



## **YEARLY STATUS REPORT - 2020-2021**

### **Part A**

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

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

**Dr. Meghnad Saha College**

- Name of the Head of the institution

**Dr. Mukunda Mishra**

- Designation

**Vice-Principal**

- Does the institution function from its own campus?

**Yes**

- Phone no./Alternate phone no.

**03523277707**

- Mobile No:

**9474826123**

- Registered e-mail

**drmsc.itahar@gmail.com**

- Alternate e-mail

- Address

**Vill- Ranipur, P.O.- Tilna,**

- City/Town

**Itahar**

- State/UT

**West Bengal**

- Pin Code

**733128**

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

- Type of Institution

**Co-education**

- Location

**Rural**

- Financial Status

**Grants-in aid**

- Name of the Affiliating University **University of Gour Banga**
- Name of the IQAC Coordinator **Anjan Some**
- Phone No.
- Alternate phone No.
- Mobile **9477114780**
- IQAC e-mail address **anjansome91@gmail.com**
- Alternate e-mail address

**3.Website address (Web link of the AQAR (Previous Academic Year)**

**NA**

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

**Yes**

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

<https://www.drmscollege.ac.in/wp-content/uploads/2022/03/Academic-Calendar-2020-21.pdf>

#### **5.Accreditation Details**

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
<b>Cycle 1</b>	<b>B</b>	<b>2.42</b>	<b>2021</b>	<b>07/09/2021</b>	<b>06/09/2026</b>

**6.Date of Establishment of IQAC**

**02/12/2014**

**7.Provide the list of funds by Central / State Government**

**UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,**

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>

**8.Whether composition of IQAC as per latest NAAC guidelines**

**No**

- Upload latest notification of formation of IQAC

**No File Uploaded**

**9.No. of IQAC meetings held during the year**

**9**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**

- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

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

- If yes, mention the amount

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

IQAC has motivated each department to conduct webinars for the development of academic environment and to expose the students to dimensions of their subjects which are not in their curriculum.

IQAC has overseen the conduct of online classes during the pandemic period. Offline classes were suspended for the entire academic year due to Government of West Bengal guidelines, therefore classes had to be taken in online mode. IQAC endeavored to coordinate the entire process and ensure that students do not suffer.

As per Government guidelines, all University examinations took place in online mode. Acting under the limitations of University guidelines, IQAC attempted to ensure that rural students to not suffer while submitting answer scripts. College was open and accepted answer scripts from the students in this regard. The evaluation was also made stringent and transparent.

IQAC recommended that COVID Awareness Orientation Program be conducted by respective departments. It was duly done and students were sensitized about the pandemic and necessity to follow the protocols for their and others' safety.

**12. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year**

Plan of Action	Achievements/Outcomes
QAC recommended that COVID Awareness Orientation Program be conducted by respective departments.	It was duly done and students were sensitized about the pandemic and necessity to follow the protocols for their and others' safety.
IQAC recommended further improvement in the college journal Ensemble.	Ensemble got the membership of Crossref. Reviewer board was expanded and Editorial Board was created.

**13. Whether the AQAR was placed before statutory body?**

**Yes**

- Name of the statutory body

Name	Date of meeting(s)
IQAC	28/04/2022

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

## Part A

### Data of the Institution

<b>1.Name of the Institution</b>	<b>Dr. Meghnad Saha College</b>
• Name of the Head of the institution	<b>Dr. Mukunda Mishra</b>
• Designation	<b>Vice-Principal</b>
• Does the institution function from its own campus?	<b>Yes</b>
• Phone no./Alternate phone no.	<b>03523277707</b>
• Mobile No:	<b>9474826123</b>
• Registered e-mail	<b>drmsc.itahar@gmail.com</b>
• Alternate e-mail	
• Address	<b>Vill- Ranipur, P.O.- Tilna,</b>
• City/Town	<b>Itahar</b>
• State/UT	<b>West Bengal</b>
• Pin Code	<b>733128</b>
<b>2.Institutional status</b>	
• Type of Institution	<b>Co-education</b>
• Location	<b>Rural</b>
• Financial Status	<b>Grants-in aid</b>
• Name of the Affiliating University	<b>University of Gour Banga</b>
• Name of the IQAC Coordinator	<b>Anjan Some</b>
• Phone No.	
• Alternate phone No.	

• Mobile	9477114780				
• IQAC e-mail address	anjansome91@gmail.com				
• Alternate e-mail address					
<b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>	<a href="#">NA</a>				
<b>4.Whether Academic Calendar prepared during the year?</b>	Yes				
• if yes, whether it is uploaded in the Institutional website Web link:	<a href="https://www.drmscollege.ac.in/wp-content/uploads/2022/03/Academic-Calendar-2020-21.pdf">https://www.drmscollege.ac.in/wp-content/uploads/2022/03/Academic-Calendar-2020-21.pdf</a>				
<b>5.Accreditation Details</b>					
Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.42	2021	07/09/2021	06/09/2026
<b>6.Date of Establishment of IQAC</b>			02/12/2014		
<b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b>					
Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount	
Nil	Nil	Nil	Nil	Nil	
<b>8.Whether composition of IQAC as per latest NAAC guidelines</b>			No		
• Upload latest notification of formation of IQAC			No File Uploaded		
<b>9.No. of IQAC meetings held during the year</b>			9		
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?			Yes		

