exists between class performance and exam performance of any student. If any differences are found, then the concerned students are asked to narrate their problems and the teachers try to assist them on their own.
- If any student faces problems beyond academic, their guardians are called in the college and suggestions are given to eradicate the problems.
- At the time of publication of the exam schedule (internal) the date of publication of result is also mentioned with the exam program. All the teachers with their sincere effort and with assistance of the office staffs published the results on the specified date.
- At the time of evaluation of answer scripts of the students all the teachers remains impartial in respect of caste, creed, gender, religion and overall any political influences.
- Any discrepancies in university exam results marked by the students and brought to the notice of the college authority are addressed very sincerely. The students who are supposed to be the victim of the discrepancy of the university results are properly advised about the ways how the examinee can forward his or her complains to the concern authority.
- As soon as the university publishes its results the concerned part is also published in the college website and put up in the college notice board, so that the concerned students can easily know their results. Moreover the process of re- assessment, scrutiny and RTI are also explained to the students group wise or individually which they can adopt in any manner he or she likes.
- In the internal examinations the teachers definitely follow the marks division of the questions as per the university schedule but to enhance the efficiency of the students some questions are deliberately kept in the question paper where a student can nurture his or her exceptional excellence.

File Description	Document
Any additional information	View Document

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.

Response:

- In the Mission and Vision of our institution it has been clearly stated that our one of the most important objective is the overall development of the student academically, culturally, ethically as well as economically so that he or she may be an instance for others in our society. The most important outcome is that the students are seen to be interested in knowledge based education where on the contrary the society runs in the information based education.
- Keeping the concept at the core of the heart **‘Education is the manifestation of perfection already in man’** the effort to kindle the light of education in the minds of the students is seen to be successful when the university result publishes and the students of our institution are brightening their names at the top of the list.
- The cultural talent and the sports talent along with academic versatility are also seen to be achieved by the students in the different cultural and sports program that extract the appreciation of the intellectuals.
- From time to time the college website is regularly updated inserting the data with those students who touched the milestone of success in various fields.
- The college has a system of continuous assessment of teaching learning process based on outline feedback system by the students. The students of this college after completion of graduation opt for MA, M.Sc. in University of Gour Banga, North Bengal University, Raiganj University and other Universities within the state and other states.
- A good number of students are doing jobs in Higher Secondary schools and primary schools and in the different departments of State Govt. and Union Govt. Some of the students have qualified for NET, SET exams and doing research works.
- A number of students of department of Physical Education have participated in District level and State level competition organized by the Government of West Bengal from time to time.
- Whatever the programs offered by the institution, all such type of program outcomes always displayed in the college website. In spite of that all the department of the college individually state the outcome through their mission and vision in departmental profile.
- In the teaching learning process the teachers always try to highlight the probable outcome of their enrolled program and how they can be benefitted by that program.

File Description	Document
Upload any additional information	View Document

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

Response:

The institution assesses the progress and performance of the students through the following mechanisms:

- The institution continuously monitors the outcome of progress and performance of the students throughout the duration of the course/program in the classroom interaction.
- The institution always vigils the performance of the students in the attendance, group discussions, tutorials, class tests, seminar etc.
- Identifying the slow and advanced learners from the above mechanisms the policy is revised as per necessity from time to time.
- In addition to this, students are promoted for the creativity in Literature in the form of writing Articles, Poems and Essays etc. for the college Annual Magazine (Manthan). In this magazine competition, the Best Articles, short stories, Poems has been selected.
- The Physical Education department of the college try to foster Sportive skills amongst the students through the district level inter-college, state level inters college competitions. Thus, the course outcomes and program outcomes are fulfill through such activities.
- Our college also tries to attain the course outcomes and program outcomes by conducting the activities such as cultural activities, N.S.S. Activities, Youth Parliament, various collegiate and inter-collegiate competitions, health and environment awareness Programs etc.
- They are motivated to present and publish research papers to achieve the Course Outcomes and Program Outcomes successfully. Moreover they are encouraged to participate in the college exhibition in every year which can inculcate their creative and cognitive abilities.
- The institution with IQAC of the college always encourages the teacher to arrange workshop, National and International seminar to promote the academic qualities of the faculties.
- The institution strictly follow the academic calendar to run the academic activities throughout the year and try to achieve the level based outcomes of all the Course and Program in a systematic manner.
- We celebrate the activities of our National heroes in every year to create the patriotism and respect for nation among the students.
- We also organize the life activities of various theorist and thinkers in different discipline in the campus to become more comprehend and enthusiastic among the students about their respective subjects.
- Through our well equipped laboratories, Geography lab, Physics, Mathematics and Chemistry lab students get more opportunities to learn practical paper according to their needs and capabilities to become more acquainted with the subject.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 58.94

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
406	458	587	673	622

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

2019-20	2018-19	2017-18	2016-17	2015-16
841	867	1137	868	965

File Description	Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:**

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

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

Response: 4.5

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

2019-20	2018-19	2017-18	2016-17	2015-16
4.5	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document
Any additional information	View Document

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 1.54

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

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
13	13	13	13	13

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Paste link to funding agency website	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 23

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3	9	10	1	0

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 2.29

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
6	11	5	10	6

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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

Response: 1.81

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

2019-20	2018-19	2017-18	2016-17	2015-16
5	3	10	4	8

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

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 last five years.

Response:

The college is located in an area where the density of tribal, schedule caste, OBC and minority population is very high. Thus the staff are naturally accustomed to the problems of the local community. The college organizes various activities in the neighborhood which helps the local communities and also sensitizes the students to the social issues for holistic development.

2015-16

On 21/06/2015 the two units of NSS jointly organized International Yoga day where the volunteers participated with the local people to aware them about the benefits of Yoga. A rally was conducted on the theme “Focus Partner, Achieve: An AIDS Free Generation” with a street play.

2016-2017

A candle light freedom march named “Azadi 70” was observed by NSS Units of the college on 14.08.2016 with the theme “Yaad Karo Qurbani” with the villagers of Ranipur. “Rakhsa Bandhan” was celebrated

by NSS Units on 18.08.2016 along with neighborhood villagers and pedestrians to spread the essence of social and communal harmony. A Swachh Bharat Mission Programme was organized by the NSS Units at the local villages on 03.09.2016.

A career counseling camp was organised by NSS Units with experts from Uttar Dinajpur District Administration. A free eye check up camp was organized by NSS Units with the collaboration of Titan Eye+. A blood donation camp was organized by NSS along with Red Ribbon Club on 12.09.2017 with Raiganj District Hospital Blood Bank. Sri Amal Acharjee, honorable MLA Itahar Block inaugurated the above camp and a special HIV awareness programme was also organized on the last day.

2017-2018

A three day special cleanliness camp was organized by NSS. A free eye check up camp was organized by NSS with Titan Eye+. An awareness programme about Mosquito borne disease was organized by NSS where BMOH of Itahar Hospital informed the local people about this matter. A devastating flood occurred in Itahar block on September 2017. Local Villagers took shelter in the college building. Teachers, students and Non teaching staffs participated in the flood relief programme for almost one month in neighborhood villages. Both the units of NSS has actively participated in the flood relief of the nearby villages.

2018-2019

A rally was organized by NSS on “**Paribesh Jonno Hatun**” from Itahar Bus stand to Dr. Meghnad Saha College on 11th June 2019. On 18th July 2019 the two units of NSS organized a tree plantation programme at Minority Hostel of Dr. Meghnad Saha College situated at Angar Dhigi. The College adopted a village area named “**Kashi Bati, Khaira Para, Mohalbari**” on 23th September 2019. A major population of the above village consists of Tribals. A cultural program along with a cloth distribution program was organized by the college on that day. Local govt. authorities were present and others distinguished persons such as OC of Itahar Police Station, Pradhan of Pratirajpur Gram Panchayat, BDO Itahar, were present on that day. The govt. authorities promised that they would help the college for making clean water and sanitization available for the villagers.

File Description	Document
Upload any additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 4

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	0

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document
Any additional information	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., during the last five years (including Government initiated programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. and those organised in collaboration with industry, community and NGOs)

Response: 29

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., year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
5	5	7	7	5

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 9.78

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., year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
488	285	377	430	238

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

3.4 Collaboration

3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

Response: 7

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	5	1	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document
Any additional information	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 0

3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

NAAAC

Criterion 4 - 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.

