



YEARLY STATUS REPORT - 2021-2022

Part A

Data of the Institution

1.Name of the Institution

SONAMUKHI COLLEGE

- Name of the Head of the institution **DR. BAPPADITYA MANDAL**
- Designation **PRINCIPAL**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **03244275251**
- Mobile No: **7076289635**
- Registered e-mail **principal@sonamukhicollege.ac.in**
- Alternate e-mail **sonamukhicol@gmail.com**
- Address **Sonamukhi College Road**
- City/Town **Sonamukhi**
- State/UT **west Bengal**
- Pin Code **722207**

2.Institutional status

- Type of Institution **Co-education**
- Location **Rural**
- Financial Status **Grants-in aid**

- Name of the Affiliating University **Bankura University**
- Name of the IQAC Coordinator **Dr. Jnanojjal Chanda**
- Phone No. **03244275251**
- Alternate phone No. **9735336469**
- Mobile **7029650432**
- IQAC e-mail address **iqac@sonamukhicollege.ac.in**
- Alternate e-mail address **iqacsonamukhicollege@gmail.com**

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

<https://sonamukhicollege.ac.in/aqar.php>

4. Whether Academic Calendar prepared during the year?

Yes

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

https://sonamukhicollege.ac.in/academic_calendar.php

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	B	2.37	2016	05/11/2016	04/11/2021
Cycle 2	B+	2.60	2022	13/09/2022	12/09/2027

6. Date of Establishment of IQAC

10/05/2013

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
Institutional 1	Grant for boys hostel (2nd installment)	UGC	2020 365	3200000
Institutional 1	Grant for girls hostel (2nd installment)	UGC	2020 365	3200000
Istitutional	Building Grant	State Govt.	2019	7000000

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

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **7**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report [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)

1. Iqac take necessary action regarding NAAC peer team visit for 2nd cycle. (Peer team visited on 8.9.2022 and 9.9.2022 and accredited the college with B+ Grade)

2. Two certificate course has been introduced for the skill

development of the students(Vedic Chanting & Yoga Training)

3. Academic audit initiated and has been done on 14.3.2022 by the Bankura University for the academic session 2020-21 and for the academic session 2021-22 is under progress. ii)Iqac Conducted three (03) training programme for the updation of the faculties

4. Up gradation of College website (www.sonamukhicollege.ac.in) to accommodate more tabs and also filled with these with important current contents.

5. Central Library established community Resource Centre for Job seekers named "Ranadhir Bandyopadhyay Smarak Jnan O Tathya Kendra

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
College has to take necessary actions regarding NAAC peer team visit	Peer team visited on 8.9.2022 and 9.9.2022 and accredited the college with B+ Grade (2.6 CGPA)
College has to take necessary initiatives for the academic and administrative updation	i).Academic audit initiated and has been done on 14.3.2022 by the Bankura University for the academic session 2020-21 and for the academic session 2021-22 is under progress. ii). Conducted three (03) training programme for the updation of the faculties
College may introduce more certificate courses or skill based programme as per students needs	Two certificate course has been introduced for the skill development of the students(Vedic Chanting & Yoga Tarining
Timely completion of feedback analysis.	Feedback on curriculum has been taken from different stake holder (Alumni, Teacher) and analyzed
Establishment of structured student mentoring system	Mentoring system for the students introduced from the academic session 2020-21 and continues

College will take initiatives to enhance the research activities of the faculties	Research committee circulate the relevant information to the faculties and college provides college funded minor research project among the faculties. In this academic session two faculties has been benefited by this scheme. (Dr Subir Kumar Choudhry & Sri Madhab Kundu)
To purchase new books in the central Library	916 books has been purchased in this academic session
To initiate various technological progression in administrative domain	Up gradation of College website (www.sonamukhicollege.ac.in) to accommodate more tabs and also filled with these with important current contents.
To create of domain email (@sonamukhicollege.ac.in)	Creation of domain email in favour of almost all committees has been done