<ul style="list-style-type: none"> <li>If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>	No File Uploaded
<b>10. Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>	No
<ul style="list-style-type: none"> <li>If yes, mention the amount</li> </ul>	
<b>11. Significant contributions made by IQAC during the current year (maximum five bullets)</b>	
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<b>13. Whether the AQAR was placed before statutory body?</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>	
Name	Date of meeting(s)
IQAC	28/04/2022
<b>14. Whether institutional data submitted to AISHE</b>	
Year	Date of Submission
2020-21	09/02/2022
<b>15. Multidisciplinary / interdisciplinary</b>	
<b>16. Academic bank of credits (ABC):</b>	
<b>17. Skill development:</b>	
<b>18. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)</b>	
<b>19. Focus on Outcome based education (OBE): Focus on Outcome based education (OBE):</b>	



**20.Distance education/online education:****Extended Profile****1.Programme**

1.1	324
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Number of courses offered by the institution across all programs during the year	
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File Description	Documents
Data Template	<a href="#">View File</a>

**2.Student**

2.1	3657
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Number of students during the year	
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File Description	Documents
Data Template	<a href="#">View File</a>

2.2	357
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Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	
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File Description	Documents
Data Template	<a href="#">View File</a>

2.3	846
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Number of outgoing/ final year students during the year	
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File Description	Documents
Data Template	<a href="#">View File</a>

**3.Academic**

3.1	54
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Number of full time teachers during the year	
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File Description	Documents
Data Template	<a href="#">View File</a>

3.2	54
Number of Sanctioned posts during the year	

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

<b>4.Institution</b>	
4.1	20
Total number of Classrooms and Seminar halls	
4.2	67.73
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	40
Total number of computers on campus for academic purposes	

<b>Part B</b>
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<b>CURRICULAR ASPECTS</b>
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<b>1.1 - Curricular Planning and Implementation</b>
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1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process
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<p>1) The institution strictly adheres to the Annual Academic Calendar, which is prepared according to the University Calendar by the IQAC.</p> <p>2) Each department holds meeting on a regular basis to discuss about the load distribution and other academic strategies.</p> <p>3) Syllabus is allotted to the faculty members by the respective Head of the Department based on their expertise.</p> <p>4) Syllabus of each subject for the academic session is provided to the students. Theory &amp; Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Routine Committee.</p>
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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) 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.

Documentation of all activities is meticulously preserved.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	<a href="https://www.drmscollege.ac.in/naacdocs2020/1.1.1_Additional_Information.pdf">https://www.drmscollege.ac.in/naacdocs2020/1.1.1_Additional_Information.pdf</a>

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

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.

File Description	Documents
Upload relevant supporting documents	<a href="#">View File</a>
Link for Additional information	<a href="https://www.drmscollege.ac.in/about/academic-calendar/">https://www.drmscollege.ac.in/about/academic-calendar/</a>

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

**B. Any 3 of the above**

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

## **1.2 - Academic Flexibility**

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

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

**13**

File Description	Documents
Any additional information	<b>No File Uploaded</b>
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View File</a>
Institutional data in prescribed format (Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	No File Uploaded
List of Add on /Certificate programs (Data Template )	<a href="#">View File</a>

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

0

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

File Description	Documents
Any additional information	No File Uploaded
Details of the students enrolled in Subjects related to certificate/Add-on programs	<a href="#">View File</a>

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

The institution follows the syllabi of its affiliating university. 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.

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 cocurricular activities as well. The college arranges for various events to instil into the students love for nature, like environment day celebration and Tree Plantation Program. Various events are also held to propagate gender-based issues.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	<a href="#">View File</a>

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

4

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

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

0

File Description	Documents
Any additional information	No File Uploaded
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	<a href="#">View File</a>

**1.4 - Feedback System**

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	<a href="#">View File</a>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	<a href="#">View File</a>
Any additional information(Upload)	No File Uploaded

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	<a href="#">View File</a>
URL for feedback report	<a href="https://drmsportal.in/feedback/">https://drmsportal.in/feedback/</a>

**TEACHING-LEARNING AND EVALUATION****2.1 - Student Enrollment and Profile****2.1.1 - Enrolment Number Number of students admitted during the year**

**2.1.1.1 - Number of sanctioned seats during the year****2450**

File Description	Documents
Any additional information	<a href="#">View File</a>
Institutional data in prescribed format	<a href="#">View File</a>

**2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)****2.1.2.1 - Number of actual students admitted from the reserved categories during the year****250**

File Description	Documents
Any additional information	<a href="#">View File</a>
Number of seats filled against seats reserved (Data Template)	<a href="#">View File</a>

**2.2 - Catering to Student Diversity**

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

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.

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.

Regular group discussion for the weaker section of the student is arranged without hampering the regular classes to bring the weaker section at par with the advanced learner.

Advance learners are encouraged for better performance by providing extra information about their subject matters and future career planning. They are also informed about the series of different kind of books, studying which they can go ahead and enhance their knowledge.



Students are motivated to participate in exhibition, projects and departmental seminars to enhance their skill for deliberation and in depth knowledge of the subject.