Response:

- The mode of teaching is both conventional chalk and talk method along with digital mode. All the theoretical and practical rooms are well ventilated and have enough number of fans and lights. All the theoretical classrooms of eleven honours departments and Physical Education classroom have been upgraded to smart classrooms with high end Wi-Fi facilities along with laptop and projector.
- The Institution has 8 fully equipped laboratories for practical work of Geography, Physics, Chemistry and Mathematics courses. Geography department has 2 Laboratories for Honours and General course students along with one rest room for teachers. Chemistry department has 3 laboratories for its Honours and General course students along with one store room for storing chemicals and other Laboratory equipments. Physics department has 2 Laboratories and 1 dark room for its Honours and General course students along with one Store Room.
- The Institution has a Computer Room with 18 desktop computers, 1 Printer cum Scanner, 1 Projector as well as high speed Wi-Fi/LAN facilities. This Computer Room is used as a GIS Laboratory for Geography department. This Computer Room is also used as a Digital Laboratory of Mathematics and Physics department.
- The Institution has one Library which has a good collection of books, news papers and previous year question papers for students and teachers. The Library has purchased e-journal, e-book and Statistical database for faculties and print journals for students. Students can use the e-journal by applying to the librarian. The library also has 4 desktop computers, 1 printer cum Scanner and 1 Photocopier. It also has a reading room for the students with a capacity of 20 students at a time.
- The Institution has one Seminar Hall well equipped with Wi-Fi, Projector, Screen, Microphone, Speakers and a capacity of 89 seats.
- The Institution has a conference room with video-conferencing facilities.
- There are 2 Desktop Computers, 2 Printers and 2 Scanners in the Staff Room and LAN facilities for the use of teaching staffs.
- The institution has a Girls' Common Room with attached bathroom provided with all modern facilities. There is one Sanitary Napkin Vending machine in the Girls' Common Room.
- The Institution has 1 Gymnasium for the Physical Education Department with essential equipments and a large Play ground.
- The Institution has a total of six Water Purifiers, one in the Arts building, one in the Science building, three in the Administrative building and one in the Girls' Common room.
- The College has a 35 KVA Generators for uninterrupted power supply during power cut and electrical failure. Recently it has also installed a Solar Panel to meet the daily energy needs.
- Fire extinguishers are available inside the Arts, Science and Administrative buildings for safety.
- The total College is under sufficient CCTV surveillance.

File Description	Document
Upload any additional information	View Document

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

Response:

This institution has a history of outstanding achievements in sports and games. For instance, the college Football team has been the DPI sponsored District level Champion or Runner-up continuously for the last ten years. Women Kho Kho teams have also been the Champion for the last three years. Our college authority always takes keen interest to encourage our students for the betterment of their sports skill.

We have a Sports ground with the following amenities:

Amenities of Sports Ground:

Facilities	Numbers	Area
200m Track	1	90mx20m
Football Ground	1	60m x 90m
Volleyball Ground	2	30m x 28m
Handball Ground	1	20m x 40m
Kho Kho Ground	1	18m x 31m
Badminton Ground	1	13.40m x 6.10m
Kabaddi Court	2	22m x 30m

Our college has facilities for the following Indoor-outdoor games with provision for full sports kit and necessary practice facilities: (i) Volleyball (ii) Football (iii) Kho Kho (iv) Athletics (v) Cricket and (vi) Handball. State level players are admitted to the college in special Sports Quota. Moreover, guidance regarding food and nutrition is also provided to the players for their overall development.

Gymnasium/Fitness Centre: The College also has a fully equipped Gymnasium/Fitness Centre with the following equipment: 2 Bicycles, 20 Different Weights, 2 Weighing Machines and 3 Weight Lifting Bars. Apart from these, we also have Tread mill, Wrist Curl, Twister, Stepper, Orbit Truck, Cross over Machine, High LatPully/Rowing Pully, Leg Curl, Leg Extension Machine, Inclined Bench Press, Standing Abdomen, Parallel Bar for Gymnastics.

Cultural activities: Apart from the academic activities, our college annually organises cultural competitions to boost up the students in various cultural field. In these programmes, several competitions are held such as recitation, singing, dancing, extempore, debate competition etc. Prizes are awarded to the 1st, 2nd, and 3rd Position holders of the events.

File Description	Document
Upload any additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**Response:** 68.18**4.1.3.1 Number of classrooms and seminar halls with ICT facilities****Response:** 15

File Description	Document
Institutional data in prescribed format(Data template)	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**Response:** 192.28**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
3274365.63	5243287	14761940	11307990	11815133

File Description	Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource**4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

Library is being automated using Integrated Library Management System. For this purpose, Library Management software named **SOUL 2.0** had been installed in the year 2016. After uploading all metadata of library books the software is now ready for use. At present, our library is partially automated. It has **OPAC** search facility.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: A. Any 4 or more of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 151946.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
254779	124305	356872	022375	001400

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document
Any additional information	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the last completed academic year

Response: 1.81

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

Response: 68

File Description	Document
Details of library usage by teachers and students	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

Dr. Meghnad Saha College has updated its IT infrastructure facilities with time and need. From the year 2012 there has been a significant change in this regard.

Some salient features are:

- Upgradation is carried out from time to time on a regular basis with the introduction of software upgradation and new technology.
- Anti-virus software is updated regularly for all the computers.
- The college website is maintained by Skill Hut, Kolkata.

The college had 5 desktop computers, 4 printers, 1 Xerox machine & 1 projector till the year 2012-2013. In that year a further 11 Desktops, 4 CCTV Cameras, 1 LED Monitor were purchased. In 2013-14 FY a BSNL Broadband line of 2 MBPS was set up. 5 CCTV Cameras purchased in 2014-15.

An year-wise report is placed below:

Year :2015-2016:

- Implementation of Additional ISP: ALLIANCE BROADBAND ISP is taken to service besides the existing BSNL ISP for a seamless Internet/Wifi services.

Plan: 75 MBPS, Data plan: Unlimited.

- College installed Wireless Access Points for the Ground floor of the main building for Office work.
- Purchase of 2 Desktops.
- Purchase of 1 Printer.
- Purchase of 1 Projector.
- Purchase of 1 Laptop.

Year : 2016-2017:

- Purchase of 9 Desktops.
- Purchase of 1 Printer.
- Purchase of 1 Canon Xerox machine.
- Purchase of 1 Laptop.
- Purchase of 4 CCTV Cameras.

Year : 2017-2018:

- Purchase of 3 Desktops.
- Purchase of 1 LED Monitor.
- Purchase of 1 Portable Hard Drive.
- Purchase of 1 CCTV Camera.
- Purchase of 1 Scanner.
- One separate ALLIANCE BROADBAND Connection provided to the College Library for Automation.

Plan: 75 MBPS, Data plan: Unlimited.

- College installed Wireless Access Points for Library Building.

Year : 2018-2019:

- Purchase of 2 Desktops.
- Purchase of 1 Portable Hard Drive.
- Purchase of 1 LED Monitor.
- Purchase of 2 CCTV Cameras.

Year : 2019-2020

- Purchase of 4 Printers
- Purchase of 4 Laptops
- Purchase of 12 Projectors
- Purchase of 4 Scanners
- Purchase of 4 Desktops
- Purchase of 4 Monitors
- Purchase of 12 Projector Screens
- Purchase of 1 Hard Drive.
- Purchase of 1 TVS Scanner.
- Purchase of 1 Epson Thermal Printer.
- Purchase of 8 CCTV Cameras.

File Description	Document
Upload any additional information	View Document

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

Response: 129:1

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution**Response:** A. 750 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure**4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)****Response:** 192.28**4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
3274366	5243287	14761940	11307990	11815133

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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.**Response:**

The college has a well-developed, well organized and decentralized mechanism of maintenance to upkeep physical, academic, and support facilities. In the beginning of the session the budget of the college is placed in front of the Finance Committee and budgetary provisions are made for all these facilities. The

Governing Body approves the budget. Following are the maintenance mechanisms followed by the college in particular:

Maintenance of academic facilities: For all sorts of academic requirements such as books and journals, IT facilities, special lectures, State and National level seminars or workshops, laboratory requirements, demands are placed by the departmental heads or the teachers of the respective departments systematically. Approximate budgets are also stated in most cases. The Vice Principal or the Bursar then places these requisitions or demands in the meetings of the Governing Body and other relevant committees. Tender notifications are done for bulk purchases. Financial rules of the government are strictly followed for any kind of purchases.

The Library Committee is constituted of different teaching and non-teaching staffs. The Committee, as per the budgetary provisions or funds available, takes decisions regarding the departmental allotment, mode of purchase, and maintenance of the existing books.

Building infrastructure

- As far as practically feasible for a government aided institution, a constant effort is made to provide dedicated and secure space for equipment's and tools. There is a building committee to look after the maintenance, repair and constructional work related to the building. Construction, repair and maintenance of the College building and physical infrastructure like water and power supply are looked after by this committee. All works are done through tender system as per standard norms.
- During all maintenance and upgradation work related to the civil and electrical, a supervisor is assigned by the college authority to verify the work done by the contractors.
- All minor faults are attended to and repaired by hired technicians, carpenters etc.
- The college maintains the generator system by the local technicians. The solar power system is annually checked by a maintenance agency.
- The college maintains fire extinguisher and water purifier regularly or whenever necessary by local able technicians.