13. Whether the AQAR was placed before statutory body?

Yes

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	13/12/2022

14. Whether institutional data submitted to AISHE

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Data of the Institution

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14. Whether institutional data submitted to AISHE	
Year	Date of Submission
2020-2021	22/02/2022
15. Multidisciplinary / interdisciplinary	
<p>The Vision of National Education Policy (NEP), to provide high quality education to develop human resources in our nation as global citizens, is well taken by Sonamukhi College. Discussions are held with the faculty members on the key principles of NEP such as diversity for all curriculum and pedagogy with technological innovations in teaching and learning, encouraging logical decision making and innovation, critical thinking and creativity. Actually, academic programmes are redesigned by Bankura University, our affiliating University to include Multidisciplinary / Interdisciplinary courses as electives. All programmes are designed in such a way that students get maximum flexibility to choose elective courses offered by other Departments. It can be said that Sonamukhi College is proactively working towards implementation of the suggestions given in the NEP.</p> <p>Multidisciplinary/interdisciplinary:</p> <p>In order to provide the holistic academic growth among students, Inter-disciplinary curriculum has been introduced which gives freedom to the student to choose their preferred options from the range of program offered by the institution.</p>	

16.Academic bank of credits (ABC):
<p>The institution preparedness in implementation of Academic Bank of Credits (ABC) depends upon the guidelines of the affiliating university and Higher Education Department, Govt. of West Bengal. For this purpose, a centralized database along with the database of the college is to be established to digitally store the academic credits earned by the student from various courses so that the credit earned by student previously could be forwarded when the student enters into the program again. For monitoring ABC, proper technical support system is to be created.</p>
17.Skill development:
<p>Our affiliating university, Bankura University, has already designed Skill Enhancement Course (SEC). Apart from that, organized workshops, field trips, newly adopted curriculum and the training imparted to the students will certainly help the students to fulfill their ambition. All these steps are marching towards the implementation of NEP in the real sense.</p>
18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course)
<p>In order to promote /integrate the local language, art and culture, activities in the curriculum have been added and through discussions/ interactions/symposiums etc. in local languages are made in fetching extra credit to the students. These initiatives have increased the employability opportunities for the learners. Frequent field trips to local heritage sites are valuing our culture and traditions.</p>
19.Focus on Outcome based education (OBE):Focus on Outcome based education (OBE):
<p>Learning Outcome based Curriculum aims to bring about uniformity in syllabus for all programs in all the affiliated colleges of Bankura University. Variety of approaches in teaching Learning process like lectures, seminars, tutorials/workshop/practical and project based learning field work, technology enabled learning internship and apprenticeship and research work is suggested. The student learning outcome should be defined in terms of knowledge skills understanding values employability. This institution</p>

follows the guidelines as and when directed by the affiliating University, Bankura University.

20.Distance education/online education:

Due to Covid -19 pandemic, like most of the educational institutions in the country, this institution has already been prepared and engaged in online teaching learning process through different online modes like whatsapp, google meet, college website etc. Keeping aside the negative impact of lack of face to face learning, online education has broken the geographical barriers creating interaction of experts and students from distant geographies. The whole college campus is wifi enabled for smooth running of educational as well as administrative work in online mode. This institution has been preparing to make available all type of e-content material prepared by faculty members for all the students through online mode to meet the future challenges. This can be considered as the new normal, which is envisaged in New Education Policy as well.

Extended Profile

1.Programme

1.1	584
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	2536
Number of students during the year	

File Description	Documents
Data Template	View File

2.2	804
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File

2.3	576
Number of outgoing/ final year students during the year	

File Description	Documents
Data Template	View File

| **3.Academic** | |

3.1	67
Number of full time teachers during the year	

File Description	Documents
Data Template	View File

3.2	74
Number of Sanctioned posts during the year	

File Description	Documents
Data Template	View File

| **4.Institution** | |

4.1	49
Total number of Classrooms and Seminar halls	

4.2	86.52
Total expenditure excluding salary during the year (INR in lakhs)	