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	Documents
Link for additional Information	Nil
Upload any additional information	<a href="#">View File</a>

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

Number of Students	Number of Teachers
3657	53

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

### 2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The institution provides an effective platform for students to nurture their skills, knowledge, attitude, values to shape their behaviour in the correct manner. It focuses on the student centric methods of enhancing lifelong learning skills of students.

All the departments conduct innovative programs to engage the students in the process of hands-on experience and ensure participative learning.

In this academic session various departments designed participative learning activities through online mode. Students are encouraged to participate in various activities such as national and international webinars, group discussions, quizzes and orientation programmes.

Experiential learning is provided to the students through showing cinemas, documentaries and online lectures on burning issues.

The Institution encourages students to acquire and develop problem solving skills. For this department adopt various problem solving methodologies like organizing debates and expert lectures on various topics, giving assignments, regular quizzes and class presentations.

The faculty members make efforts to motivate the student to participate in inter college as well as national level competitions.

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

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

- ICT tools complement the traditional teaching-learning methods and the College is highly interested in providing innovative methods to engage students in long term learning.
- Each classroom of the Institution has a LCD projector and screen. The seminar room, conference room and Laboratories are well equipped with advanced computing facilities, sufficient printers and scanners.
- The College have developed an e-classroom portal for uninterrupted teaching-learning process during the long lockdown of Covid-19.
- All the faculties have conducted classes and uploaded study materials through the e-classroom portal.
- National and international webinars, Workshops and Lectures have been organized by the Departments with the help of Zoom/Google Meet apps.
- The institution has successfully conducted the examinations through online mode.
- The Central Library of our college supports the teaching-learning process by updated the online resources regularly.
- Social media is skilfully used by the College through its Website, WhatsApp group and Facebook account.
- The institution encourages teachers to attained training programs, workshops, seminars and conferences related to the ICT use or innovation in teaching-learning.

File Description	Documents
Upload any additional information	No File Uploaded
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	<a href="https://www.drmscollege.ac.in/facilities/ict-facilities-in-teaching-learning">https://www.drmscollege.ac.in/facilities/ict-facilities-in-teaching-learning</a>

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

#### 2.3.3.1 - Number of mentors

53

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	<a href="#">View File</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View File</a>
mentor/mentee ratio	<a href="#">View File</a>

### 2.4 - Teacher Profile and Quality

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

53

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

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

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

9

File Description	Documents
Any additional information	<a href="#">View File</a>
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<a href="#">View File</a>

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

#### 2.4.3.1 - Total experience of full-time teachers

347

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

### 2.5 - Evaluation Process and Reforms

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

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

- The College has strict rules and regulations regarding the evaluation process of students' performance. Internal assessment is carried out in a systematic manner for theory and laboratory courses.
- The date and schedules of internal assessment are displayed through the notice to the students well in advance.
- The question papers are prepared by individual faculty members teaching the same topic. The quality of question papers are checked and approved by the concerned authority.
- The evaluated answer scripts are shown to the students. Sessional result is analysed and discussed among the faculty members of each department of the institution. A comparative

evaluation of student's performance is carried out.

- If any dissatisfaction regarding the marks obtained in the internal examination conducted by the College is brought to the notice of the HOD, it is immediately sorted out and clarified to them.

File Description	Documents
Any additional information	No File Uploaded
Link for additional information	<a href="https://www.drmscollege.ac.in/naacdocs2020/251additionalinformation1.pdf">https://www.drmscollege.ac.in/naacdocs2020/251additionalinformation1.pdf</a>

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

- The College has a pleasant ambient atmosphere, good work culture and positive teacher-student relationship. It follows the rules and guidelines issued by the affiliating university while conducting internal and end semester examinations.
- If any student has any grievances related to transparency in examination, he/she can bring it to the Grievance Redressal Cell as well as Head of the Institution. The College authority deals the grievances with a impartial and fair approach.
- If discrepancies are found between class performance and exam performance of any students, he/she asked to narrate the problems. The teachers of the Institution make an effort to solve their problems.
- The result of university examinations are published in the college website and put up in the college notice board. The process of re-assessment, scrutiny and RTI are also explained to the students which they can adopt in any manner he/she likes.
- At the time of evaluation of the answer scripts all the teachers remain impartial in respect of cast, creed, gender, religion and overall any political influences

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

## 2.6 - Student Performance and Learning Outcomes

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

- 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 record 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	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional information	Nil
Upload COs for all courses (exemplars from Glossary)	<a href="#">View File</a>

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

- 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.
- 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.
- 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.

