YEARLY STATUS REPORT - 2021-2022

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.   +913523277707

- Mobile No: 9474826123

- Registered e-mail   drmsc.itahar@gmail.com

- Alternate e-mail

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

- City/Town   P.S.-Itahar, Dist.-Uttar Dinajpur,

- State/UT   West Bengal

- Pin Code   733128

2.Institutional status

- Affiliated / Constitution Colleges   Affiliated

- 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 **Sukumar Barai**

- Phone No.

- Alternate phone No.

- Mobile **9434423900**

- IQAC e-mail address **iqac.drmsc@gmail.com**

- Alternate e-mail address

3.Website address (Web link of the AQAR (Previous Academic Year) https://www.drmscollege.ac.in/wp-content/uploads/2022/08/AQAR_2020-21.pdf

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/2023/07/Academic-Calendar-2021-22.pdf

5.Accreditation Details

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

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
NIL	**NIL**	**NIL**	**NIL**	**NIL**

8.Whether composition of IQAC as per latest NAAC guidelines **No**

- Upload latest notification of formation of IQAC No File Uploaded

9.No. of IQAC meetings held during the year   5

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?   No

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

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

- If yes, mention the amount

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

In-depth analysis of NAAC Grade obtained in Cycle 1 and the reports, with a target of fulfilling the recommendations.

After reopening of colleges after COVID-19 enforced lockdown, the IQAC took responsibility for solving the problems arising out of the long closure of offline classes.

After reopening of colleges after COVID-19 enforced lockdown, IQAC helped the college become systematic in its academic approach again.

AQAR for 2020-21 was successfully submitted.

Seminars/Webinars were successfully conducted.

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
Seminars/webinars shall be conducted to increase the knowledge of the students.	8 seminars/webinars were conducted.
It was decided that following COVID-19 lockdown, offline classes shall be swiftly started and the college procedure be again made systematic.	It was successfully achieved.

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

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	**04/04/2023**

14.Whether institutional data submitted to AISHE

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.	+913523277707
• Mobile No:	9474826123
• Registered e-mail	drmsc.itahar@gmail.com
• Alternate e-mail	
• Address	Vill.-Ranipur, P.O.-Tilna
• City/Town	P.S.-Itahar, Dist.-Uttar Dinajpur,
• State/UT	West Bengal
• Pin Code	733128
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• 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	Sukumar Barai
• Phone No.	

• Alternate phone No.	
• Mobile	**9434423900**
• IQAC e-mail address	**iqac.drmsc@gmail.com**
• Alternate e-mail address	
3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.drmscollege.ac.in/wp-content/uploads/2022/08/AQAR_2020-21.pdf
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/2023/07/Academic-Calendar-2021-22.pdf

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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	**5**	
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10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**	
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• Name of the statutory body	

Name	Date of meeting(s)
Governing Body	04/04/2023

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2023	15/02/2023

15.Multidisciplinary / interdisciplinary

The College sometomes takes an interdisciplinary approach towards academic.Departments in association holds lectures and seminars/webinars. Kailashbasini Centre for Women's Studies and Women's Cell also collaborates with departments to propagate academic as well as extra-curricular development of women. Further Multidiciplinary approach is limited since the syllabus is framed by the Affiliating university, University of Gour Banga.

16.Academic bank of credits (ABC):

NA

17.Skill development:

Dr. Meghnad Saha College contributes in the development of various skills of the students. As volunteers of NSS, the students participate in various social services. It eventually develops their social skills. Their active participation in departmental exhibitions enhances their creative and literary skills.

At present, Dr. Meghnad Saha College does not offer any dedicated skill development course. But the college is developing a course on Spoken English which will help the students to develop their linguistic skills. Kailashbasini Centre for Women's Studies of the college is planning for a certificate course on craft making for the students. The Cine Club of Dr. Meghnad Saha College is planning an Add-on course on film-making. These courses will contribute in the skill-development of the students.

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

Indian Knowledge System

The academic courses in Dr. Meghnad Saha College have its special focus on the various Indian knowledge systems. Honours and General courses in English incorporate Indian literature in translation. The college also offers Honours and General courses in Sanskrit and Bengali. This courses are designed to provide an in-depth knowledge into the Bhasa literature in Indian knowledge systems.

The course on Physical Education includes training in Yoga, which is an integral part of the indigenous knowledge systems. The college has a Medicinal Plant Garden. This is developed to make the students aware of the multiple benefits of the medicinal plants and how it is an essential part of the alternative medicine in the Indian knowledge system. The college has also developed Kailashbasini Centre for Women's Studies to focus on the Indian women thinkers and how they have contributed in the development of Indian knowledge system.

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

Outcome Based Education

All the academic programmes of Dr. Meghnad Saha College are designed with a specific course outcome. The academic and social activities of the college are planned in a way to develop the academic, social and cultural skills of the students.

The B.A. Honours and General courses in Bengali, English and Sanskrit contribute in the linguistic development of the students. They are encouraged to enhance their knowledge in indigenous bhasa literature. Besides this, the college is planning a certificate course on spoken English which will develop the linguistic fluency of the students in the professional domain.

At present, Dr. Meghnad Saha College does not offer any professional outcome Based course. But the Cine Club of the college is developing an add-on course on film-making. The Women's Cell and Kailashbasini Centre for Women's Studies in Dr. Meghnad Saha College will organise self-defense courses and craft-making courses for the girl students. These courses will contribute in making the girl-students self-sufficient in their future lives.

Dr. Meghnad Saha College also organises various career-oriented workshops through its Career Counseling Cell. These programmes

are planned with definite professional outcome.