4.3	89
Total number of computers on campus for academic purposes	

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

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

1. Sonamukhi College follows the CBCS curriculum in tandem prepared by Bankura University. The college offers UG courses of Arts, Science and Commerce.
2. The whole course of a semester is subdivided among the teachers department wise at the beginning of each academic session following the strength of the teachers.
3. In the departmental meeting, the activities like number of classes required to complete the course, number of days the college will remain open are assessed beforehand at the beginning of the session.
4. To improve the academic excellence and all-round development of the less privileged students special guidance is provided to them.
5. Apart from Bankura University's assigned examination, each department conducts home assignments, departmental seminar, internal assessment etc. to assess the performance of the students.
6. The students are encouraged to enroll in career-oriented certificate courses like Computer Course, Sanskrit Chanting Course; and are also encouraged to register their name in employment bank so that they can get job opportunity.
7. The NSS and NCC units of our college carry out the activities smoothly.
8. In the COVID-19 pandemic situation, college maintained online classes for all semesters. Soft copy of study materials are documented in our college portal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sonamukhicollege.ac.in/academic_calendar.php

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

The Institution adheres to the schedule of Academic Calendar for Continuous Internal Evaluation (CIE) for each semester prepared by

the principal and members of the Academic Council.

1. Academic diary is distributed among the students at the beginning of each semester. It is also uploaded in the college website.
2. Class tests are conducted periodically.
3. The students are also given home assignments.
4. Following the university guidelines, the Internal Assessment of the college is conducted.
5. Relevant topics from syllabus are chosen for departmental seminar.
6. The students get benefitted from the visiting faculties of the college also.
7. The college conducts outreach programmes in a regular basis.
8. Participation in intra-college cultural competition helps students' all round development.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sonamukhicollege.ac.in/images/uploads/PROSPECTUS%202021-22%20Final.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

33

File Description	Documents
Any additional information	View File
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)

02

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

208

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

208

File Description	Documents
Any additional information	View File
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 students are made aware of various social and environmental activities. In this regard the faculty members of every department involve themselves and trained the students. To look after and aware the student on those issues, there are few specific committees like Vishakha Cell, NSS unit, Grievance Redressal Cell, Equal Opportunity Cell etc.

Gender Sensitivity: Gender Sensitivity on curricula of different departments plays a great role in students. Gender discrimination and caste discrimination in the Indian context have been taught in Philosophy Hons course. In English course, gender related topics like Women Writing, construction of gender, History of Women's movement, Women and Political participation etc. have been taught. Political Science syllabus also includes secularism and communalism, caste and politics etc. History and Geography syllabus also include gender issue topics.

Environment and Sustainability: Environmental and sustainability challenges with regional, national and international significance. The curricula of Geography, Botany, Zoology include environmental and sustainability topics..

Human Values: Human values are very much significant especially to develop students' moral development that they hold and put it to use. Keeping that in mind the syllabus of the subjects like Political Science, Bengali, Sanskrit, English, Education, Economics, Philosophy have been framed.

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

27

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

302

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

C. Any 2 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)	View File

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://sonamukhicollege.ac.in/feedback/1669378496_Feedback%20report%20&%20analysis%202021-22.pdf

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

1775

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

534

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

Almost all the students who enrolled in this college are coming from very poor socio-economic background. So, their talent, wisdom, knowledge, efficiency, skill etc. vary to a great extent. In this regard, the college has taken few important measures to fulfill the dreams of students in higher education. These measures include-

- Every departmental faculties plan to start teaching procedure after evaluating the existing knowledge of the students. As a result, the students easily gain knowledge without facing any difficulty.
- Special remedial classes are arranged for the slow learners to improve their level of learning.
- Advanced learners are taken care of by the concerned faculty through assignments and peer group discussions.
- The students at the beginning of each academic year as well as each semester are provided with lots of academic information like academic calendar, class routine academic programmes etc.
- Counselling has been done to medium learners through mentoring. The faculty member act as mentor for the students allotted to him/her. Faculty counselors frequently interact with and help each students to improve their examinations as well as their marks.