But this year due to Covid-19 the students were not able to participate in any kind of programme at college or outside of the college. Therefore all the faculties has given more emphasis on online classroom teaching learning and general observation to evaluate the attainment the programme outcome and course outcome.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	<a href="https://www.drmscollege.ac.in/naacdocs2020/2_5_1_additional_information_1.pdf">https://www.drmscollege.ac.in/naacdocs2020/2_5_1_additional_information_1.pdf</a>

### 2.6.3 - Pass percentage of Students during the year

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

804

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

### 2.7 - Student Satisfaction Survey

#### 2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution



may design its own questionnaire) (results and details need to be provided as a weblink)

<https://drmsportal.in/feedback/>

## RESEARCH, INNOVATIONS AND EXTENSION

### 3.1 - Resource Mobilization for Research

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

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

0

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	<a href="#">View File</a>

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

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

0

File Description	Documents
List of research projects and funding details (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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



**during the year**

**12**

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

### 3.2 - Research Publications and Awards

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

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

**18**

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

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

**3.2.2.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings during the year**

**14**

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

### 3.3 - Extension Activities

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

Every year some extension activities are carried out in the neighborhood community towards sensitizing students of our college to social issues by the responsible initiatives of two NSS units, Dr. Meghnad Saha College. These extension activities are for the holistic development of the students. NSS volunteers of our college organized 74th Independence Day on 15th August 2020, World AIDS day on 1st December, 2020 and National Youth Day on 12th January, 2021. Warm Cloths were distributed among the adopted villagers of Kashibati, Patirajpur, Itahar, UD, WB. Parakram Divasa was celebrated on 150th Birth Day of Netaji, 23rd January 2021. Many students took part in this program. Republic Day, one of the most important days was celebrated on 26th January, 2021. Besides, many extension activities are organized by the various departments of our college. As the academic period of 2020-2021 was under Lockdown and restriction of Covid-19, many Departments took Covid-19 awareness program among the students. Many online programs were organized for mental development of our students so that they can continue their holistic development.

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

### 3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

#### 3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

0

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

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

### 3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

5

File Description	Documents
Reports of the event organized	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	<a href="#">View File</a>

### 3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

#### 3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

370

File Description	Documents
Report of the event	<a href="#">View File</a>
Any additional information	No File Uploaded
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	<a href="#">View File</a>

### 3.4 - Collaboration

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

0

File Description	Documents
e-copies of linkage related Document	No File Uploaded
Details of linkages with institutions/industries for internship (Data Template)	<a href="#">View File</a>
Any additional information	No File Uploaded

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

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

0

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

## 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.

- Presently, the college has student strength of 3657 in its thirteen UG programmes.
- There are eighteen fully functional classrooms.
- Eleven Honours Classes has Wi-Fi facilities with Laptop-Projector.
- Geography department has two Laboratories and one Rest Room.
- Chemistry and Physics department has three Laboratories and one Store-Room of each.
- Computer Room has eighteen Desktop Computers, one Printer-cum-Scanner, one Projector and LAN facilities, used as a GIS Laboratory by Geography department and Digital Laboratory by Mathematics department.

- Library has a good collection of Books, News-papers, E-journals, E-book, Statistical database, Print-journals with two separate Reading Rooms for Faculties and Students.
- The Auditorium has a capacity of eighty-nine seats along with Wi-Fi, projector-screen, microphone-speakers.
- The Institution a Video-Conference Room.
- Girls' Common-Room has bathroom with facilities and a Sanitary Napkin Vending-Machine with Disposal-Unit.
- Physical Education department has one Theoretical Classroom and one Gymnasium, one Playground.
- The Institution has six Water-Purifiers.
- The Institution has 35-KVA Generators for uninterrupted power supply and Solar-Panel system to meet the daily energy needs.
- The Institution has Fire-Extinguishers and sufficient number of CCTV Cameras.

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

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

This institution has a history of outstanding achievements in sports and games. The college Football team has been the DPI-sponsored District-level Champion or Runner-up continuously for the last ten years. Women Kho-Kho team has also been Champion for the last two years.

Sports-ground has the following amenities:

Facilities

Numbers

Area

Football Ground

1

60m x 80m

**Volleyball Court**

3

30m x 28m

**Handball Court**

1

20m x 40m

**Kho-Kho Court**

1

18m x 31m

**Badminton Court**

1

13.40m x 6.10m

**Kabaddi Court**

2

22m x 30m

Institution has the following Indoor-outdoor games facilities with provision for full Sports-Kit and necessary practice facilities:

(i) Volleyball (ii) Football (iii) Kho-Kho (iv) Athletics (v) Cricket (vi) Handball (VII) Carom (VIII) Table-Tennis.

**Gymnasium:** The College also has a fully equipped Gymnasium with the following equipment: 2 Bicycles, 20 Different Weights, 2 Weight Machines and 3 Weight Lifting Bars. Apart from these, we also have Treadmill, Wrist Curl, Twister, Leg Curl, Leg Extension Machine, Inclined Bench Press, and Standing Abdomen, 4-Station-GYM and 180kg-Weight-Dumbbell.

**Cultural activities:** The Institution has a Cultural-Centre, organizes cultural programmes for overall development of students. The Centre organizes workshops of Recitation, Singing, Dancing and

**Drama to upgrade the skills of students.**

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

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

15

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

15

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	Nil
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<a href="#">View File</a>

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

39.37511

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Upload audited utilization statements	<a href="#">View File</a>
Upload Details of budget allocation, excluding salary during the year (Data Template)	<a href="#">View File</a>

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

Library is being automated using the 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. Our library is partially automated on & from the 2019-20 academic session. It has an OPAC search facility.