20.Distance education/online education:

The college has collaboration with two institutions for distance Education- Rabindrabharati University and Netaji Subhas Open University. Over 200 study in these institutions and fulfil their dream of pursuing higher education.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**505**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**4283**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**352**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**783**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**52**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**54**

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**20**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**157.0716057**
4.3 Total number of computers on campus for academic purposes	**40**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

1) The institution strictly adheres to the Annual Academic Calendar, which is prepared according to the University Calendar by the IQAC.

2) Each department holds meeting on a regular basis to discuss about the load distribution and other academic strategies.

3) Syllabus is allotted to the faculty members by the respective Head of the Department based on their expertise.

4) Syllabus of each subject for the academic session is provided to the students. Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Routine Committee.

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	[View File](#)
Link for Additional information	https://www.drmscollege.ac.in/naacdocs2021/1.1.1_Additional_Information.pdf

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.

Continuous Internal Evaluation is meticulously prepared keeping on view of the calendar, and it is disseminated among the students and strictly followed.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.drmscollege.ac.in/wp-content/uploads/2023/07/Academic-Calendar-2021-22.pdf

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	View File
Any additional information	View File

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	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

0

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

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

0

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

0

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

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	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	[View File](#)

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

7

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

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

1902

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
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	View File
URL for feedback report	https://drmsportal.in/feedback/

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

2460

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

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

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

328

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

For Slow Learners:

- **Before starting a new topic of discussion, related topic regarding the background is briefed to them, so that the students can get into the new topic very easily. Moreover the basic principles behind the topic are also dealt in short.**
- **Special tutorial classes are taken for the weaker students to meet their needs, queries and academic deficiencies. In these special tutorial classes problems of every individual student are kept in consideration and sorted out separately.**

For Advance Learners:

- **It is observed that each and every year at regular interval career counseling fair is organized by different Government and Non-Government agencies in the adjacent areas. The advanced learners are motivated to participate in those fair to be well acquainted about their future professional life.**
- **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	View File

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

Number of Students	Number of Teachers
2189	**52**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

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	[View File](#)
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	https://www.drmscollege.ac.in/facilities/ict-facilities-in-teaching-learning

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

52

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

2.4 - Teacher Profile and Quality

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

52

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

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

384.69

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

2.5 - Evaluation Process and Reforms

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

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.**
- **At the beginning of the semester all the departments have prepared a calendar for Departmental curriculum, exam schedule and other academic activities.**
- **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	[View File](#)
Link for additional information	**Nil**

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 caste, creed, gender, religion and overall any political influences**

File Description	Documents
Any additional information	[View File](#)
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.

- **In the Mission and Vision of our institution it has been clearly stated that our one of the most important objective is the overall development of the student academically, culturally, ethically as well as economically so that he or she may be an instance for others in our society. The most important outcome is that the students are seen to be interested in knowledge based education where on the contrary the society runs in the information based education.**
- **Keeping the concept at the core of the heart 'Education is the manifestation of perfection already in man' the effort**

- to kindle the light of education in the minds of the students is seen to be successful when the university result publishes and the students of our institution are brightening their names at the top of the list.
- The cultural talent and the sports talent along with academic versatility are also seen to be achieved by the students in the different cultural and sports program that extract the appreciation of the intellectuals.

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

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.
- They are motivated to present and publish research papers to achieve the Course Outcomes and Program Outcomes successfully. Moreover they are encouraged to participate in the college exhibition in every year which can inculcate their creative and cognitive abilities.

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	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

776

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.drmscollege.ac.in/naacdocs2020/ 2_6_3_annual_report.pdf

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://www.drmscollege.ac.in/naacdocs2021/2_7_1_student_satisfaction_survey_2021.pdf

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)

450000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://icssr.org/research-projectsmajor-and-minor

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

8

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

9

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Due to the responsible efforts of two NSS units and many other Department, Cells of Dr. Meghnad Saha College, certain extension activities are carried out in the local community as well as in the adapted village named Kashibati under Patiraj GP in Itahar Community Block, Uttar Dinajpur each year to raise awareness of social issues among students. These extracurricular activities are for the pupils' overall growth. The 75th Independence Day (AZADI KA AMRIT MAHOTSAV), World AIDS Day, and National Youth Day were organized by NSS volunteers our campus on August 15, 2022, December 1, 2022, and January 12, 2022, respectively. Needy villagers of adopted village, Kashibati, received warm clothing, educational Kits like; useful books, pens, copies etc. On January 23, 2022-Netaji's 151th birthday-Parakram Divasa was observed.

Numerous teachers and students were participated in this program. One of the most significant red-letter day, Republic Day, was observed on January 26, 2022. This program is enhanced the patriotic sense among the students. In addition, several extension activities are planned by our college's various departments. For the mental and social development of our students, numerous online programs were set up so they can continue their overall development. As the result of such types of extensive program students are able to cope up with the neibouring society and they get scope for being responsible citizen.

File Description	Documents
Paste link for additional information	https://www.drmscollege.ac.in/naacdocs2021/3_3_1_additional_report_main.pdf
Upload any additional information	View File

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)	View File
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

7

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

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

554

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

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)	View File
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

1

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

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.