Laboratory Equipment's/ Machineries

Maintenance of Laboratory Infrastructure (Chemistry)

- Gas connection pipe line is checked regularly for any leakage by able technician.
- Stock register of chemicals and glass wares are maintained by laboratory attendant.
- Annual Maintenance for different laboratory instruments, machines are done.
- Regular cleaning of labwares and laboratory desks is done. Fire extinguishers and Water Pipelines are regularly checked.
- Electrical wiring is checked whenever necessary by local able technicians.

Maintenance of Laboratory Infrastructure (Physics)

- The laboratory equipments are maintained at the departmental level by the lab attendant or through hired technicians annually and/or whenever necessary.
- Stock register is maintained by lab attendant for keeping a list of components and instruments used in the laboratory.
- Electrical wiring is checked regularly or whenever necessary by local able technicians.

Maintenance of Laboratory Infrastructure (Geography)

The Department of Geography keeps keen observation in maintenance of departmental laboratories as well as instruments. Routine checking of all instruments are done regularly after every use and special care is taken before Test Examinations, and B.A./B.Sc. Final Examination under Gour Banga University.

For GIS Laboratory all the computers are monitored and checked for virus control.

Maintenance of Physical Education Facilities and Equipments

There are staffs to look after the Multi-gym and sports equipment. They maintain the cleaning and disinfecting process, regular lubrication, routine check-up of the equipment and maintain the hygienic and healthy environment of the gymnasium.

First-Aid box is maintained regularly.

Playground Maintenance

The playground of the college is maintained by the staffs regularly. They look after the dirt cleaning, sanitization, drainage issues and engage in routine inspection of the playground.

Maintenance of Furniture's/ related items

There are staff to look after the maintenance and repair work of furniture and fixtures and other physical infrastructure. They bring to the notice of the college authority about the needs of repair work and certifies after the work has been completed.

Library Maintenance

- Accession Register is used to keep record of all books of our college library.
- Our library maintains subject wise ordering of books on shelves.
- Soul 2.0 LMS software used for cataloguing purpose.

Computer Maintenance

The computer systems of the institution are primarily monitored by college staffs. The hardware and software installing is maintained annually by a maintenance agency. For the safety of the computers our college keeps all programs, internet browsers and anti-virus software up-to-date.

File Description	Document
Upload any additional information	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 62.7

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
3356	1631	2064	3574	1312

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 7.95

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution / non- government agencies year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
786	0	39	422	272

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

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

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 8.82

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

2019-20	2018-19	2017-18	2016-17	2015-16
306	340	319	319	315

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

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

Response: A. All of the above

File Description	Document
Upload any additional information	View Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 45.78

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 385

File Description	Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 46.3

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) year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
15	2	2	1	2

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
22	5	4	3	5

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 100

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) year-wise during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
28	23	12	19	18

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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)

Response:

Students Council is an indispensable part of Academic and Administrative bodies/committees of the institution which is comprised of student representatives elected by the Election Committee of Dr. Meghnad Saha College. Since 2018, no elections have been held for Students Council. Therefore, an ad-hoc committee has been formed to perform the functions of the Students Council. Total number of student representative is 28 among which 18 SRs are elected from the Arts stream and 10 SRs are elected from Science stream. From each year 6 SRs (1 seat is reserved for the girl student) are elected from Arts stream. In the science stream the number of elected SRs from 1st, 2nd, 3rd year students are 5, 3 and 2 respectively (In each year 1 seat is reserved for the girl student). The SRs address and represent students' views and grievances, and act as a spokesperson, and convey these views and grievances to the concerned authorities for discussion and amicable resolution. The Students' Representatives provide valuable informal feedback regarding curriculum, teaching-learning and evaluation process. The SRs oversee the ready availability of teaching aids in class rooms such as chalk, duster, maps, and laser pointers. The SRs also make the student's aware of various extension programmes, that form a crucial part of the academic activities of every department and the SRs encourage students to participate in all the activities of the college. Moreover, they help the teaching staff of the college to organize departmental seminars, quiz and group discussions which are important co-curricular activities of every department. The Student Representatives play an important part in encouraging and motivating students to participate in existing student oriented programmes of our college such as NSS, awareness programs conducted by Anti-Ragging cell, Women's cell. Additionally, they organize Saraswati Puja in the college along with their peers and are responsible for the smooth completion of the various aspects related to this function. The College Sports is an annual and an important event and the Students Representatives have the responsibility to co-ordinate the different sports activities and events and assist the teachers in making the event a successful one. They also have the duties to recruit volunteers from the students' community for this purpose. Thus they contribute to a healthy interaction among students and teachers regarding academic, co-curricular and extra-curricular activities of the college. Last but not the least, the SRs ensure discipline in the college campus by encouraging students to observe the rules of the college, and instill environmental consciousness and work towards maintaining a green and clean campus. SRs also create awareness among students regarding the necessity of making the college a 'Ragging-Free Zone' and stress the importance of maintaining healthy academic environment in college premises.

File Description	Document
Upload any additional information	View Document

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

Response: 28.6

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

2019-20	2018-19	2017-18	2016-17	2015-16
25	27	29	27	35

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

5.4 Alumni Engagement

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

Response:

Alumni Association

The college continues its interaction with students even after they have formally left the college for higher education or job opportunities through an active Alumni Association “PRAKTANI” which was formed in the year 2010 consisting of former students. The Alumni Association “PRAKTANI” was devoid of any membership fees during the years 2014 to 2018. But, the body was very active in terms of various initiatives taken by them in connection with the college. From the year 2019 the Registration fee of the alumni is a minimal Rs 100/-, but the association is open to accepting donation of larger sums and welcomes any contribution from those who are willing.

The Organization has taken several steps towards initiating useful activities:

- The Alumni Association “PRAKTANI” has taken various initiatives towards making the college premise a plastic free zone. The employees and students of the college were sensitized for this issue by an awareness program organized by them.
- In pursuance of the recent global trend of environmental consciousness the association has taken important measures to make the college campus a green zone by planting trees to reduce the pollution level of the surrounding environment.
- The association installed dustbins in the college and adjoining areas, which is a big step towards making it a clean campus.
- The members of the alumni association “PRAKTANI” regularly take part in the sports competition organized by the college and they take initiative of making the sports event successful every year.
- In the year 2017, a devastating flood occurred in Itahar and the adjoining areas. The Alumni association “PRAKTANI” played a crucial role in raising the flood relief fund and subsequent relief works. They went to the most affected and peripheral areas of the block and carried tremendous relief work.

Every year in the college social and cultural program the members of the association take leading part in making it a success. Mostly they judge various cultural programs and also arrange drama and other cultural programs.

File Description	Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: E. <1 Lakhs

File Description	Document
Upload any additional information	View Document

Criterion 6 - 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

Response:

Dr. Meghnad Saha College is exclusively dedicating its services for students. It aims to cater to the needs of rural students belonging to diverse socio-economic background and cultivates moral, intellectual, spiritual, social, emotional and all-round development of its students.

Our Vision

Empowerment of the marginalized people and their integration into the mainstream through Higher Education.

Our Mission

- To ignite the light of higher education inside the first-generation students.
- To scatter the light of quality higher education in the region to eradicate the long-lasting curses of illiteracy.
- To abolish the existing social curses through the weapon of higher education.
- To provide quality education to the rural students irrespective of caste, religion and diverse socio-economic status.
- To develop within the students a spirit of environmental consciousness with a goal towards sustainable development.
- Emancipation of women through higher education by spreading awareness about the various social, economic and cultural malpractices that plague them.
- '?????? ????? ??????' - to educate the students in order to inculcate within them the proper social and cultural commitments towards the larger sections of our society.
- To build up the moral character of student, and to make a student efficient to earn his livelihood by equipping and empowering them with relevant knowledge, competence and creativity.

The effective approach of the management, faculty members and staff help in developing and implementing exclusive strategies in order to remain assigned to the mission to achieve the vision of the college. Parents give constructive pieces of advice and are considered as valued stakeholders of the college. Additionally, the institution collects feedback from final year students which are incorporated within the purview of the future plan of action of the institution. The college aims to continue its interaction with the students even after they have formally left the institution through an active and vibrant alumni association named 'PRAKTANI', consisting of former students of the college.

The college has formed a team comprising the faculty members of science streams who visit nearby high schools to encourage the students to opt for science subjects as their higher studies. They spread awareness among the rural students about the benefits of studying science in undergraduate level.

The college takes leading role to stand by the local community during natural calamities. A devastating

flood which took place in August 2017, the college extended its helping hand to the flood affected people in providing shelter and essential commodities.

Apart from maintaining a green campus, the administration has ensured rainwater harvesting to nurture the herbs planted in the college garden, placed numerous dustbins at various places inside the college, declared a plastic free zone which is strictly maintained moreover the college organises tree plantation programmes, rallies and processions to spread environmental awareness amongst local population.