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Paste link for Additional Information	<a href="https://www.drmscollege.ac.in/facilities/library/">https://www.drmscollege.ac.in/facilities/library/</a>

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	<a href="#">View File</a>

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

3.52783



File Description	Documents
Any additional information	<a href="#">View File</a>
Audited statements of accounts	<a href="#">View File</a>
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	<a href="#">View File</a>

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

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

0

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

#### 4.3 - IT Infrastructure

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

Dr. Meghnad Saha College has updated its IT infrastructure facilities with time and need. There has been a significant change in this regard.

- Upgradation is carried out time to time on 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 regularly maintained by Skill Hut, Kolkata.
- At the present time the college has 42-desktop/laptop computers, 3-printers, 7-Scanner cum printers, 3-Scanners, 2-photocopiers & 14 projectors, 1-Thermal scanner, 1-barcode reader until the year 2020-2021.
- ALLIANCE BROADBAND line of 75 MBPS speed with unlimited data plan is set up.
- One separate ALLIANCE BROADBAND Connection provided to the College Library for Automation.
- College installed Wireless Access Points for the each floor of the all academic and administrative building.

- The Wi-Fi is accessible for students also.
- 29 CCTV Cameras installed all over the college.

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

#### 4.3.2 - Number of Computers

42

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

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	<a href="#">View File</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View File</a>

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

##### 4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

39.37511

File Description	Documents
Upload any additional information	<a href="#">View File</a>
Audited statements of accounts.	<a href="#">View File</a>
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	<a href="#">View File</a>

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

**For maintaining Academic-Physical and Support-Facilities, Annual-Budget for the session is approved by Governing-Body and Finance-Committee.**

- For all sorts of Academic-Requirements and expenditure including Books-Journals, IT-Facilities, Special-Lectures, State & National level seminars/workshops, Laboratory-Requirements, Governing-Body and Other Respective-Committees allocate finite resources for the prioritized needs as per requisitions placed by the Head-of-Department. Purchase, E-Tender and all Financial-Tasks are done in accordance to Strict-Government-Rules.
- The Library-Committee, constituted of Senior-Teachers and all the HODs takes decisions regarding the departmental allotment, mode of purchase, and maintenance of the existing books based on the budgetary provisions or funds available.
- Building committee looks after all the maintenance, repair and constructional works of the College-Building and Physical-Infrastructure including Water and Power supply. All works are done through Tender as per standard norms. Supervisors are assigned by the college authority to verify the work done by the contractors.
- All minor faults, maintenance of Fire-Extinguisher and Water-Purifier are done regularly or whenever necessary by local skilled technicians.
- Laboratory-Equipment, Electrical-Wiring is checked by the Lab-Attendant at the Departmental-Level and maintained through Hired-Technicians annually and/or whenever necessary.
- Stock-Register of Components/Instruments is maintained by lab attendant.
- Maintenance of Multi-Gym, Sports-Equipment, First-Aid-Box is

**maintained by Physical-Education-Department regularly.**

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

## STUDENT SUPPORT AND PROGRESSION

### 5.1 - Student Support

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

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

**3068**

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

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

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

**1240**

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

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

**D. 1 of the above**

File Description	Documents
Link to institutional website	<a href="https://www.drmscollege.ac.in/departments/chemistry/">https://www.drmscollege.ac.in/departments/chemistry/</a>
Any additional information	<a href="#">View File</a>
Details of capability building and skills enhancement initiatives (Data Template)	<a href="#">View File</a>

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

0

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

0

File Description	Documents
Any additional information	No File Uploaded
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	<a href="#">View File</a>

**5.1.5 - The Institution has a transparent**

**A. All of the above**

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View File</a>
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	No File Uploaded

## 5.2 - Student Progression

### 5.2.1 - Number of placement of outgoing students during the year

#### 5.2.1.1 - Number of outgoing students placed during the year

0

File Description	Documents
Self-attested list of students placed	<a href="#">View File</a>
Upload any additional information	No File Uploaded

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

#### 5.2.2.1 - Number of outgoing student progression to higher education

56

File Description	Documents
Upload supporting data for student/alumni	<a href="#">View File</a>
Any additional information	No File Uploaded
Details of student progression to higher education	<a href="#">View File</a>

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

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

3

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

### 5.3 - Student Participation and Activities

#### 5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

##### 5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

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



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 )

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. The SRs mediate between the authority, teachers and students in various spheres and more often comes with an amicable solution if any grievances come from the students' perspective. The SRs take initiative to aware the students of various extension programmes which are necessary part of the academic and extracurricular activities of the college, they have also encouraged everyone to take part in it especially in the online mode during the year 2020-21. The Student representatives help the Teachers in organizing the Debate, Group discussion, quiz etc. They have also organized the Saraswati Puja during the Pandemic period. The SRs have taken some great initiatives to aware the surrounding villagers about Covid and its effects and way forward to fight it thus fulfilling their social outreach programme. They have also helped the NSS units to distribute warm clothes in the adopted village. The SRs are integral part of the college as they help the students and teachers to maintain the academic environment during the challenging time period of Covid 19.

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

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

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

5



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

#### 5.4 - Alumni Engagement

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

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". "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 tying up with the college. The association is open to accept donations of larger sums and welcomes any contribution from philanthropists.

The Organization has taken several steps towards initiating useful activities:

1. 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 to this issue. The association has taken important measures to make the college campus a green zone by planting trees which has largely helped in increasing the green proportion of the campus.