- **Currently, the institution has a student strength of 4289 in its thirteen UG programmes.**
- **There are eighteen fully functional classrooms.**
- **Eleven Honours Classes has Wi-Fi facilities with Laptop-Projector.**
- **There is one Computer Room with 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.**
- **Geography department has two Laboratories and one Rest Room.**
- **Chemistry and Physics department has three Laboratories andone Store-Room of each.**
- **Physical Education department has one Theoretical Classroom, one Gymnasium and one Playground.**
- **Library has a pretty assemblage of Books, News-papers, E-journals, E-book, Statistical database, Print-journals withtwo separate Reading Rooms for Faculties and Students.**
- **There is a Video-Conference Room and an Auditorium with 89 seat capacity with Wi-Fi, projector-screen, microphone-speakers.**
- **Girls' Common-Room has well facilitated bathroom with Sanitary Napkin Vending-cum-Disposal-Machine.**
- **The Institution has 5 Water Dispenser-Purifiers and 2 Aqua-Guard.**
- **The Institution has 35-KVA Generators for uninterruptedpower supply and Solar-Panel system to meet the daily energyneeds.**
- **The Institution has 11 Fire-Extinguishers, 40 CCTV-Cameras,**

6 Hand-Sanitizer machines.

- **There is one Automatic Weather station.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.drmscollege.ac.in/naacdocs2021/4_1_1_additional_information.xlsx

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 students of our Institution have attained achievements in several sports such as Football and Kho-Kho.

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 'Rabindranath Tagore Cultural Centre', which organizes cultural programmes for overall development of students.

The Centre organizes workshops of Creative Writing, Recitation, Singing, Dancing and Drama to upgrade the skills of students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.drmscollege.ac.in/naacdocs2021/4_1_2_additional_information.xlsx

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	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

117.75856

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource

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

Library 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. Book lending facility is automated on & from the 2021-22 academic session. It has an OPAC search facility.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://www.drmscollege.ac.in/facilities/library/

4.2.2 - The institution has subscription for the **A. Any 4 or more of the above** **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

0.35466

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

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

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

47

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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 upgradationand new technology. Anti-virus software is updated regularly for all the computers. The college website is regularly maintained by Skill Hut, Kolkata. Currently, the institution has 42-desktop/laptop computers, 11-printers, 6-Scanner,2-photocopiers & 16 projectors,1 Fax Machine, 1-Thermal scanner, 1-barcode reader until the year 2021-2022. 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 each floor of the all-academic and administrative building. The Wi-Fi is accessible for students also. 40 CCTV Cameras installed all over the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

117.75856

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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 toStrict-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	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

4305

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

72

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

114

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

114

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

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

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	View File
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

64

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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	View File
Any additional information	View File

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.

1

File Description	Documents
e-copies of award letters and certificates	View File
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)	View File

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

The students' council, which is made up of student representatives chosen by the Dr. Meghnad Saha College Election Committee, is a crucial component of the institution's academic and administrative organisations and committees. The SRs arbitrate disputes between the authorities, instructors, and students in a variety of contexts andthey find an acceptable resolution when complaints originate from the viewpoint of the students. The SRs take the initiative to inform the students of the numerous extension programmes that are an essential component of the college's extracurricular and academic activities, and they have also urged everyone to participate, particularly in the online mode, during the years 2021-2022. The Student Representatives assist the Instructors in setting up the Quiz, Group Discussion, and Debate, among other things. 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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

0

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

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.

File Description	Documents
Paste link for additional information	https://www.drmscollege.ac.in/about/alumni/
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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. Parents are encouraged to attend regular parent-teacher conferences. Parents are important stakeholders of the college and contribute essential feedback. 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	https://www.drmscollege.ac.in/about/mission-vision/
Upload any additional information	View File

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, Provident Fund Committee, Academic Committee, Leave Committee, Anti-Ragging Committee, Social and Cultural Committee, Alumni Association Committee, Examination Committee, Students' Welfare and Progression Committee, Canteen Committee, Parent-Teacher Association, 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	https://www.drmscollege.ac.in/about/administration/committees
Upload any additional information	View File

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 WBCHSE 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	View File
Paste link for additional information	http://www.drmscollege.ac.in/about/administration/committees/admission-committee/
Upload any additional information	View File

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.

BasedonGuidelinesbytheUniversityGrantsCommission,theDepartmentofHigherEducationofWestBengalStateGovernmentrecommendthefollowingeligibilitycriteria,qualificationsfordirectrecruitmenttoassistantprofessorsintheStateAidedCollegesofWestBengal.Theeligiblecandidatesarecalledforinterviewandareselectedfordirectrecruitment.

The Organogram of the Institution is enclosed

Administrative Body

Vice-Principal

 _____

_____

Departments Teachers' Council IQAC

_____

Office Accounts

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

_____

Departments Teachers' Council Office IQAC

Vice-Principal executes any academic and administrative plans and policies with the help of 30 sub-committees and other officers, viz.

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

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	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

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.**
3. **Festival advance for non-teaching staff.**
4. **Bonus for non-teaching casual staff.**
5. **Loan without interest from Provident Fund for permanent employees.**
6. **Advance salary without interest for full time teachers.**
7. **Advance salary without interest for Librarian.**

West Bengal Health Scheme for Beneficiaries of Grant-in-Aid Colleges

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

00

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

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

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

00

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

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

9

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

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

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	[View File](#)

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 2021-22 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	[View File](#)

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)

00

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

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	View File

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. **National Intellectual Property Awareness Mission:**

IQAC of Dr. Meghnad Saha College in collaboration with National Intellectual Property Awareness Mission (NIPAM), Government of India, Ministry of Commerce and Industries, has achieved target of imparting Intellectual Property (IP) awareness and basic training programme for the students, teaching and non-teaching staffs of the college on 12th April, 2022 as a part of "Azadi Ka Amrit Mahotsav" celebrations. A huge number of students took part in this programme with enthusiasm. This programme was really a great initiative for inspiring the students of the college to be responsible citizens in the context of Digital India.

   1. **Annual Felicitation Programme - 2021:**

The IQAC of the college conducted the Annual Felicitation Programme to felicitate the rank holders (1st, 2nd & 3rd Position) of each Department in B.A./B.Sc.-Part-III (Honours & General) Examination 2021 on the 25th September 2021 at 11:00 a.m. in the .