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
2536	67

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 college firmly believes that the only possible way of students' development is suitable curriculum and student-centric learning. So the college has adopted experiential learning, participative learning and problem solving methodologies to enhance the learning experiences of the student. Below mentioned strategies are followed-

Participative learning:

1. Seminar, webinars, exhibitions, workshops, presentation of models etc are organized by all departments. This kind of learning is very much effective and enjoyable.
2. Most of the Departments take initiative in outdoor studies. Students are taken to field visit/work frequently.
3. Project works are taken to a sensible level by the students under the supervision of teachers within the stipulated time frame.

Experiential learning:

1. The students spend lots of time in practical classes.
2. Students of humanities and social science department enjoy learning process through the use of some electronic resources.
3. The college has arranged computer training for all the students.

Problem solving methodologies:

1. Students are provided home assignments.
2. Students are encouraged to ponder about the process of finding solutions to difficult or complex issue.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.3.1%20sonamukhi%20college%2021-22%20(1).pdf

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

Nowadays ICTs is most important tools that are broadly used in educational world. ICT tools complement the conventional teaching learning methodologies, and the college is highly interested in providing innovative methods for enriching the learning experience. The college has moderate resources which include wide availability of computers and high speed internet access. The faculties has been using ICT enabled tools in the following way

1. Power point presentation slides are used in ICT classrooms.
2. The ICT classes are taken by the faculties with the use of laptops, projectors and other ICT tools.
3. All the departments have been provided computer with internet facility for academic purpose.
4. Sometimes the teachers make audio clip of a certain topic by which the students learn after listening the topic.
5. Sometimes students are allowed to watch movies on the related topics for better understanding.
6. The college has taken the membership of Digital Library of India(NDL) and INFLIBNET (N-LIST). It is one of the best sources of learning to all. The students and staffs get the opportunities to access the e-database, e-journals, e-books as per their choices.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sonamukhicollege.ac.in/images/uploads/2.3.2%20SMC-1-9.pdf

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

62

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**

67

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**

15

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

785

File Description	Documents
Any additional information	View File
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.

The CBCS was adopted by the Bankura University from its inception in the year 2017-18 and onwards. Internal examinations for both Honours and Programme Courses are a part of the evaluation system. The institution adheres to the norms set by the University in this regard. The internal examinations are held during the semester period to assess the students. The students are intimated about the exam schedule in advance through the website, notices put up on the wall notice boards and college website notice board and also posting in Whatsapp groups of the class. Considering the marks obtained from different internal examinations and other concerned factors, internal marks are given by the faculties.

The basic aim of evaluation is to know the strength and weaknesses of the students. Continuous evaluation has taken place in our college in a systematic way throughout the semester for the better evaluation and advancement of students. The students are provided with greater opportunities whenever they seek guidance and support to improve their learning. Besides, the schedule of assignments is given to the students of all courses. The subject teachers of the college assess the students internally and put their marks out of 10 marks for each paper.

File Description	Documents
Any additional information	View File
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.5.1%202021-2022.pdf

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

- The college has "Examination Sub-Committee" for the smooth conduction of internal as well as End Semester University Examination.
- Affiliating Bankura University (BKU) conducts external examination, termed as End Semester Examination (ESE) of 40 marks (each paper) and college provides marks for Internal Assessment (IA) of 10 marks (each paper). The ratio of the weightage of marks for external examination is 80% and internal examination 20%.
- The students are informed about the question pattern, date and whole system of internal and End Semester Examination in time. They are made aware of the internal and external examination procedure at the beginning of each semester in an orientation/introductory class.
- University guidelines are strictly followed while the question papers are set.
- The faculty members evaluate the allotted answer scripts and easily upload the marks directly to the university website after logging into the university portal.
- Students take part in many special discussions on academic activities like practical examination, internal examinations etc. It lights their inner thought.
- Parent-teacher meeting is also held to address various academic issues.
- Grievance redressal cell has also been formed to address any grievance raised by the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.5.2%20Final%202021-22.pdf