The administration is always conscious of the special needs of the female students vis-à-vis their immediate surroundings. As such, the Women's Cell and the Internal Complaints Committee are always active in dissipating any fear which the female students might be harbouring.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

The management of the college practices the decentralization policy in various manners. The teaching and non-teaching staff of the college have active representation in the administrative body and their valuable views are followed in implementing of different policies. There are different sub-committees like IQAC, Admission Committee, Development Committee, Purchase Committee, Finance Committee, Examination Committee, Canteen Committee, Internal Complaints Committee, Anti-Ragging Committee etc which meet on a regular basis and help to formulate and implement the strategic plans of the institution.

The Provident Fund Committee of the college sets an example of effective participative management. The committee comprises the representation of Teaching as well as Non-Teaching staff and works as per the regulation of the Govt. of West Bengal. Whenever any employee of the college applies for refundable or non-refundable amount from his/her PF account as per the prescribed format, the PF committee meets promptly to review the facts of the application and thereafter take necessary action.

Another example of decentralization and participative management of the institution is the Examination Committee. As per the norms of University of Gour Banga the examination committee conducts yearly examination of Part-I, II, III and Test examinations of the college. The Secretary of Teachers' Council is the convener of the committee and under his/her guidance the whole curriculum of examination is accomplished with active participation of other faculty members and non-teaching staff. If any kind of problem arises during the exam, it is handled efficiently by the examination committee which consists of

able and experienced faculty members and non-teaching staff who are chosen in Teachers' Council's meeting.

Sports form one of the most important aspects for enhancing concentration level and sportsman spirit amongst students. The Sports and Cultural committee of our college focuses on the extracurricular and recreational activities. Every year annual sports events and other cultural events and departmental exhibitions are conducted by the Cultural and Sports Committee of the college.

The institution has an active Women's Cell. The Women's Cell is committed towards the health, hygiene and total development of the female students. In this regard the cell has efficiently organized various programs by inviting a gynaecologist, by screening a movie on women trafficking and by raising and discussing various sensitive issues with the girl students.

Magazine Committee with its tedious effort has come forward to publish a magazine in the year 2018-19. Many of our students who come from a socially and economically backward family have expressed their genuine feelings and writing skills in this magazine. The faculty members and non-teaching staff also contribute to this voluminous project. This one is another example how the institution decentralizes its various tasks.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Strategy: Digitized student records and Online Admission System.

Action Plan: To bring the transparency in admission system the college authority introduces online admission process.

- To identify the requirements for the academic session.
- To select suitable online admission system provider through web tendering process.
- To implement the system and optimise its efficiency through real-time monitoring.

Process & Outcome of Implementation:

The offline admission procedure was in existence before 2014-15. Firstly, the students had to physically come to the college to collect the forms, and they again had to come to the college to submit the forms. The

huge number of applications had to be manually handled, all the marks that the applicants had entered had to be manually verified, then calculated and sorted in descending order. This process was extremely rigorous and cumbersome, and was also marked by human errors. The college implemented online admission system from session 2014-15.

To decentralize the online admission system properly the college formed a separate central committee regarding admission, which consisted of the HOD's of all the departments as well as various non-teaching staff.

The online admission committee nominates the Software provider through tender process and demonstrations. Before implementation, all the faculty and other stakeholders are also asked to provide feedback on the new system, and all their suggestions wherever found to be appropriate are incorporated into the system. As such, the system that is finally implemented could be accessed by the students smoothly.

Further, being in a rural area, the college realizes that the students would not be very comfortable with the digital platform. To overcome situation, the college opens up a help desk in its campus and provides facilities for prospective candidates to apply from the college itself.

The members of the admission committee work on the subject combinations cut off marks as per the norms of University of Gour Banga.

After the publication of Higher Secondary results of the West Bengal Council of Higher Secondary Education and other equivalent boards, the process of online admission system starts for every year.

After conducting the online admission, feedback is shared to the software provider for improving / optimising the system for future use.

The implemented online admission system ensures ready availability of data regarding the admission procedure, vacancy of seats, college regulations etc. to the prospective candidates. It also ensures greater clarity regarding the ongoing admission, as students are able to check the readily available data at the leisure of their home.

Prospective candidates, who are not computer literate, or face technical issues otherwise regarding the online procedure may avail the facility of a Help Desk during the college hours. This temporary Help Desk remains active throughout the entire period of admission process.

File Description	Document
Upload any additional information	View Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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.**Response:**

The Administrative Body of the college works in close cooperation with the Head of the Institution (HOI) to regulate and maintain a congenial and academic environment. The HOI along with the members of teaching and non-teaching staff implements the decisions and policies of the management. West Bengal College Service Commission recommends the candidates against the posts of Assistant professor and following the guidelines of the WBCSC the college appoints the Assistant Professors. In the case of State Aided College Teachers the said college recruits SACT on the basis of the approval of the West Bengal Government.

The college sends requisition to the Higher Education Department for the recruitment of non-teaching staff. Against this requisition, the concerned department once approves the proposal, the college forms a governing committee comprising the government nominee. The interview is conducted and panel is prepared from where the eligible candidates are appointed.

In the context of the college administration, the Administrative body takes the leadership role in decision-making process. The Administrative body of the college consists of the following:

Administrative Body**Vice-Principal****Departments - Teachers' Council - office - IQAC**

Vice-Principal executes any academic and administrative plans and policies with the help of 28 sub-committees and other officers, viz.

1. IQAC
2. Purchase Committee
3. Finance Committee
4. Development Committee
5. Grievance Redressal Committee
6. Anti-Ragging Committee:
7. Internal Complaints Committee
8. Women's Cell
9. PF Committee
10. Service Book and Leave Committee
11. Cultural Committee
12. Sports Committee
13. Library Committee
14. Hostel Committee
15. Examination Committee
16. Admission Committee
17. Anti-Ragging Squad Recommended by Anti Ragging Committee:
18. Magazine Committee
19. Canteen Committee

20. Building Committee
21. Nodal Officers of various welfare schemes
22. SC/ST Cell
23. Minority Cell
24. OBC Cell
25. Dr. Meghnad Saha College Social Welfare & Medicare Fund Committee
26. Program Officers of NSS Unit 1 & 2
27. Code of Conduct Committee
28. Feedback analysis and action planning Committee

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

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

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

The institution has various effective financial and non-financial welfare measures for teaching and non-teaching staff, some of them are: -

1. CCL and Maternity leave for teaching and non- teaching staff.

2. Per class remuneration of Guest Lecturers are revised time to time. The last such modification was implemented in January 2020.
3. Proper disbursement of UGB Examination duty remuneration among all the teaching and non-teaching staffs.
4. Festival advance for non-teaching staff.
5. Bonus for non-teaching casual staff.
6. Loan without interest from Provident Fund for permanent employees.
7. Advance salary without interest for Part Time Teachers.
8. Advance salary without interest for full time teachers.
9. Advance salary without interest for Librarian.

The institution has effective welfare measures for teaching and non teaching staff.

File Description	Document
Upload any additional information	View Document

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

Response: 8.24

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	07	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 1**6.3.3.1 Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
02	03	00	00	00

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**Response: 17.37****6.3.4.1 Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
03	02	03	03	03

File Description	Document
Upload any additional information	View Document
IQAC report summary	View Document
Institutional data in prescribed format(Data template)	View Document

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

The institution has Performance Appraisal System for teaching staffs following the latest UGC regulations. Candidates may offer themselves for assessment for promotion, if they fulfil the minimum API scores as per the UGC Career Advancement Scheme guidelines (which also includes fourth Amendment of UGC

Regulation titled University Grants Commission on minimum qualifications for appointment of teachers and other academic staff in universities and colleges and measures for the maintenance of standards in higher education). The IQAC takes a prominent role in encouraging young faculties to perform their functions as per the requirements. The IQAC explains to them the intricacies of the system, and always helps them in order to advance their career. Apart from these, the IQAC periodically reviews the performance of the departments through regular meetings with the teaching staffs as well as close review of academic activities like class tests, group discussion, quiz etc.

For non-teaching staffs, UGC regulated career advancement scheme is not applicable. They are subject to promotion in their respective fields after a period of service not less than 10 years. They may, however, sit for exams conducted by the state government for immediate promotion if they qualify in the said exams.

File Description	Document
Upload any additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The College follows a transparent financial system. The fund received by the college is utilized for holistic development and is ensured for academic events occurred throughout the year. The college plans a budget at the beginning of the financial session which is approved by the college's Administrative body. The auditors appointed by the DPI, WB visit the college on a regular basis; check all financial transactions with supporting documentation. The audit is carried out in accordance with the auditing standards which are widely accepted in India. The auditors reviews facts, support for the amounts and disclose the financial statements on a test basis. It also requires reviewing the accounting standards and management figures used and determining the presentation of total financial statements. On the basis of such an audit, an audit report for an accurate and fair view of the financial statement is issued.

The college has a mechanism for both internal and external audit. Competent auditor is appointed by the Administrative Body for internal audit. The external / statutory audit is carried out by a government auditor appointed by the Department of Higher Education, Government of West Bengal. The external / statutory audit has been completed up to the session 2017-18 from the inception of the college. The process of auditing of session 2018-19 along with is in progress. The college boasts for its clean and transparent financial system as there are no major objections raised by the auditors so far.