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

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--

1. Educational Excursions:

The IQAC of the college encourages all the departments to organize educational tours so as not to restrict the teaching-learning process in the classroom. The college administration does more than just provide instructions; it also provides financial support

to all the departments so that excursions may be carried out successfully. The students' participation on trips would benefit them in the future and foster social interaction.

2. Students' Seminars:

The IQAC of the college instructs all the departments to organize students' seminars to make the students innovative, creative, and able to think independently. In response to this direction from the IQAC, almost every department has enthusiastically organized students' seminars. The department selects a topic and subthemes, and on that particular topic, students in the department present their papers in front of the chairperson. A professor from another department of this college or a professor from neighbouring university or college plays the role of chairperson. To motivate the students, the department awards prizes to the top three paper presenters at the end of the seminar.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

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	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

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, an Anti-Ragging Committee, and an Internal Complaint Cell to control and monitor any unfavourable incidences on the students, particularly female students.**
- **Closed-circuit television monitors are placed around our college campus to keep a careful eye on all of its nooks and crevices.**
- **College security staffs have been stationed at the entrance for the duration of the day.**
- **The college has a first aid kit, and maintenance is performed on it on a regular basis.**
- **There are fire extinguishers on each floor of the college.**
- **To deter trespassers, the College has constructed a boundary wall around its property.**

b) Counseling

Any time a student confides in a member of the teaching or support staff about a social awkwardness or personal issue, the student is given the appropriate oral counseling. In addition, a number of awareness campaigns have been held to address the students' concerns about a range of legal and medical issues.

c) Common Room

Male and female students are housed in separate common areas at

the college. Additionally, a sanitary napkin vending machine has been put in the girls' common room to help the rural female students become used to using sanitary napkins and other contemporary hygiene practices.

File Description	Documents
Annual gender sensitization action plan	https://www.drmscollege.ac.in/naacdocs2021/7_1_1_annual_gender_gensitization_plan.pdf
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	https://www.drmscollege.ac.in/naacdocs2021/7_1_1_women_empowerment.pdf

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	View File
Any other relevant information	View File

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

Local municipal organisations like Itahar Block and Itahar Gram Panchayat in the district of Uttar Dinajpur regularly practice waste management. Regarding the management of garbage from the college premises, the college administration and Itahar Gram Panchayat have signed a memorandum of understanding. The college also offers the following amenities.

Solid Waste Management:

The college has 20 dustbins spread throughout the campus. It has been possible to stop students from dropping their trash

everywhere on campus than in the dustbins. The current dustbins are also used to store rubbish that is generated beyond office hours. The college's sweeper regularly gathers and stores the campus's solid waste in the dustbin. The Itahar Gram Panchayat, the local civic organisation, regularly removes the rubbish with the help of their authorised staff.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.drmscollege.ac.in/naacdocs2021/7_1_3_geotagged_photographs_of_the_facilities_21.pdf
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	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

- **The majority of Dr. Meghnad Saha College's students come from minority groups, including SC, ST, and OBC populations. Their lives are dominated by illiteracy and poverty. In this context, the dynamic notion of "Education of Economically Weaker Students from Rural Area" is the foundation on which our college largely operates. It is evidently reflected in the colleges' numerous administrative, academic, and socio-cultural endeavours.**
- **The four languages—Bengali, English, Sanskrit, and Arabic—are always included in academic courses as part of the college's ongoing effort to preserve linguistic variety among its students. In order to meet the needs of the minority students, the college developed an Arabic General Course in the 2016–2017 academic year. From the 2009–2010 academic year, Sanskrit was offered as an Honours course to acquaint students to the ancient Indian culture. The college continues to offer these four language courses.**
- **The college annually hosts the Rakshabandhan Festival to foster a sense of community among its students. The Rakshabandhan Festival is organised by the two NSS groups, and teachers and students actively participate in 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)	View File
Any other relevant information	View File

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

The reputation of Dr. Meghnad Saha College extends to its social as well as educational contributions. The teachers and students make numerous efforts to assist and uphold the locals of the nearby communities that surround the college.

The fifth of June is observed as "World Environment Day" by teachers and students alike. The teachers and students organised a tree planting programme to make the day memorable in an environmentally friendly way.

The college has organised a celebration of "National Voters Day" and 'National Constitution Day to educate students about the constitution, values, rights, duties, and obligations of citizens. These programmes give students and the public access to a wealth of information about the Indian Constitution, Government Policy, law and order, fundamental rights, the ability to vote, and socioeconomic duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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   **C. Any 2 of the above**

and other staff   4. Annual awareness programmes on Code of Conduct are organized

File Description	Documents
Code of ethics policy document	View File
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	View File
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 frequently recognises national and international memorial days, events, and festivals and celebrates these days regularly. The college observes Republic Day on January 26 and Independence Day on August 15 of each year.

In addition, World AIDS Day is marked to raise awareness among students of the risks the AIDS virus poses to their health. The college hosts the Rakshabandhan event to foster a sense of brotherhood and community among the many communities.

Two NSS units within the college actively organise these programmes on campus. The teachers and office staffs, as well as the pupils, remain present on these commemorative days.

Each year, Saraswati Puja is organised by the college administration in collaboration with the student council. To honour the occasion, all of the college's students, faculty, and support personnel take part.

To teach students about the constitution, principles, rights, and responsibility of citizens, the college has organised celebrations of 'National Voters Day' and 'National Constitution Day' and Ambedkar's birthday.

Students take part in those activities both offline and online as performers in a variety of cultural programmes. They assist in planning these activities as volunteers. Such observations help in

the development of the pupils' civic consciousness and awareness of national and international remembrance days.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

I-ICT Based Teaching-Learning System

Objective:

To improve the students' level of digital proficiency.