2. During the pandemic period they have made the surrounding people of the college aware about Covid related safety measures.

3. The Alumni of the college have recommended taking regular online classes and evaluation process during the Covid affected period. This helped the students in continuing their studies.

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

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

E. <1Lakhs

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

### 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

Dr. Meghnad Saha College (Established in 2000) is a Government Aided College exclusively for rural students from varied socio-economic backgrounds.

##### Our Vision

"Empowerment of marginal people through Higher Education"

##### Our Mission

- To provide quality education to the rural students irrespective of caste, creed, religion and diverse socio-economic status.
- To equip and empower students with knowledge, skills, and creativity they need to handle life's challenges.
- To produce sensitive and responsible youth force with appropriate social and cultural responsibilities to our wider community.
- To develop a commitment towards the conservation of Environment with a goal towards sustainable development.

Faculties and staffs of the college collaborate to develop outstanding policies and plans that support the college's mission and vision. The Administrative Body works closely with the Vice-Principal to foster a friendly and academic environment.

IQAC collects feedback from final-year students, which is used to shape future initiatives. Academic Audit is also conducted annually.

The college likes to keep in touch with the former students, retired teachers and non-teaching staff through an active alumni organization named 'PRAKTANI'.

File Description	Documents
Paste link for additional information	<a href="https://www.drmscollege.ac.in/about/mission-vision/">https://www.drmscollege.ac.in/about/mission-vision/</a>
Upload any additional information	<a href="#">View File</a>

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

The college administration works hard to decentralise the policies. The college's teaching and non-teaching personnel are actively represented in the Administrative Body, and their essential input is used to develop and execute policies. In addition to the Administrative Body, the following sub-committees meet regularly to help implement the policies: IQAC, Finance Committee, Purchase Committee, Development Committee, Provident Fund Committee, Service Book & Leave Committee, Anti-Ragging Committee, Cultural Committee, Alumni Association, Examination Committee, Canteen Committee, Internal Complaints Committee. Responsibilities are specified and conveyed through meetings with non-teaching college employees as well as notifications.

The college's Provident Fund Committee exemplifies decentralisation and participation. This Committee strictly follows the West Bengal Education Department's C.S. Branch rules. Regulatory management of the Provident Fund is delegated in the Administrative Body of the college. All full-time college workers contribute to the fund. An employee's Advance/Non-refundable withdrawal request is approved quickly by the committee. The

subscriber pays back the advance in 24 equal monthly instalments. The fund is also routinely audited. Employees are also regularly issued the P.F. account statement. According to the rules, a full-time employee who has served for 15 years can withdraw 75% of their provident fund account.

File Description	Documents
Paste link for additional information	<a href="https://www.drmscollege.ac.in/about/administration/committees">https://www.drmscollege.ac.in/about/administration/committees</a>
Upload any additional information	<a href="#">View File</a>

## 6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

**Strategy: Digitize student records and Online Admission System.**

**Action Plan: To bring the transparency in admission system 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:**

In 2014-2015, the college introduced online admission for first-year students. After the WBCHE and equivalent boards publish their results, the online admission system begins. The college formed a central online admission committee and an academic sub-committee to effectively decentralise the online admission process. The members of the academic sub-committee works the subject combinations, cut off marks as per the norms of University of Gour Banga. The information is given to the Online Admission Committee for execution following approval by the Administrative Body and Finance Committee. Following that, a software provider is chosen, and the system is deployed. After the Online Admission, the vendor receives input to improve the system for future use.

The online portal provides information about the admission process, vacancies, and college regulations etc. to the prospective candidates. It also ensures greater clarity regarding the ongoing admission.

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

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

The Administrative Body of the college works in close cooperation with the Vice-Principal to regulate and maintain a congenial and academic environment required for this purpose. The Vice-Principal as the Head of the Institution along with the members of Teaching and Non-Teaching staff implements the decisions and policies of the management.

Based on Guidelines by the University Grants Commission, the Department of Higher Education of West Bengal State Government recommends the following eligibility criteria, qualifications for direct recruitment to assistant professors in the State Aided Colleges of West Bengal. The eligible candidates are called for interview and are selected for direct recruitment.

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

1. Administrator
2. Vice-Principal

Vice-Principal executes any academic and administrative plans and

policies with the help of 29 sub-committees and other officers.

File Description	Documents
Paste link for additional information	<a href="https://www.drmscollege.ac.in/about/administration/">https://www.drmscollege.ac.in/about/administration/</a>
Link to Organogram of the Institution webpage	<a href="https://www.drmscollege.ac.in/about/administration/committees/">https://www.drmscollege.ac.in/about/administration/committees/</a>
Upload any additional information	<a href="#">View File</a>

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

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning) Document	<a href="#">View File</a>
Screen shots of user interfaces	<a href="#">View File</a>
Any additional information	<a href="#">View File</a>
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	<a href="#">View File</a>

## 6.3 - Faculty Empowerment Strategies

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

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. Proper disbursement of UGB Examination duty remuneration among all the teaching and non-teaching staffs.