File Description	Document
Upload any additional information	View Document

6.4.2 Funds / Grants received from non-government bodies, individuals, philanthropers during the

last five years (not covered in Criterion III)**Response:** 0**6.4.2.1 Total Grants received from non-government bodies, individuals, Philanthropers year-wise during the last five years (INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources**Response:**

The institution being in a rural area, and established in the year 2000, has always faced paucity of funds. The entire funds collected since the inception had to be spent for infrastructural activities which are imperative for any newly established institution. Being a government aided college, not a college directly administered by the government; funds are always insufficient in comparison to the tremendous necessities of the institution. Therefore, the college authority is always on the lookout for funds to supplement their existing sources.

The college sends proposals for additional grants to the University Grants Commission (UGC) and Department of Science and Technology, Ministry of Higher Education, Government of West Bengal in order to meet expenses for construction, repair and renovation of the college building and premises, and other activities. In the year 2017-18, the college had sent a proposal to the Department of Science and Technology for books, Instruments for Physics and Chemistry Laboratory, Computer and accessories for Remote Sensing & GIS Laboratory and Sports Equipment for department of Physical Education amounting Rs.16,72,120. It requested the department of Higher Education for the same. In 2016, the college succeeded in receiving Rs. 3,00,000 for installation of virtual classroom. The college had requisitioned the Higher Education Department for a Science Building which is extremely important in view of the inadequate rooms which hampers smooth running of classes. After a lot of requests and proposals and representations, the Higher Education Department, Government of West Bengal realized the necessity of upgrading the infrastructure of such a college which has come far with meagre resources. They have accepted our proposal and after necessary formalities like vetting and project feasibility, they have sanctioned an initial amount of Rs. 78.87 lakhs.

The college always approaches the people's representatives in the area for funds to initiate developmental works. After many requests and representations, the MLA of Itahar granted Rs. 4,99,028.63 for a generator in 2016. The college continued its requests for more funds in order to meet further expenses, the again the MLA granted Rs. 5,74,809 from his MLA-LAD fund in order to construct the main gate of the college. In

2016, the local MLA of Itahar had granted an amount of Rs. 5,27,472 for construction of stairs for the first floor. The college has also sent its requests for funds to North Bengal Development Authority (Uttar Banga Unnoyon Parishad).

The college moderates student's fee structure every year in order to procure additional funding. Tenders are published in leading Bengali and English newspapers and after receiving multiple bids the college selects the lowest bid and gives the responsibility to the bidder. Moreover, the development committee of the college keeps themselves involved with the entire process and reports to the administration in case of any neglect or wilful dereliction of duty.

File Description	Document
Upload any additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

Response:

IQAC in any institution is a significant body. The prime responsibility of IQAC is to initiate, plan and supervise various activities. In Dr. Meghnad Saha College, an IQAC exists since 2014 onwards.

Practices:

- The IQAC prepares Academic Calendar before the commencement of the Academic Session after deliberations with various stakeholders like the faculty, non-Teaching Staffs and students
- The IQAC closely follows and ensures the entire Admission Procedure is transparent and in accordance with rules and regulations. In accordance with the government guidelines the college commences the online admission process from offline admission process.
- Adequate infrastructural support such as library, laboratory and reprographic facilities are provided by the college authorities.
- The infrastructure facilities of the library and other laboratories are periodically reviewed by the IQAC. It was on IQAC's directions that NLIST was subscribed to and all faculty members have been provided with unique user ID and password for accessing NLIST site that offers 80,409 e-Books and 3,828 e- Journals in full text form. The library was also partially automated. An EPW statistical database was bought which shall help the Humanities department in their academic works. 'Economic and Political Weekly' journal was subscribed which helps the students to gather more information beyond their immediate curriculum.
- The IQAC is involved in the convenience of students and faculty and the betterment of teaching-learning process. Classrooms are being gradually converted into smart classrooms.

- For easy convenience, IQAC recommends the construction of concrete pavements, sheds, installation of water purifiers and coolers, all of which has been duly implemented. A new spacious Canteen building has been constructed inside the college premises as per recommendation. A Girls' Common Room has been constructed for the benefit of the female students.
- The IQAC is concerned with the infrastructural betterment of the college. It takes a lead role in planning for the requisition for a Science Building to the Government of Higher Education. The seminar hall was modernized for holding of high level academic activities under the observation of IQAC.
- The IQAC encourages academic activities such as seminars and special lectures, and it is under their guidance that the college has organised ten special lectures and four seminars to strengthen the academic culture of the college.
- Teachers are encouraged by the IQAC to pursue their PhD and other research work & college tries to provide relaxation in workload. Faculty members are granted leave to participate in short term courses and various workshops.
- Support and motivation are given to the faculty to work hard to develop and update themselves to make the academic environment of this college gradually better.
- UGC & University Circulars pertaining to research are displayed on the Professors' Notice Board.
- The IQAC took a lead role in the planning, implementation, execution and the ultimate Publication of a double blinded peer reviewed Bi- lingual Journal named "ENSEMBLE".
- Three of our faculty members from various departments have been awarded Ph.D. Degree (2015-2019).

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

Two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC are--

1. Students Feedback on Faculty, Teaching- Learning Process & Evaluation

Students' feedback significantly reflects the actual quality of teaching learning process. The IQAC has brought several changes in the Students feedback process like

- No faculty members are involved in the students' feedback process.
- Only eligible students are allowed to give feedback on faculty, teaching learning process & evaluation.

1. Internal Academic Audit annually conducted by Internal Quality Assurance Cell of the college.

Internal Academic Audit of the Honours Departments helped to assess the Strength & weakness of the department and to prepare academic plan accordingly.

1. IQAC follows up on all academic related activities of the college. The IQAC, before the commencement of every academic session, holds a meeting with all the full time and SACTs faculty members of the college. In the meeting, the IQAC lays out the academic targets of the next academic session in comparison to the previous session. Students' results of the previous year are discussed and ways and means to improve on that performance is thought of. Emphasis is placed on the attendance of the students. An academic calendar is prepared keeping in view all the suggestions of the faculty members. The IQAC proposes and plans of conducting the class tests, group discussions, quizzes, presentation of films and other activities as per the requirement of each discipline. An outline is prepared for the advanced learners and slow learners: how to identify them and how to properly improve both sets of students. The IQAC keeps a close tab on whether the academic calendar and the strategies are being implemented or not. HODs of the departments are regularly called in meeting for briefing the Co-Ordinator on activities of the respective department. Class Tests and other related activities are closely monitored by the IQAC.

Committees which are directly related to the students' grievances like the Women's Cell, Anti-Ragging Committee- often collaborate with the IQAC in order to educate the students about various issues like gynaecological issues affecting teenage and young women. The IQAC also sits with the NSS Units in the college in order to direct them to organise various programs that shall benefit the students.

The IQAC also takes active interest in developing the infrastructure for continuous improvement of the students. The lack of classrooms was at the forefront of the IQAC's mind, and after due deliberations the college has succeeded in getting approval for construction of a science building from the government of West Bengal. The shortage of teaching staff is also a continuous problem. The IQAC takes the lead in sending requisition for the creation of new full time posts to the Government of West Bengal. LCD Projectors have been installed in all the classrooms of the institution to aid the teachers in their teaching. Virtual classrooms have also been established as per the recommendation of the IQAC.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

Criterion 7 - 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 last five years.

Response:

a) Safety and Security

To ensure a safe campus and secured environment of the college the following initiatives have been adapted and implemented.

- The college has a women's cell to look after the interest of the women.
- The college has also Internal Complaint Cell to observe and restrain any sorts of untoward incidents on the students, especially female students.
- The college has also an anti-ragging committee to control and stop any unwanted activities.
- Our college campus is under the surveillance of close circuit TV to keep meticulous observation on the nooks and corners of the college.
- The college has deployed security personnel for 24 hours at the entrance of the college.
- The college has implemented a token based vehicle monitoring system to assure the security of the vehicles and to control the movement of the vehicles within the college campus.
- The college has a First Aid Box and its maintenance is done regularly.
- A Suggestion and Complaint Box is installed at the entrance of the room of the Vice Principal in the college campus to comply with any sorts of suggestions and complaints.
- Identity card is issued to all students, teachers and non-teaching staffs.
- Regular checking of electric meter by WBSECDCL and the condition of electric wiring, air condition, fan and light are checked regularly.
- Distinct code of conduct for the students, teaching and non-teaching staffs is followed. It is also displayed in the college website.
- Separate wash rooms for male and female students are there in every floor of the Arts and Science buildings.
- Separate wash rooms for male and female teaching staffs are there in the Teachers' Common Room. There are also separate wash rooms for male and female non-teaching staffs in the ground floor of the Administrative Building.
- The college has fire extinguishers placed in every floor.
- The College has built up a boundary wall all around its premise to prevent the entrance of intruders.
- The college has installed a High Mast Tower to ensure sufficient lights for the safe movements of the students within the campus in the evening.

b) Counseling

One of the most important endeavors of our college campus is to maintain a cordial and healthy relationship between students and teachers. Besides this, various awareness programmes have been organized by the Women's Cell, the Centre for Women's Studies and the NSS Units I and II to counsel the students on gender sensitization. These counseling programmes have also addressed various legal and health issues raised by the students.

c) Common Room

The college has separate common rooms for male and female students. These common rooms have adequate space and they are equipped with all modern facilities. Moreover a vending machine for sanitary napkins has been installed in the Girls' Common Room to acclimatize the rural female students with the use of sanitary napkins and modern hygienic methods.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

Response: C. 2 of the above

File Description	Document
Geotagged Photographs	View Document
Any other relevant information	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

The responsibilities of solid waste management is mainly fulfilled by the local civic bodies & Itahar Gram Panchayat and Itahar Block in Uttar Dinajpur district at regular intervals. The college administration has

signed a MOU with Itahar Gram Panchayat regarding the clearance of solid waste from college campus. Apart from this, the college has the following facilities.