Context:

The Covid-19 pandemic has made it necessary to employ an ICT-based teaching-learning system.

Practice:

- Academic Activities

1. E-Classroom
2. ICT Enabled classroom
3. The College Website
4. Interactive Notice Board
5. Webinars
6. YouTube Channel
7. Social Media Platforms (Whatsapp and Facebook Pages of the College)

Evidence of Success

The use of E-Classroom has benefited the pupils.

Problem Encountered and resource required:

Many pupils were unable to use the online service because they lacked smartphones and laptops. Online teaching is hampered by poor internet connections in remote, isolated areas.

2-Women Empowerment

Objective:

Kailashbasini Centre for Women's Studies and Women's Cellwork to empower women.

Context:

The collegeand the surrounding locality consist of a large population of underprivileged women.

Practice:

Kailashbasini Centre for Women's Studies and Women's Cellhas organized a number of programmes to sensitize the students towards gender equality.

Evidence of Success:

Girl studentsreceive a more rewarding exposure to the various resources to create a gender-just society.

Problem Encountered and resource required:

As the female students of this college belong to an underprivileged background, they find it difficult to access all the resources provided by the college.

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

7.3 - Institutional Distinctiveness

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

Automatic Weather Station

Introduction

For the academic year 2021-2022, an automatic weather station (AWS) has been erected. Not only in Itahar block but also in Uttar Dinajpur district, this is the only meteorological station. Air temperature, wind speed, wind direction, and barometric pressure are all recorded by weather stations. It logs both the amount of above-water photosynthetically active radiation and the weather temperature at various depths.

Aim and Objectives

In order to offer information for weather forecasts and to study the weather and climate, it is very beneficial to make observations of atmospheric conditions. Temperature, barometric pressure, humidity, wind speed, wind direction, and precipitation totals are among the measures made. The major goal of installing this equipment was to keep track of everyday weather occurrences.

Utilization

This instrument's coverage region includes the Itahar Community Development Block and the area around it. This equipment will be highly helpful for researchers who are interested in examining different weather elements like air pressure, temperature, wind direction, wind speed, and wind velocity because it records long-term climatic data. It will be a useful climate data archive that might aid local farmers in predicting the weather.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

1) The institution strictly adheres to the Annual Academic Calendar, which is prepared according to the University Calendar by the IQAC.

2) Each department holds meeting on a regular basis to discuss about the load distribution and other academic strategies.

3) Syllabus is allotted to the faculty members by the respective Head of the Department based on their expertise.

4) Syllabus of each subject for the academic session is provided to the students. Theory & Practical classes are held according to the Time-Table which is prepared prior to the commencement of the academic year by the Routine Committee.

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	[View File]()
Link for Additional information	https://www.drmscollege.ac.in/naacdocs2021/1.1.1_Additional_Information.pdf

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.

Continuous Internal Evaluation is meticulously prepared keeping on view of the calendar, and it is disseminated among the students and strictly followed.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.drmscollege.ac.in/wp-content/uploads/2023/07/Academic-Calendar-2021-22.pdf

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	B. Any 3 of the above

Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	[View File](#)

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	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

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

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

0

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

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

0

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

0

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

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	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

7

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

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

1902

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**B. Any 3 of the above**

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
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	View File
URL for feedback report	https://drmsportal.in/feedback/

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

2460

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

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC,

Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

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

328

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

For Slow Learners:

- **Before starting a new topic of discussion, related topic regarding the background is briefed to them, so that the students can get into the new topic very easily. Moreover the basic principles behind the topic are also dealt in short.**
- **Special tutorial classes are taken for the weaker students to meet their needs, queries and academic deficiencies. In these special tutorial classes problems of every individual student are kept in consideration and sorted out separately.**

For Advance Learners:

- **It is observed that each and every year at regular interval career counseling fair is organized by different Government and Non-Government agencies in the adjacent areas. The advanced learners are motivated to participate in those fair to be well acquainted about their future professional life.**
- **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	View File

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

Number of Students	Number of Teachers
2189	**52**

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

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	[View File](#)
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	https://www.drmscollege.ac.in/facilities/ict-facilities-in-teaching-learning

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

52

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

2.4 - Teacher Profile and Quality

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

52

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

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

11

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

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

2.4.3.1 - Total experience of full-time teachers

384.69

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

2.5 - Evaluation Process and Reforms

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

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.**
- **At the beginning of the semester all the departments have prepared a calendar for Departmental curriculum, exam schedule and other academic activities.**
- **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	[View File](#)
Link for additional information	**Nil**

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 caste, creed, gender, religion and overall any political influences**

File Description	Documents
Any additional information	View File
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.

- **In the Mission and Vision of our institution it has been clearly stated that our one of the most important objective is the overall development of the student academically, culturally, ethically as well as economically so that he or she may be an instance for others in our society. The most important outcome is that the students are seen to be interested in knowledge based education where on the contrary the society runs in the information based education.**
- **Keeping the concept at the core of the heart 'Education is the manifestation of perfection already in man' the effort to kindle the light of education in the minds of the students is seen to be successful when the university result publishes and the students of our institution are brightening their names at the top of the list.**
- **The cultural talent and the sports talent along with academic versatility are also seen to be achieved by the students in the different cultural and sports program that extract the appreciation of the intellectuals.**

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

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.
- They are motivated to present and publish research papers to achieve the Course Outcomes and Program Outcomes successfully. Moreover they are encouraged to participate in the college exhibition in every year which can inculcate their creative and cognitive abilities.