2.6 - Student Performance and Learning Outcomes

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

The syllabus of each subject is prepared by the members of Board of studies (BoS) of the affiliating university. The each course of each subject is available in the university website and the syllabus is communicated to all the affiliated colleges. Complying the mission & vision of the present outcome based education system, Program Outcomes (POs) and Course Outcomes (COs) are framed by each department of the college offering the degrees after thorough discussion with all teachers. POs are extensive reports which portray the professional achievements which the program aims at, and these are to be attained by the students by the time they complete the program. COs are through statements which describe the necessary and lasting disciplinary know-how, capabilities that pupils should have and the depth of learning that is expected upon completion of a course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sonamukhicollege.ac.in/images/uploads/2.6.1%202021-22.pdf
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 evaluates programme outcomes as well as course outcomes which are the utmost importance objective. The college has fulfilled its purpose by measuring the attainment of the outcomes with the help of two different assessment tools-

1. Direct Assessment Methods

2. Indirect Assessment Methods

1. Direct Assessment Tools:

a) Direct assessment tools involve the periodical assessment of Internal Assessment, class assignments, attendance, skill evaluation etc.

b) Accretive performance of students is recorded through end

semester examinations and end semester practical examinations.

c) Various co-curricular activities like seminar, workshops, project etc have also significant effect for measuring knowledge and skills through direct assessment method.

2. Indirect Assessment method:

Indirect assessment method is done through feedback. Feedback is collected from the outgoing students, teachers, stakeholders and alumni at the end of the course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sonamukhicollege.ac.in/images/uploads/2.6.2_2021-22.pdf

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

576

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	https://sonamukhicollege.ac.in/annual_report.php

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://sonamukhicollege.ac.in/feedback/1662534370_Students%20Feedback%20%202022.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)**

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	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**

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year**3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year**

25

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

10

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

10

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

Sonamukhi College regularly carries out the extensive activities with the two important wings- NCC and NSS. In 2021-22, many programmes are organized by NSS Units and NCC Unit of the College

under which students and staff participate voluntarily in community based activities with neighborhood. NSS units organized various awareness programs with themes like cleanliness, green environment & tree plantation, gender sensitization, illiteracy, child marriage, health hazards, sanitation and superstition. The days having tremendous social importance are observed regularly every year by NSS volunteers. They also organize social awareness programs on World AIDS Day, Anti-tobacco Day and International Day against Drug Abuse and Illicit Trafficking. The NSS units and NCC unit organize Blood Donation Camp separately at college premises in which students take part enthusiastically being motivated by the slogan, 'Blood donation is a noble deed'.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/3.3.1%20Out%20Reach%20Programe_compressed.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

00

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

38

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

2488

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
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

00

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

04

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.

The college has a campus of 8.11. Acres. It is fully secured with CCTV camera. It is equipped with modern facilities and learning resources to achieve academic excellence according to its vision. The infrastructure facilities and learning resources are mentioned bellow-

1. Total number of classrooms is 50, total number of laboratories is 6. Besides, there is 17 ICT enabled classroom and 1 conference hall equipped with modern facilities.
2. All the departments have computer with internet facility. We have a central library with more than 30,000 text books, nearly 1,174 reference books, few rare books, e-books, digital database, 6 magazines and newspapers. Facilities for searching e-database from National Digital Library of India (NDL), INFLIBNET (N-LIST) are available. There is a browsing centre in the library.
3. There are separate common rooms for boys and girls.
4. The students for whom returning home daily is quite impossible, there are one running boys' hostel and a new college boys' hostel & one college girls' hostel have been constructed, yet to be started.
5. In the institution, there is disabled-friendly ramp at the entrance of the college building and Library. There is the

provision of two green generators in the college campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.1.1%20iqac%20smart%20room.pdf