Solid Waste Collection/Deposit:

College has kept in its campus 20 dustbins in different spots. It has been possible to restrain the student's habit of throwing the waste here and there in the campus except in the dustbins. The waste discharged after office work is also kept in the existing dustbins. The sweeper of the college regularly collects the solid waste from the campus and keeps it in the dustbin. The local civic body i.e. Itahar Gram Panchayat clears the dustbin by their authorized personnel at regular intervals.

File Description	Document
Geotagged photographs of the facilities	View Document
Relevant documents like agreements/MoUs with Government and other approved agencies	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document
Any other relevant information	View Document

7.1.5 Green campus initiatives include:

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

Response: Any 4 or All of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document
Any other relevant documents	View Document

7.1.6 Quality audits on environment and energy regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: D.1 of the above

File Description	Document
Any other relevant information	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Disabled-friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.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

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	View Document
Geotagged photographs / videos of the facilities	View Document

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 500 words).

Response:

Dr. Meghnad Saha College is situated in the midst of villages. Most of the inhabitants of these villages belong to the minority communities as well as to SC, ST, and OBC communities. Poverty and illiteracy

dominate their lives. In this context, our college primarily functions based on the dynamic concept - 'Education of Economically Weaker Students from Rural Area' as it has clearly recognized that India's rural sector plays a crucial role in determining our economy. The college continues the journey towards this transformation through its prime motto - knowledge, discipline and upliftment of the backward classes. This ideology is clearly reflected in the various administrative, academic and socio-cultural activities of the colleges. Since its establishment in 2000, the college has imparted higher education to male and female students inhabiting the rural areas around Itahar. This is evident from the passing of hundreds of first-generation graduates from our institution with distinction. In order to achieve this milestone, the institution has evolved policies and has been executing them precisely through action plans by utilizing the various available resources.

- Dr. Meghnad Saha College always tries to maintain linguistic diversity among students. As a considerable number of the students of Dr. Meghnad Saha College belong to minority class, the college has catered to the demands of the students to include Arabic as a subject of study. As a response, Arabic General Course is introduced in the college in 2016-2017 sessions and it has achieved popularity among students.
- The college has regularly organised Rakshabandhan Festival to inculcate the communal harmony among students. The two units of the NSS organise the Rakshabandhan Festival and the students actively take part into it. The teachers and the students tie rakhis and take pledge to maintain communal harmony among different communities.
- The Kashibati village in one of the underdeveloped village of Uttar Dinajpur district. Hence, for the purpose of adopting the village and contributing to its overall development, Dr. Meghnad Saha College, Itahar has conducted a socio-economic survey in Kashibati village in the first half of 2019. The survey report is attached with this file. The college finally adopted the village in September, 2019 and conducted some social welfare programmes like cloth distribution before the Durga Puja festivals. The adoption of this village actually addresses the needs of the socially diverse communities.
- The college has also organized annual cultural festivals regularly which addressed the cultural diversity of this region. For example, in the Annual Cultural Function in 2020, tribal songs and music were performed by the local tribal artists. As a significant number of students of this college belong to the SC and ST communities, these cultural programmes cater to their cultural entertainment. Moreover, these programmes also give the opportunities to exhibit their creative talents and respond to their cultural diversities.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

Dr. Meghnad Saha College is the only college in Itahar Block in Uttar Dinajpur, West Bengal. Although

the college is situated in a rural area, it provides its students modern facilities of education, natural landscape and student-friendly administration. It also organizes various activities to sensitize its students and employees to the constitutional obligations.

The college is reputed not only in educational contribution but also in social contribution. The teachers and students of the institution take many initiatives to help and support the local people and nearby villages surrounding the institution.

“One of the first conditions of happiness is that the link between man and nature shall not be broken.”— Leo Tolstoy. The teachers and students together celebrate 5th June as “World Environment Day”. To make the day memorable in an eco-friendly way, the teachers and students organize a tree plantation programme in the institution. There are different tree saplings planted in the boundary areas and nearby areas of the institution.

“Alone we can do so little; together we can do so much.” - Helen Keller. Any work or service for the welfare of the society may be called social service. Blood Donation Camp is organized regularly in the college in collaboration with local hospital and NGOs. Blood scarcity is a great problem in our society. The teachers always inspire the students to donate blood not as social service but as responsible citizens.

“Part of being a person is about helping others.” ? Regis Murayi. To make the students aware of social duties and responsibilities, the institution has adopted a village so that the students can practically learn how to serve the villagers. Last year the institution has organized a programme “Cloth Distribution to the Adopted Village”. The college authorities and the students make the programme grand by providing the sarees to the village women before the Durga Puja festival.

“Man does not live by soap alone; and hygiene, or even health, is not much good unless you can take a healthy view of it or, better still, feel a healthy indifference to it.” ? G. K. Chesterton. The National Service Scheme (NSS) Units and the Women’s Cell of Dr. Meghnad Saha College take various initiatives to aware about health and hygiene. The most remarkable activities are – ‘Health and Hygiene Programme for Feamle Students’, ‘Eye Screening Camp’, ‘Swachh Bharat Programme’, ‘Assistance of Flood Victims in Itahar Block’, ‘HIV AIDS Awareness Camp’, ‘Cleanliness of Public Health’ and ‘Vector-Borne Diseases’ etc.

"Law and order are the medicine of the body politic and when the body politic gets sick, medicine must be administered." - B R Ambedkar. To make students aware of constitution, values, rights, duties and responsibilities of citizens, the institution arranges remarkable programmes like “National Voters Day” celebration and “Youth Parliament”. These programmes provide a wide range of information to the students and the audience about the constitution of India, Government Policy, law and order, fundamental rights, right for the vote and socio-economical responsibilities of a citizen.

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

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.

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
Code of ethics policy document	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Dr. Meghnad Saha College regularly observes national and international commemorative days, events and festivals. National festivals are celebrated with great enthusiasm in our institution. Similarly, birth and death anniversaries of prominent personalities of our nation are observed as an honour to their service and contribution. The college celebrates the Independence Day of India on 15th August and the Republic Day on 26th January of every year. The festivals of our soil are celebrated in remembrance of attained freedom and constitution formation respectively.

The college not only strives to bestow quality education among the students but also tries to uplift the sense of their brotherhood, fellow feelings and humanity through the observation of birth and death anniversary of many eminent personalities like Swami Vivekananda, Rabindranath Tagore, Netaji Subhash Chandra Bose, Mahatma Gandhi and so on. Besides this, World AIDS Day is observed to keep student aware of the health hazards of the disease called AIDS. The college organizes Rakshabandhan festival to inculcate the brotherhood and fellow feelings among different communities.

The college has two NSS units which actively coordinate these programmes in the college campus. Even during the pandemic time, the Independence Day and World AIDS Day have been observed in online mode in 2020. The students are notified to remain present on those days along with the teachers and office staffs. Different speakers highlight the varied dimensions of the lives of the personalities whose birth or death anniversary is being observed.

Our college also remembers the birth anniversaries of Mahatma Gandhi, Dr. S. Radhakrishnan and other notable Indian personalities. The birthday of Mahatma Gandhi, the 2nd October is celebrated every year in the campus. Apart from remembering his contributions towards our country's freedom struggle, the function also aims to sow the seeds of his concept of non-violence (Satyagraha) among the students. The former president Dr. S. Radhakrishnan's birthday on 5th September is observed as Teachers' Day, as a tribute to honour the services of teaching community.

The college authority in association with the student council organizes Saraswati Puja every year. All the students, teaching and non teaching staff of the college participate to grace the occasion. Eminent dignitaries both from academics and administration remain present at Saraswati Puja and it remains open for the local community as well.

The Institute organizes “Rakhi Bandhan” utsav as conceived by Rabindranath Tagore to promote brotherhood, protection and fraternity among the students and teachers.