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	View File
Paste link for Additional information	Nil

2.6.3 - Pass percentage of Students during the year

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

776

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	http://www.drmscollege.ac.in/naacdocs2020/2_6_3_annual_report.pdf

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://www.drmscollege.ac.in/naacdocs2021/2_7_1_student_satisfaction_survey_2021.pdf

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)

450000

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

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

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://icssr.org/research-projectsmajor-and-minor

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

8

File Description	Documents
Report of the event	View File
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

7

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

9

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Due to the responsible efforts of two NSS units and many other Department, Cells of Dr. Meghnad Saha College, certain extension activities are carried out in the local community as well as in the adapted village named Kashibati under Patiraj GP in Itahar Community Block, Uttar Dinajpur each year to raise awareness of social issues among students. These extracurricular activities are for the pupils' overall growth. The 75th Independence Day (AZADI KA AMRIT MAHOTSAV), World AIDS Day, and National Youth Day were organized by NSS volunteers our campus on August 15, 2022, December 1, 2022, and January 12, 2022, respectively. Needy villagers of adopted village, Kashibati, received warm clothing, educational Kits like; useful books, pens, copies etc. On January 23, 2022-Netaji's 151th birthday-Parakram Divasa was observed. Numerous teachers and students were participated in this program. One of the most significant red-letter day, Republic Day, was observed on January 26, 2022. This program is enhanced the patriotic sense among the students. In addition, several extension activities are planned by our college's various departments. For the mental and social development of our students, numerous online programs were set up so they can continue their overall development. As the result of such types of extensive program students are able to cope up with the neibouring society and they get scope for being responsible citizen.

File Description	Documents
Paste link for additional information	https://www.drmscollege.ac.in/naacdocs2021/3_3_1_additional_report_main.pdf
Upload any additional information	View File

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)	View File
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

7

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

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

554

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

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)	View File
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

1

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

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.

- **Currently, the institution has a student strength of 4289 in its thirteen UG programmes.**
- **There are eighteen fully functional classrooms.**
- **Eleven Honours Classes has Wi-Fi facilities with Laptop-Projector.**
- **There is one Computer Room with 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.**
- **Geography department has two Laboratories and one Rest Room.**
- **Chemistry and Physics department has three Laboratories andone Store-Room of each.**
- **Physical Education department has one Theoretical Classroom, one Gymnasium and one Playground.**
- **Library has a pretty assemblage of Books, News-papers, E-journals, E-book, Statistical database, Print-journals withtwo separate Reading Rooms for Faculties and Students.**
- **There is a Video-Conference Room and an Auditorium with 89 seat capacity with Wi-Fi, projector-screen, microphone-speakers.**
- **Girls' Common-Room has well facilitated bathroom with Sanitary Napkin Vending-cum-Disposal-Machine.**
- **The Institution has 5 Water Dispenser-Purifiers and 2 Aqua-Guard.**
- **The Institution has 35-KVA Generators for uninterruptedpower supply and Solar-Panel system to meet**

- the daily energyneeds.
- **The Institution has 11 Fire-Extinguishers, 40 CCTV-Cameras, 6 Hand-Sanitizer machines.**
- **There is one Automatic Weather station.**

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.drmscollege.ac.in/naacdocs2021/4_1_1_additional_information.xlsx

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 students of our Institution have attained achievements in several sports such as Football and Kho-Kho.

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 'Rabindranath Tagore Cultural Centre', which organizes cultural programmes for overall development of students.

The Centre organizes workshops of Creative Writing, Recitation, Singing, Dancing and Drama to upgrade the skills of students.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://www.drmscollege.ac.in/naacdocs2021/4_1_2_additional_information.xlsx

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	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

117.75856

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template)	[View File](#)

4.2 - Library as a Learning Resource
4.2.1 - Library is automated using Integrated Library Management System (ILMS)
Library 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. Book lending facility is automated on & from the 2021-22 academic session. It has an OPAC search facility.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://www.drmscollege.ac.in/facilities/library/

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	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)
4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)
0.35466

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

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

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

47

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

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 upgradationand new technology. Anti-virus software is updated regularly for all the computers. The college website is regularly maintained by Skill Hut, Kolkata. Currently, the institution has 42-desktop/laptop computers, 11-printers, 6-Scanner,2-photocopiers & 16 projectors,1 Fax Machine, 1-Thermal scanner, 1-barcode reader until the year 2021-2022. 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 each floor of the all-academic and administrative building. The Wi-Fi is accessible for students also. 40 CCTV Cameras installed all over the college.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

20

File Description	Documents
Upload any additional information	View File
Student – computer ratio	View File

4.3.3 - Bandwidth of internet connection in the Institution	**A. ? 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

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)

117.75856

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

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

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 toStrict-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	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

Government during the year

4305

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

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

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

72

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

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	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

114

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

114

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

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

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	View File
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

64

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

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	View File
Any additional information	View File

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.

1

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

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

The students' council, which is made up of student representatives chosen by the Dr. Meghnad Saha College Election Committee, is a crucial component of the institution's academic and administrative organisations and committees. The SRs arbitrate disputes between the authorities, instructors, and students in a variety of contexts andthey find an acceptable resolution when complaints originate from the viewpoint of the students. The SRs take the initiative to inform the students of the numerous extension programmes that are an essential component of the college's extracurricular and academic

activities, and they have also urged everyone to participate, particularly in the online mode, during the years 2021-2022. The Student Representatives assist the Instructors in setting up the Quiz, Group Discussion, and Debate, among other things. 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.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

0

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

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.