1. Festival advance for non-teaching staff.

1. Bonus for non-teaching casual staff.

1. Loan without interest from Provident Fund for permanent employees.

1. Advance salary without interest for full time teachers.

1. Advance salary without interest for Guest Librarian.

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

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

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

0

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	<a href="#">View File</a>

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

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

0



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

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

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

2

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

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

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

#### 6.4 - Financial Management and Resource Mobilization

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

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.

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 2019-20. The process of internal audit for the session 2020-21 is done. The college boasts for its clean and transparent financial system as there are no major objections raised by the auditors so far.

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

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

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

0.84119

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

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

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.

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 of willful dereliction of duty.

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

## 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

### 1. Instructions and Motivation to Organise Webinars:

Due to the outbreak of Covid-19, and the shutdown of educational institutions, there was no way to organize seminars in the college campus. In that situation, IQAC encouraged and instructed all the departments to host National and International webinars on various important and relevant issues.

### 1. Instructions and Guidance to Organise Online Exams:

In view of the pandemic and the closure of educational institutions, examination was held in online mode with the option of submitting the answer scripts through offline as well. Since the college is in a rural area, the students are more comfortable

submitting via offline mode. Taking due cognisance of the matter, IQAC instructed, guided and coordinated all the department of the college to conduct online exams smoothly while adhering to the necessary rules and regulations.

File Description	Documents
Paste link for additional information	<a href="https://www.drmscollege.ac.in/examination/">https://www.drmscollege.ac.in/examination/</a>
Upload any additional information	<a href="#">View File</a>

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

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

**IQAC are--**

**Instructions to Organize COVID Awareness Programme:**

In view of the pandemic and the closure of the college, IQAC instructed all the departments to arrange 'COVID Awareness Programme' to create awareness and educate the students regarding preventive intervention techniques that would help in reducing the transmission of the disease. By obeying IQAC's instruction, every department conducted the awareness programme separately.

**Instructions to conduct Online Class and Study Material Upload:**

As the college campus was shut due to Lockdown, entry of students in the campus was prohibited. In that situation, the IQAC instructed all the departments to conduct classes for every semester through online mode by using Google Meet or Zoom. IQAC also instructed the faculty members of all departments to upload study materials in the college portal so that students might prepare themselves for their examinations.

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

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

**C. Any 2 of the above**

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	<a href="#">View File</a>
Upload details of Quality assurance initiatives of the institution (Data Template)	<a href="#">View File</a>

## **INSTITUTIONAL VALUES AND BEST PRACTICES**

### **7.1 - Institutional Values and Social Responsibilities**

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

#### **a) Safety and Security**

- The college has a Women's Cell, Anti-ragging Committee and an Internal Complaint Cell to observe and restrain any sorts of untoward incidents on the students, especially female students.
- Our college campus is under the surveillance of close circuit TV to keep meticulous observation on the college.
- The college has deployed security personnel for 24 hours at the entrance of the college.

- The college has a First Aid Box and its maintenance is done regularly.
- 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.

#### b) Counseling

Whenever any student shares any problem related to social backwardness or personal problems to any of the teachers or non teaching staff, he/she is orally counseled properly. Besides this, various awareness programmes have been organized to address various legal and health issues raised by the students.

#### c) Common Room

The college has separate common rooms for male and female students. 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	Documents
Annual gender sensitization action plan	<a href="https://www.drmscollege.ac.in/naacdocs2020/7_1_1_annual_gender_sensitization_action_plan.pdf">https://www.drmscollege.ac.in/naacdocs2020/7_1_1_annual_gender_sensitization_action_plan.pdf</a>
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="https://www.drmscollege.ac.in/naacdocs2020/7_1_1_specific_facilities_provided_for_women_new.pdf">https://www.drmscollege.ac.in/naacdocs2020/7_1_1_specific_facilities_provided_for_women_new.pdf</a>

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

**C. Any 2 of the above**

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



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

Waste management is mainly conducted by the local civic bodies like 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 management of waste from college campus. Apart from this the college has the following facilities.

#### Solid Waste Management:

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	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View File</a>
Geo tagged photographs of the facilities	<a href="https://www.drmscollege.ac.in/naacdocs2020/7_1_3_geotagged_photographs_of_the_facilities.pdf">https://www.drmscollege.ac.in/naacdocs2020/7_1_3_geotagged_photographs_of_the_facilities.pdf</a>
Any other relevant information	No File Uploaded

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

**C. Any 2 of the above**

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

### 7.1.5 - Green campus initiatives include

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

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

A. Any 4 or All of the above

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

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

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

D. Any 1 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	No File Uploaded
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	<a href="#">View File</a>

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

A. Any 4 or all of the above



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

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

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

Most of the students of Dr. Meghnad Saha College 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'. It is clearly reflected in the various administrative, academic and socio-cultural activities of the colleges.

- Dr. Meghnad Saha College always tries to maintain linguistic diversity among students by including the four languages- Bengali, English, Sanskrit and Arabic into academic courses. Arabic General Course is introduced in the college in 2016-2017 sessions to cater to the demands of the minority students. To initiate the students to the ancient Indian tradition, Sanskrit as an Honours course was introduced from 2009-2010 session. These four language courses are still being taught in the college.
- The college has regularly organized Rakshabandhan Festival to inculcate the communal harmony among students. The two

units of the NSS organize the Rakshabandhan Festival and the teachers and students actively take part into it.