Students also participate in those events as performers of various cultural programmes, both in online and offline modes. As volunteers, they also help in organizing these events. The inherent objective of such observations is to develop the mindset of the students as responsible citizens and to develop their awareness towards the national and international commemorative days. They are also encouraged to follow the moral values inspired by the lives of these great personalities.

File Description	Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

BEST PRACTICE 1

Title: ICT Based Teaching-Learning System

Objective:

It is already known that the digital knowledge of the rural students is lower than that of urban students due to lack of digital exposure. Therefore, the students of this region suffer from many communication gaps in different sections. Consequently, in this digital age, they lag behind the other urban students. Dr. Meghnad Saha College has adopted various measures to raise the level of digital consciousness and competency of the students to acclimatize them to contemporary digital environment. With this objective in view, the college has established the ICT based teaching-learning system. The necessity of the system is reinforced during the pandemic caused by Covid-19 when the students have been out of campus for a long time.

Context:

The classic methodology of teaching, ‘Chalk-Talk-Walk Technique’ has certain limitations such as board

management, neat diagrams, and hand writing skills. In the modern context, contemporary settings are favouring curricula that promote competency and performance. Curricula are developed to emphasize capabilities and concerns towards the application of the information. ICTs are able to provide strong support for all these requirements and there are now many outstanding examples of world class settings for competency and performance-based curricula that make sound use of these technologies. The integration of information and communication technologies can help revitalize teachers and students. The usage of ICT is to complement the classical teaching techniques particularly in difficult subject areas. To achieve these objectives, teachers need to be involved in the preparation of online teaching resources, multimedia presentation and developing online video lectures. Teachers generate meaningful and engaging learning experiences for the students, strategically using ICT. ICT enables students to enjoy enquiry based innovative learning techniques.

Practice:

The practice of ICT based system in Dr. Meghnad Saha College has the following dimensions:

- **Academic Activities**

E-Classroom- The college has developed an E-Classroom where each of the department has created their own departmental web resources through which the teachers provide learning material, online MCQ practice sets, lesson plans, course outcomes and various other helpful links. Students can post their queries which the teachers address and communicate with the respective students.

ICT Enabled Room – All the Honours classrooms in the college are ICT enabled with laptops, projectors and white boards. In this way, the teachers have been provided the opportunity for classroom teaching through power point presentations, film shows and other online learning materials.

The College Website- The college has its own institutional website designed for every academic support for the students. The website not only highlights the achievements of the college in academic arena but it also enables the students to have easy access to various information and necessary links.

Interactive Notice Board- The college has installed an Interactive Notice Board which gives the students access to the college notices through the digital notice system. As and when required, a student can easily recheck the information. It is one of the steps exercised by the college to practice paperless office.

It is now observed that most of the students have already become habituated in this system. Earlier it was found that many students used to gather in the office of the college to get and verify the information which the college intended to communicate to the students. Further many incidents were witnessed in which students suffered due to miscommunication. Now number of such incidents has come down.

Webinars- When the pandemic forced the education system to a standstill, Dr. Meghnad Saha College attempted to engage the students by organizing a series of webinars during the pandemic period. These webinars have become successful in giving the students the exposure to greater academic world by arranging lectures and dialogues by eminent speakers. It also created the academic platform for the students, scholars and teachers to represent their research.

YouTube Channel- Dr. Meghnad Saha College has its own YouTube Channel. Various college programmes and webinars are uploaded in the YouTube for the better access among students and interested

audience.

Other Online Academic Activities-

Continuous Internal Examination and Tutorial Examinations are conducted through online MCQ.

Students and other stakeholders can give online feedback regarding the institution using the link provided in the website.

Administrative purpose

The college website bears a separate section for dynamic notice and tenders for bringing transparency in the administrative system. All the payment related transactions are done by the students through online mode using their unique student ID.

Evidence of Success

The self developed E-Classroom has been helping the students with the online resource of study materials. This digital interaction in the virtual medium is helping the students even beyond campus.

Online mode of examination in MCQ or Multiple Choice based Questions has also become a good success among teachers and students. It has resulted in fast publication of results. Besides this, the system of evaluation also helps the students to adapt to the online contemporary mode of competitive examinations based on MCQ.

All transactions regarding payment of admission fee, university form fill up fees have been successfully initiated through online mode. Cashless mode of payment has made the entire process hassle free so that any student can make payment from anywhere anytime. It contributes to the transparency of financial transactions. It also supports the Digital India campaign launched by Government of India.

Students can give their feedbacks regarding academic activities through online feedback forms. The online system enables the college authorities to have a quick access to the students' feedback reports and prompt actions are taken in response.

The ICT enabled teaching-learning system shows its huge necessity during the COVID 19 pandemic. As the pandemic forced the educational institutions to close down, the online teaching has become the only mode to continue the education of the students. The college has developed its dedicated E-learning Portal namely "E-classroom". Besides online classes through Google Meet, WhatsApp groups are created for every batch of students to keep an easy communication among the teachers and the students. It has been quite successful amidst this pandemic.

Problem Encountered and resource required:

It does not wait for saying that most of the students of our college come from the backward families and their economic status is not sound enough. Consequently, a number of students could not avail the online facility due to the lack of smart phones and laptops. Another obstacle in the path of online teaching is poor internet connection in distant rural areas. Besides this, as most of the students come with very less or no

exposure to online system, initially it becomes difficult for them to adapt to the online teaching mode. Moreover, students' ignorance in maintaining single email id with registered mobile number also creates problem for them to securely log in to online teaching platform. With introduction of CBCS curriculum and changing technology, it has also become a challenge for the students as well as the teachers to cope up with the upgradation frequently.

BEST PRACTICE 2

Title:

Participatory Learning and Co-curricular Activities of the Students

Objective:

Teaching-learning has now been reconceptualized over the last few decades to recognize the socio-cultural applicability of knowledge in the broader context. Learning is now perceived not only as a passive activity with knowledge transmitted from the teacher to the learner, but also with the learners actively constructing knowledge and solving problems individually or collaboratively. During the pandemic, the online based communication among students and teachers has escalated the need of students' active participation into the teaching-learning procedure. This kind of learning procedure is also known as Experiential Learning (EXL). The concept was first explored by John Dewey and Jean Piaget. It is the process through experience, and is more specifically defined as "through reflection on doing". It is popularly known as hands-on skills, knowledge, and experience which are acquired outside of the traditional academic classroom setting.

Context:

Experiential Learning (EXL) and Participatory Learning are initiated with the concept of 360 degree development, completeness and competency of the students in emerging global scenario. The concept of success in life is based on ability to correspond positively and get well along with others which is possible through experiential learning. Undoubtedly, EXL is an important aspect of a successful career. To be effective, one needs to understand what to learn, when to learn and how to implement it so as to get hands on experience. Dr. Meghnad Saha College is conscientiously moving ahead with an effort in inculcating experiential learning through numerous activities that provide platform to the students to showcase their talents and make them noticeable at every shade of diverse persona of student fraternity. Besides this, the COVID 19 pandemic has also necessitated the reformulation of teaching-learning mechanism to incorporate the participatory learning and co-curricular activities.

Practice:

In pursuance of transforming the students and making them ready for participatory learning, Dr. Meghnad Saha College adapts the strategy of fusion of co-curricular, academic and extra- curricular activities. This

kind of learning process helps in achievement of program specific outcome, along with course outcomes through well-thought activities, which make students to bring in positive changes and explore the excellence within them. Dr. Meghnad Saha College organizes following events as parts of participatory learning process:

- **Annual Departmental Exhibition:** The College organizes Annual Departmental Exhibition as a part of experiential learning. Each department is provided with financial assistance by the college authority to organize this departmental exhibition which is often theme based and student oriented. The students make models, posters and diagrams to elaborate their knowledge on the selected themes. Eminent judges come to evaluate the quality of the each departmental exhibition and the best exhibition was given prize. This annual exhibition has been organized from the very beginning of the college. It has been very useful for the overall development of the students in the following ways:
 - The exhibition gives the students an opportunity to use their theoretical knowledge into applied platform.
 - Students participate in this exhibition not as an individual, but as a team. Hence, this kind of co-curricular engagement develops the spirit of teamwork among the students.
 - The exhibition also helps in the grooming of the students. They have to represent their exhibition to the judges. The judges ask various kinds of questions regarding their models and posters. The whole practice develops the self-presentation of the students in the public arena.
 - As the Annual Exhibition remains open for public visit for three days, villagers, students and faculties from other schools and colleges and people from various sections of life come to visit this exhibition. This provides an opportunity for the students of our college to socialize with different sections of the society and to present their works to the general public.
 - Our Annual Exhibition is also very popular among the surrounding school students who will be the future pupils of our college. It eventually ignites the aspiration of the future students to perform better than their predecessors.
 - It also succeeds in bringing out the creativity of our students. While decorating the exhibition camp and making posters and models, the imagination of the students flies high and achieves new heights.
- **Study Tour:** Students are regularly taken to Study Tours by the Departments of History and Geography. They are accompanied by the faculties of the college who assist them to gain applied knowledge through these tours.