File Description	Documents
Paste link for additional information	https://www.drmscollege.ac.in/about/alumni/
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

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. Parents are encouraged to attend regular parent-teacher conferences. Parents are important stakeholders of the college and contribute essential feedback. 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	https://www.drmscollege.ac.in/about/mission-vision/
Upload any additional information	View File

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, Provident Fund Committee, Academic Committee, Leave Committee, Anti-Ragging Committee, Social and Cultural Committee, Alumni Association Committee, Examination Committee, Students' Welfare and Progression Committee, Canteen Committee, Parent-Teacher Association, 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	https://www.drmscollege.ac.in/about/administration/committees
Upload any additional information	View File

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 WBCHSE 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	View File
Paste link for additional information	http://www.drmscollege.ac.in/about/administration/committees/admission-committee/
Upload any additional information	View File

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.

BasedonGuidelinesbytheUniversityGrantsCommission,theDepartmentofHigherEducationofWestBengalStateGovernmentrecommendthefollowingeligibilitycriteria,qualificationsfordirectrecruitmenttoassistantprofessorsintheStateAidedCollegesofWestBengal.Theeligiblecandidatesarecalledforinterviewandareselectedfordirectrecruitment.

The Organogram of the Institution is enclosed

Administrative Body

Vice-Principal

 _____
_____

Departments Teachers' Council IQAC

_____

Office Accounts

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

_____

Departments Teachers' Council Office IQAC

Vice-Principal executes any academic and administrative plans and policies with the help of 30 sub-committees and other officers, viz.

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

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	View File
Screen shots of user interfaces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

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.
3. Festival advance for non-teaching staff.
4. Bonus for non-teaching casual staff.
5. Loan without interest from Provident Fund for permanent employees.
6. Advance salary without interest for full time teachers.
7. Advance salary without interest for Librarian.

West Bengal Health Scheme for Beneficiaries of Grant-in-Aid Colleges

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

00

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

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

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

00

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

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

9

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

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

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	View File

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 2021-22 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	View File

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)

00

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

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	[View File](#)

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. National Intellectual Property Awareness Mission:

IQAC of Dr. Meghnad Saha College in collaboration with National Intellectual Property Awareness Mission (NIPAM), Government of India, Ministry of Commerce and Industries, has achieved target of imparting Intellectual Property (IP) awareness and basic training programme for the students, teaching and non-teaching staffs of the college on 12th April, 2022 as a part of "Azadi Ka Amrit Mahotsav" celebrations. A huge number of students took part in this programme with enthusiasm. This programme was really a great initiative for inspiring the students of the college to be responsible citizens in the context of Digital India.

1. Annual Felicitation Programme - 2021:

The IQAC of the college conducted the Annual Felicitation

Programme to felicitate the rank holders (1st, 2nd & 3rd Position) of each Department in B.A./B.Sc.-Part-III (Honours & General) Examination 2021 on the 25th September 2021 at 11:00 a.m. in the .

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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--

1. Educational Excursions:

The IQAC of the college encourages all the departments to organize educational tours so as not to restrict the teaching-learning process in the classroom. The college administration does more than just provide instructions; it also provides financial support to all the departments so that excursions may be carried out successfully. The students' participation on trips would benefit them in the future and foster social interaction.

2. Students' Seminars:

The IQAC of the college instructs all the departments to organize students' seminars to make the students innovative, creative, and able to think independently. In response to this direction from the IQAC, almost every department has enthusiastically organized students' seminars. The department selects a topic and subthemes, and on that particular topic, students in the department present their papers in front of the chairperson. A professor from another department of this college or a professor from neighbouring university or college plays the role of chairperson. To motivate the students, the department awards prizes to the top three paper presenters at the end of the seminar.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File]()

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	[View File]()
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File]()

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, an Anti-Ragging Committee, and an Internal Complaint Cell to control and monitor any unfavourable incidences on the students, particularly female students.**
- **Closed-circuit television monitors are placed around our college campus to keep a careful eye on all of its nooks and crevices.**

- College security staffs have been stationed at the entrance for the duration of the day.
- The college has a first aid kit, and maintenance is performed on it on a regular basis.
- There are fire extinguishers on each floor of the college.
- To deter trespassers, the College has constructed a boundary wall around its property.

b) Counseling

Any time a student confides in a member of the teaching or support staff about a social awkwardness or personal issue, the student is given the appropriate oral counseling. In addition, a number of awareness campaigns have been held to address the students' concerns about a range of legal and medical issues.

c) Common Room

Male and female students are housed in separate common areas at the college. Additionally, a sanitary napkin vending machine has been put in the girls' common room to help the rural female students become used to using sanitary napkins and other contemporary hygiene practices.

File Description	Documents
Annual gender sensitization action plan	https://www.drmscollege.ac.in/naacdocs2021/7_1_1_annual_gender_gensitization_plan.pdf
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	https://www.drmscollege.ac.in/naacdocs2021/7_1_1_women_empowerment.pdf

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	View File
Any other relevant information	View File

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

Local municipal organisations like Itahar Block and Itahar Gram Panchayat in the district of Uttar Dinajpur regularly practice waste management. Regarding the management of garbage from the college premises, the college administration and Itahar Gram Panchayat have signed a memorandum of understanding. The college also offers the following amenities.

Solid Waste Management:

The college has 20 dustbins spread throughout the campus. It has been possible to stop students from dropping their trash everywhere on campus than in the dustbins. The current dustbins are also used to store rubbish that is generated beyond office hours. The college's sweeper regularly gathers and stores the campus's solid waste in the dustbin. The Itahar Gram Panchayat, the local civic organisation, regularly removes the rubbish with the help of their authorised staff.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	https://www.drmscollege.ac.in/naacdocs2021/7_1_3_geotagged_photographs_of_the_facilities_21.pdf
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	**C. Any 2 of the above**

campus

File Description	Documents
Geo tagged photographs / videos of the facilities	[View File](#)
Any other relevant information	[View File](#)

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. **Restricted entry of automobiles** 2. **Use of Bicycles/ Battery powered vehicles** 3. **Pedestrian Friendly pathways** 4. **Ban on use of Plastic** 5. **landscaping with trees and plants**	**A. Any 4 or All of the above**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	[View File](#)

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	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	**A. Any 4 or all of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
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).