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

The institution provides modern facilities for games, sports and cultural activities. The big playground is used for football matches, cricket matches, volley ball tournaments and different athletic events. The students also do regular practice in this playground. There is the facility of indoor games like carom for boys. The Seminar Hall and occasionally the large rooms and open spaces are used for different cultural activities. There is also a permanent stage inside the campus which is also used for cultural programs. The custom of arranging cultural programs in the presence of guests and resource persons on the eve of seminars is in vogue. There is a gymnasium inside the college campus. There is a yoga centre with the facility of a well-trained instructor. Apart from that students perform cultural programs on various occasions like College Foundation Day, Independence Day, Teachers' Day, annual cultural competition, Republic Day, International Yoga Day etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.1.2 Cultural%20activities%20sports.pdf

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

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.1.3.%20Number%20of%20classrooms%20seminar%20halls%20with%20ICT%20facilities.pdf
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)

68.08

File Description	Documents
Upload any additional information	No File Uploaded
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)

With the help of Integrated Library Management System (ILMS), the central library of Sonamukhi College is partially automated. In the year of 2016 this version of software was installed. Since then the Accession, Cataloguing, Issue and Return of the library books, have been done through this software. In addition to this software, the library has the facility of bar-coding machine to put bar-code in the library books. The library has institutional membership with NDL (National Digital Library) provide by IIT KGP and INFLIBNET(NLIST). E-resources can be accessed through the Library Tab of the official website of SonamukhiCollege.OPAC

(Online public access catalogue) service is also provided where the users can search the collection of books by title, author, publisher etc. Barcode issue-return system is practiced in the library for smooth issue-return of the library books.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sonamukhicollege.ac.in/images/uploads/4.2.1%20ILMS.pdf

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

File Description	Documents
Upload any additional information	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)

2.64

File Description	Documents
Any additional information	No File Uploaded
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

27.33

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**

As now-a-days ICT classes are being mandatory in teaching-learning process, the college authority has been giving top priority for the development of IT facility in the college campus for better teaching-learning process. The college has the facility of ICT class room. The wi-fi facility is available in all the departments, college office, library and in IQAC room. The institute has purchased different software installed in Computer Lab, some departments, Library (OPAC) and office. Most of the departments have printers for academic use of teachers and students. The Central library is well equipped with IT infrastructure. Mathematics and Computer Science Departments have their own computer labs. Facilities for searching e-database from National Digital Library of India (NDL), INFLIBNET (N-LIST) are also available.

A general maintenance of computer, Internet cable and Wi-Fi network, installation of software, maintenance and up-gradation of hardware are done throughout the year and special attentions are taken as when necessary in this respect.

Online classes have been taken by all the faculty members using different online platforms like Google Meet during the Covid-19 pandemic situation. The faculty members have taken most of the classes using the college software. It is a very comfortable platform for both the students and teachers. Study Materials are also provided to the students available at official college website. Many webinars have been organized using online platforms like Google Meet. Some of them are also available at YouTube platform.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.3.1-%20IT%20facilities.pdf

4.3.2 - Number of Computers

89

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	No File Uploaded
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)

18.06

File Description	Documents
Upload any additional information	No File Uploaded
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.

Classroom & Laboratory:

Purchase Register has been maintained by the all lab based departments. To cope up with the newly introduced CBCS syllabus from the session 2017-2018, new instruments are purchased from time to time. Instruction manual for performing the practical experiments properly are provided to the students.

Library:

The library books are kept in bookshelves dedicated to respective subject/paper/topic. An account of visitor is maintained for keeping records for the students, teachers and different stakeholders who visit the library. Journal/Magazine, Periodicals, Daily Newspapers, Employment oriented Newspapers are subscribed on a regular basis and also kept properly. Users are given awareness about digital database like NLIST and NDL. Library books are well stacked following the Dewey Decimal Classification System. Binding of old valuable books are done from time to time.

Sports:

Modern sports equipments are purchased as and when required. Players and student athletes are provided with different essential playing kits and sports equipments from the college. The college has a big play ground and a well maintained Multi-Gym.

Computers:

Utilizing the college fund two computer labs have been established in the Department of Mathematics and Computer Sc. Besides these, Departmental computers are well up graded and protected by antivirus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.4.2%20Physical%20academic%20support.pdf

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

2670

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

738

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

C. 2 of the above

File Description	Documents
Link to institutional website	https://sonamukhicollege.ac.in/images/uploads/5.1.3%20Data%20Capacity%20building%20and%20skills%20enhancement%20initiatives%202021-2022.pdf
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

991

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

991

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

B. Any 3 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	View File
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

04

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

67

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
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

01

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.