- The college has adopted Kashibati village and performed various social activities to promote regional diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

Dr. Meghnad Saha 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 of the nearby villages surrounding the institution.

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 had organized a tree plantation programme through online mode.

The institution believes in charity and helping others. 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 winter, the NSS units of the college organized a 'Warm Cloth Distribution Programme' to help the villagers in winter.

To make students aware of constitution, values, rights, duties and responsibilities of citizens, the institution has arranged "National Voters Day" celebration. This programme provides 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	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**C. Any 2 of the above**

File Description	Documents
Code of ethics policy document	<a href="#">View File</a>
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	<a href="#">View File</a>
Any other relevant information	No File Uploaded

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

**Dr. Meghnad Saha College regularly observes national and international commemorative days, events and festivals, even during the pandemic, through online mode. The college celebrates the Independence Day on 15th August and the Republic Day on 26th January of every year.**

**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. The students are notified to remain present on those days along with the teachers and office staffs.

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.

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.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	<a href="#">View File</a>
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	<a href="#">View File</a>

## 7.2 - Best Practices

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

### BEST PRACTICE I

**Title:** ICT Based Teaching-Learning System

**Objective:**

Dr. Meghnad Saha College has adopted ICT based teaching-learning system to raise the level of digital competency of the students.

**Context:**

Covid-19 pandemic has necessitated the use of the ICT based teaching-learning system as the students have been compelled to remain outside the campus for a long time.

**Practice:**

- Academic Activities

1. E-Classroom
2. ICT Enabled classroom
3. The College Website
4. Interactive Notice Board
5. Webinars
6. YouTube Channel
7. Continuous Internal Examination and Tutorial Examinations are conducted through online MCQ.
8. Students and other stakeholders can give online feedback regarding the institution using the link provided in the website.

**Evidence of Success**

E-Classroom has been helping the students. Online mode of examination in MCQ has resulted in fast publication of results. Cashless mode of payment has made the entire process hassle free so that any student can make payment from anywhere anytime.

**Problem Encountered and resource required:**

A number of students could not avail the online facility due to the lack of smart phones and laptops. Poor internet connection in distant rural location also is an obstacle in the path of online teaching.

**BEST PRACTICE 2****Title:**

Medicinal Plants Garden

**Objective:**

Dr. Meghnad Saha College has created a Medicinal Plants Garden within its premise to initiate the students to the values of ancient medicinal treatment.

#### Context:

The college is situated in a rural area whose inhabitants use the various parts of the medicinal plants for everyday treatment. Medicinal plants garden will give the students necessary scientific knowledge about these plants.

#### Practice:

The Medicinal Plants garden is created under the supervision of Dr. Tanmay Choudhury of the Raiganj University. He is assisting our college in sapling collection, seedbed preparation and caring the medicinal saplings. Various medicinal plants like Tulsi, Ginger, Aswagandha, Amalaki, Kalamegh, Vasaka, Aloe vera, Pudina or Mint, Chirata, Thankuni, Turmeric etc. are grown in this garden.

#### Evidence of Success:

The garden cater knowledge amongst the students to about traditional use of medicinal plants in curing the diseases which are the part of Ayurvedic treatment presently promoted by the Ministry of AYUSH, Govt of India

#### Problem Encountered and resource required:

As there is no Botany department in the college, it becomes difficult to arrange a professional care of the medicinal plants garden. We have to grow more medicinal plants in the garden to get its full benefit.

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

### 7.3 - Institutional Distinctiveness

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

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 has a distinct Editorial Board and an Advisory Board consisting of distinguished academic faculties. The journal can be accessed online via the following link:  
<http://www.ensembledrms.in/> .

## Journal Policies

### 1) Open Access Publication Policy

All articles, research papers and review papers published in Ensembles since Volume 1, No. 1 (March 2019) are issued under a Creative Commons Attribution 4.0 International License.

### 2) No Article Submission/ Publication Fee

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

### 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.

### 6) Continuous Publication Model

Ensemble operates under a continuous publication model, which emphasizes 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:** Besides accommodating the academic papers written in English, our journal also aspires to incorporate the academic research written in Bengali.
- **Plagiarism Checker:** 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-2582-0427.
- **Google Scholar Indexing:** Ensemble is indexed in Google Scholar.
- **UGC CARE Enlisting:** Ensemble is recognized by UGC CARE.
- **Crossref Member:** Ensemble is recognized by Crossref which assures quality of the journal and its wide acceptance amidst academic circle.

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

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

- 1) The institution plans to collaborate with other Higher Educational Institutes for various programs. Webinars/seminars shall be held in this collaborative way, apart from other academic activities.
- 2) In order to provide the access to higher education to more number of students, the institution wants to have aMoU with Netaji Subhas Open University to open a StudyCentre to provide both UG and PG degrees.
- 3) The institute plans to initiate the process of introducing Add-on/Certificate Courses for the greater benefit of the students.
- 4) The institution plans to organise programs for the three adopted villages so that the people living there are benefitted.
- 5) The institution plans to provide laptops to all the Departments for even better teaching learning process through ICT enabled teaching and learning.
- 6) The institute plans to hold more seminars/webinars for benefit of the students as well as for increasing the boundaries of knowledge.