- **The majority of Dr. Meghnad Saha College's students come from minority groups, including SC, ST, and OBC populations. Their lives are dominated by illiteracy and poverty. In this context, the dynamic notion of**

- "Education of Economically Weaker Students from Rural Area" is the foundation on which our college largely operates. It is evidently reflected in the colleges' numerous administrative, academic, and socio-cultural endeavours.
- The four languages—Bengali, English, Sanskrit, and Arabic—are always included in academic courses as part of the college's ongoing effort to preserve linguistic variety among its students. In order to meet the needs of the minority students, the college developed an Arabic General Course in the 2016–2017 academic year. From the 2009–2010 academic year, Sanskrit was offered as an Honours course to acquaint students to the ancient Indian culture. The college continues to offer these four language courses.
- The college annually hosts the Rakshabandhan Festival to foster a sense of community among its students. The Rakshabandhan Festival is organised by the two NSS groups, and teachers and students actively participate in 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)	View File
Any other relevant information	View File

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

The reputation of Dr. Meghnad Saha College extends to its social as well as educational contributions. The teachers and students make numerous efforts to assist and uphold the locals of the nearby communities that surround the college.

The fifth of June is observed as "World Environment Day" by teachers and students alike. The teachers and students organised a tree planting programme to make the day memorable in an environmentally friendly way.

The college has organised a celebration of "National Voters Day" and 'National Constitution Day to educate students about

the constitution, values, rights, duties, and obligations of citizens. These programmes give students and the public access to a wealth of information about the Indian Constitution, Government Policy, law and order, fundamental rights, the ability to vote, and socioeconomic duties.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
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	View File
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	View File
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 frequently recognises national and international memorial days, events, and festivals and celebrates these days regularly. The college observes Republic Day on January 26 and Independence Day on August 15 of each

year.

In addition, World AIDS Day is marked to raise awareness among students of the risks the AIDS virus poses to their health. The college hosts the Rakshabandhan event to foster a sense of brotherhood and community among the many communities.

Two NSS units within the college actively organise these programmes on campus. The teachers and office staffs, as well as the pupils, remain present on these commemorative days.

Each year, Saraswati Puja is organised by the college administration in collaboration with the student council. To honour the occasion, all of the college's students, faculty, and support personnel take part.

To teach students about the constitution, principles, rights, and responsibility of citizens, the college has organised celebrations of 'National Voters Day' and 'National Constitution Day' and Ambedkar's birthday.

Students take part in those activities both offline and online as performers in a variety of cultural programmes. They assist in planning these activities as volunteers. Such observations help in the development of the pupils' civic consciousness and awareness of national and international remembrance days.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

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

I-ICT Based Teaching-Learning System

Objective:

To improve the students' level of digital proficiency.

Context:

The Covid-19 pandemic has made it necessary to employ an ICT-based teaching-learning system.

Practice:

- Academic Activities

1. E-Classroom
2. ICT Enabled classroom
3. The College Website
4. Interactive Notice Board
5. Webinars
6. YouTube Channel
7. Social Media Platforms (Whatsapp and Facebook Pages of the College)

Evidence of Success

The use of E-Classroom has benefited the pupils.

Problem Encountered and resource required:

Many pupils were unable to use the online service because they lacked smartphones and laptops. Online teaching is hampered by poor internet connections in remote, isolated areas.

2-Women Empowerment

Objective:

Kailashbasini Centre for Women's Studies and Women's Cellwork to empower women.

Context:

The collegeand the surrounding locality consist of a large population of underprivileged women.

Practice:

Kailashbasini Centre for Women's Studies and Women's Cellhas

organized a number of programmes to sensitize the students towards gender equality.

Evidence of Success:

Girl studentsreceive a more rewarding exposure to the various resources to create a gender-just society.

Problem Encountered and resource required:

As the female students of this college belong to an underprivileged background, they find it difficult to access all the resources provided by the college.

File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	[View File](#)

7.3 - Institutional Distinctiveness

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

Automatic Weather Station

Introduction

For the academic year 2021-2022, an automatic weather station (AWS) has been erected. Not only in Itahar block but also in Uttar Dinajpur district, this is the only meteorological station. Air temperature, wind speed, wind direction, and barometric pressure are all recorded by weather stations. It logs both the amount of above-water photosynthetically active radiation and the weather temperature at various depths.

Aim and Objectives

In order to offer information for weather forecasts and to study the weather and climate, it is very beneficial to make observations of atmospheric conditions. Temperature, barometric pressure, humidity, wind speed, wind direction, and precipitation totals are among the measures made. The major goal of installing this equipment was to keep track of everyday weather occurrences.

Utilization

This instrument's coverage region includes the Itahar Community Development Block and the area around it. This equipment will be highly helpful for researchers who are interested in examining different weather elements like air pressure, temperature, wind direction, wind speed, and wind velocity because it records long-term climatic data. It will be a useful climate data archive that might aid local farmers in predicting the weather.

File Description	Documents
Appropriate web in the Institutional website	[View File](#)
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

1) Gradually shifting from online events to offline events.

2) MoU with other academic institutions and skill development providers.

3) MoU with distance education institutions.

4) An increase in experiential learning procedures to expose the students to real-life situations and teach them how to connect theoretical knowledge to practical situations.

5) More social outreach programs for adopted villages.

6) More programs for women's empowerment.

7) More ICSSR/UGC-funded projects and conferences.

8) Introduction of add-on courses.

9) Formation of various forums like clubs to foster an interdisciplinary education system.

10) Further developing and strengthening blended mode of education.