Evidence of Success:

Our college is known for transforming and empowering students who come from diverse backgrounds and mostly from underprivileged sections. This participatory learning practice has become the preeminent practice of the institute, imbining behavioral competency and encouraging students to work in a spirit of unity and camaraderie at both institute and professional level. It also helps to facilitate self-growth, self-worth and actualization of potential of the students through myriad ways of empowerment and competence building.

The evidence of success is visible, qualitatively as well as quantitatively. The results bring some prominent

factors to light. The students when shown the right direction and given the right encouragement can achieve the goals they desire. Annual Departmental Exhibition not only gives the students a platform to showcase their best talents, but it also gives them space to apply their classroom knowledge in a more creative way. The Study Tours bring them outside the classroom and offer them the first-hand knowledge in the natural background. Annual exhibitions and study tours also nurture the spirit of teamwork among students which will be necessary in their future professional life. Holistic development rather than only academic success contributes in creating socially sensitive individuals which is a prominent requirement of educational institute.

Problem Encountered and resource required:

As Dr. Meghnad Saha College is located in a rural area, the non-availability of adequate materials and technical assistance is one of the major problems encountered in the participatory teaching learning process. Most of the students of our college belong to the underprivileged sections of life. So social backwardness often becomes obstacle in the path of the fulfilment of their dreams. Besides this, they find it difficult to acquire financial resources to nurture their creative talents. In fact, resources in terms of finance are continuously required to upgrade technology requirements to develop the participatory teaching learning process. The locational disadvantage also contributes in the lack of proper digital exposure of the students as we know that updated digital facilities are becoming part and parcel of the modern participatory learning process.

File Description	Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

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

Response:

A research journal is an integral part of any academic institution. This allows for an exchange of ideas as well as a platform for expressing the views and opinions across the divergent academic fields. Dr. Meghnad Saha College has started its own journal from 2019. Being a rural college, it was not easy to develop an academic journal of excellence. But the journal aspires to achieve distinction. Within this span of two years, *Ensemble* not only achieves academic recognition, but also retains regular publication. In this context, Dr. Meghnad Saha College presents the college journal, *ENSEMBLE: A BI-LINGUAL PEER REVIEWED ACADEMIC JOURNAL* as 'One Area Distinctive to its Priority and Thrust'.

The journal was aptly named *Ensemble* as this journal represents articles coming from multiple academic disciplines. *Ensemble* facilitates scholarly communication in the academic realm. It is a gateway to the knowledge house for academicians, faculty members, researcher scholars, authors, students and other segments of the society alike. The journal has a dedicated Editorial Board and an Advisory Board

consisting of distinguished academicians. The Advisory Board guides the journal to achieve excellence through quality publication.

A call is made from the editorial board for articles on original research, case studies and book reviews on topic of current interests. After the articles are submitted, a thorough review process is employed for ensuring quality, which includes stringent plagiarism checks, and peer reviews from esteemed faculty across India. In fact, following UGC regulations, the journal follows double blind peer-review system. The journal can be accessed online via the following link: <http://www.ensemledrms.in/>.

Journal Policies

1) Open Access Publication Policy

Ensemble supports open access to the published articles, research papers and review articles as a fundamental part of the journal's mission and a public benefit to be encouraged wherever possible.

All articles, research papers and review papers published in *Ensemble* since Volume 1, No. 1 (March 2019) are issued under a Creative Commons Attribution 4.0 International License. This licence allows for any non-commercial use, without the need to obtain permission from the publisher.

Requests to use any published materials for commercial purposes should be made through securing permission in b/w from the publisher of *Ensemble*.

2) Article Submission Fee

Ensemble does not charge any article processing fee from the author for submitting any material for the consideration of publication any volume.

3) Article Processing / Publication Fee

Ensemble does not levy any processing / publication fee from the author for publishing the article after acceptance.

4) Double Blind Peer Review Process

Ensemble uses double-blind review, which means that the identities of both the reviewer and the author are concealed from each other throughout the review process. To facilitate this, authors need to ensure that their manuscripts are prepared in a way that does not reveal their identity.

5) Anti-Plagiarism Policy

Ensemble regards plagiarism as a very serious offence. Plagiarism is defined as the unacknowledged use of the work of others as if this were your own original work. All works submitted for consideration in *Ensemble* will have to qualify the plagiarism level tested by anti-plagiarism software as per the circular.

6) Continuous Publication Model

Ensemble operates under a continuous publication model, which emphasises the online version as the authoritative record and ensures that peer reviewed papers can be cited immediately.

Other Important Features of *Ensemble*

- **Bi-lingual Journal:** *Ensemble* is a bi-lingual journal. It is published both in Bengali as well as in English. This decision of choosing bi-lingual mode of publication is motivated by the socio-cultural background of Dr. Meghnad Saha College. The college is situated in rural north Bengal. There are many talented academicians residing in north Bengal who work in Bengali. Besides accommodating the academic papers written in English, our journal also aspires to incorporate the academic research written in Bengali.
- **Plagiarism Checker:** Plagiarism is a serious drawback for any academic research. *Ensemble* has assured publication of plagiarism-free academic research. Each and every article submitted for publication goes through stringent plagiarism check by Plagiarism Checker Pro.
- **E ISSN number:** *Ensemble* has received its eISSN number. Journals with ISSN number have been recognized by official academic parameters. Being recognized by ISSN, *Ensemble* is also accepted by official academic metrics. The eISSN number of *Ensemble* is 2582-0427.
- **Google Scholar Indexing:** *Ensemble* is indexed in Google Scholar. This indexing enables the journal to have greater readership as well as critical judgment amidst academicians.
- **UGC CARE Enlisting:** *Ensemble* is recognized by UGC CARE. UGC has established Consortium for Academic and Research Ethics (CARE) for creation and maintenance of 'Reference List of Quality Journals'. UGC has different journal analysis cell situated in various universities to ensure the academic integrity as well as quality of the journals published. It is a proud moment for Dr. Meghnad Saha College that our journal, *Ensemble* has passed this quality check established by UGC CARE and it is now included into the 'Reference List of Quality Journals'.
- **Crossref Member:** makes research outputs easy to find, cite, link, assess, and reuse. It is a not-for-profit membership organization that exists to make scholarly communications better. *Ensemble* deposits articles metadata to Crossref which assures quality of the journal and its wide acceptance amidst academic circle.
- **CrossMark Recognition:** CrossMark, a multi-publisher initiative from CrossRef, provides a standard way for readers to locate the authoritative version of a document. *Ensemble* recognizes the importance of the integrity and completeness of the scholarly record to researchers and librarians and attaches the highest importance to maintaining trust in the authority of its electronic archive. Clicking on the CrossMark icon will inform the reader of the current status of a document and may also provide additional publication record information about the document.

Journal Metrics

- Article acceptance rate at present is 11 percent.
- Average days for first communication with the authors are 22 days from the submission of articles.
- Average days for online publication are 76 days from the submission of articles.

File Description	Document
Appropriate web in the Institutional website	View Document

NAAC

5. CONCLUSION

Additional Information :

This college is located in a rural area of Uttar Dinajpur which is one of the backward districts of West Bengal. Most of the students belong to the marginalized sections, and it has always been the attempt of our college to bring them into the mainstream society. However, preservation of regional and ethnic culture has been intent of our college, and it is achieved through our Cultural Centre and cultural activities. The institution attempts to integrate these rural students through strong efforts and dedication.

Concluding Remarks :

An institute of higher education is a shrine of education, a guiding light of acquiring knowledge for its immediate surroundings. A small seed planted gradually becomes a large and flowering tree. Dr. Meghnad Saha College is such an institution. Built on the largesse of the local villagers and lots of hard work, thousands of students have passed the floors of this college. Many of the students who have passed through this institution have gone on to become established and esteemed members of the society.

This college has its strengths, weaknesses, opportunities and challenges. It has always been the goal of the college to strive to further elaborate on the strengths and utilize its potential to the fullest. The weaknesses humble us in our goal for perfection, while at the same time motivate us to work harder and harder to nullify those weaknesses and push for further excellence. The opportunities that we possess encourage us to utilize them fully. The challenges shall always remain- it is the hard work and dedication of the entire teaching and non-teaching staff which helps us overcome those challenges.

Traditional way of education in harmony with modern education is employed by the institution to facilitate the teaching-learning process. Through various programs such as - 'Workshop in Yoga' and Program Course in Sanskrit, the traditional way of teaching is maintained, while through ICT enabled classrooms, medicinal plants, large playgrounds and modern teaching methods are implemented.

Excellent teacher-student relationship has always been a salient feature of this institution.

Through curricular as well as extra-curricular activities, the institution not only strives to inculcate within the students' academic knowledge, but also to provide a healthy respect for society and environment. Through the various social activities the college is engaged in have garnered deep respect from the alumni of this college as is evident from their feedback reports. Moreover, the villagers of the 'Gram Sangsad' which the college has adopted have showered their praises on the college for the way they have found the institution with them through difficult times.