02

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)

There is a Students' Union/Council in the college to represent all the students within the college as well as outside the college to deal with local, state-level and national issues. It goes without saying that it has different sub-committees to deal with various activities of student-life and provide many a services to the students.

With the help of enthusiastic college teachers, the students are empowered with leadership qualities, soft skills etc, so that they can display their talents and understand rules and regulations. Their active and mandatory representation is ensured in various subcommittees such as, Cultural Committee, Sports & Games Committee etc. The Students' Council/Union also has sent their representative in the IQAC core committee and the Governing Body of the college.

Every year Freshers' Welcome is organized by the Students' Council/Union to give a hearty welcome to the new-comers. Again, a warm reception in the form of Freshers' Welcome is also given to the newly-admitted students from their respective departments.

To crown it all, the Students' Council encourages the students to be involved in different types of academic affairs, cultural matters, games and sports, social service and extracurricular activities for the all round development of the students.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/5.3.2%20student%20activities.pdf
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

22

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

Every department has formed a Alumni Association and communication has also been made through whatsapp group. Very recent the college has taken initiative for the formation of formal College Alumni Association. For this, an Application has been submitted to complete the registration process. The college Alumni Association has been formed with 22 core committee members.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/alumni.php
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

"Learning is the ultimate goal" fostered by the institution and it is the emancipation which portrays the epitome of the institution's vision.

Vision:

- To light up the future of the students
- To encourage the students in different participative learning
- To prepare the pupils in overall socio-economic development of the country by accepting leading role.
- To empower the common students for meeting the global challenges

Mission:

1. To create a learner friendly atmosphere to make learning a joyful and fruitful experience
2. To engraft knowledge and empower younger generations
3. To make the institution 'an educational model'
4. To develop skills of the students to make significant contributions in their near future
5. To provide a rigorous education in principles of Arts, Science and Commerce and to provide broad knowledge of the fundamentals to all students irrespective of caste religion and socio-economic status to uplift the society as a whole.

So far class routine, arrangement of assignments, arrangement of internal assessments and showing of co-curricular activities are concerned, the departments enjoy full autonomy. The departments also have full freedom to arrange students' seminars, special lectures, excursions, out-reach programmes etc.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.1.1%20(The%20governance%20of%20the%20institution%20is%20reflective%20of%20and%20in%20tune%20with%20the%20vision%20and%20mission%20of%20the%20institution)%20Data.pdf
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 administrative body of the college is the Governing Body (GB) which comprises of a President (Nominated/ Selected by Higher Education Dept. West Bengal), the Principal, representatives of teaching and non-teaching members, students' representative and a number of external members nominated by the affiliating University and the state government. The Principal works as the Secretary of the Governing body. Governing body meetings are held at regular intervals. Matters related to academic affairs, infrastructure, development, financial management, administration and governance are discussed in detail and are implemented accordingly.

Several Sub-Committees are formed to ensure decentralized and participative management to look after the curricular as well as co-curricular aspects. Academic Sub-Committee is responsible for holistic development of the college and to recommend on the enhancement of student facilities, students' life and experiences at the college.

Office staffs extend their positive hands to provide day to day support services for both students and faculties beyond their routine activities.

Besides, Principal is the chairman for all the committees involved in academic activities of the institution. He plays a vital role in motivating the teachers and teaches to scale greater heights.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.1.2_AQAR.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Both perspective and strategic plan are effectively deployed by the college. Keeping in mind the development plans, the college always maintains an effective mechanism to promote a culture of participative management. The institute involves the staffs and the students in various activities. Under the supervision of the governing body the Principal, staff members and students are

involved to define the policies and procedure to frame guidelines and rules and regulations pertaining to admission, placement, discipline, grievance, counseling, training and development and library services etc. and to implement effectively the same to ensure systematic functioning of the institute. The college also runs on decentralized management operative process for the promotion of participative management and the proper functioning of the college. To help the authority in the governance of the college different committees have been framed.

Extension activities were carried out through NSS Units and NCC Cell of the college. More students from the socially deprived society were admitted with nominal fee and merit scholarship. The college authority encourages the faculty for paper publishing & UGC approved national and international journal publishing for enhancing the academic excellence of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.2.1_AQAR.pdf
Upload any additional information	No File Uploaded

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.

College follows the statute of the affiliating Bankura University and the guidelines issued from time to time by the Higher Education Department of the Government of West Bengal.

GOVERNING BODY(GB)

The governing body is the apex administrative body entrusted with the governance of the college. The Principal is the ex-officio secretary of the GB. The GB is largely a policy maker. The GB in compliance with the recommendation of IQAC and other statutory as well as non-statutory sub-committees takes all the major financial and administrative decisions.

GRIEVANCE REDRESSAL MECHANISM

In this college there is an active Grievance Redressal Mechanism

including the Women's cell, Anti-Ragging committee, Prevention of Sexual Harassment Committee and the Grievance Redressal Cell.

SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES

For service rules and procedures generally the college is guided by the Bankura University Statutes and the rules of the state government as amended from time to time in this regard. On the basis of the recommendations of WBCSC, Teachers are appointed in substantive posts. If situation demands, the College Management appoints guest teachers. So far the promotion of the substantive teachers is concerned, the Career Advancement Scheme (CAS) of UGC is followed .

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.2.2.pdf
Link to Organogram of the Institution webpage	https://sonamukhicollege.ac.in/organogram/6.2.2%20Organogram.pdf
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	No File Uploaded
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

There are certain welfare measures in the institution for both teaching and non-teaching staff. Though some of the measures are state government policy related, they are implemented by the college authority. Again there are some measures which have been adopted by the college at the institutional level on its own initiative.

- For all the teaching and non-teaching staff, there is the provision of Casual Leave, Earned Leave, and Medical Leave as per the government rule. Apart from these, for the married female staff there are Maternity Leave and Child Care Leave as per government policy. There is also newly introduced Paternity Leave for married male staff.
- To encourage the faculty members to carry on research work, financial support is given from the college fund.
- There is the provision of West Bengal Govt. Health Scheme for the teaching staff and facility of SwasthyaSathi Scheme of the government for non-teaching staff.

There is the provision for substantive employees to avail loans from Provident Fund. The college also advances a certain amount for the newly recruited employees. The financial aids are also provided by the college to the casual non-teaching staff by providing Ex-gratia bonus every year during the puja.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.3.1.pdf
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

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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

03

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	View File
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

18

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	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

To evaluate and judge the performance of the teaching and non-teaching staff in regular academic activities as well as administrative activities of the institution, to college has introduced a performance based appraisal system.

Teaching Staff:

1. The Principal of the college introduced a proforma for self-appraisal of the teaching staff since 2019-20, wherein concerned staff records the details of his/her performance of duties and participation in the activities assigned to him/her by the college.
2. Career Advancement Scheme (CAS) for the teachers who become eligible for the promotion of different stages has been implemented following the guidelines laid down by UGC and Higher Education Department, Govt. of West Bengal. Academic performance of each individual teacher comes under serious scrutiny during this time.
3. Principal confers regularly with IQAC Coordinator and Secretary, Teachers' Council (TCS) for discussion on implementation of any policies.

Non-Teaching:

1. Initiatives have been taken to fill-up the vacant UDC (upper divisional clerk) post from existing LDC (lower divisional clerk) following strictly the rules and regulation laid down by the Govt. of West Bengal.
2. The Principal confers with the Head Clerk on all matters

relating to Non-teaching Staff.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.3.5%20%20%202021-22.pdf
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 institute regularly conducts external financial audit following the government rules. The Higher Education Department, Govt. of West Bengal plays a prime role to conduct the External Audit. It is the Finance Committee of the college that reviews the financial transactions and status of the college at regular basis. Considering properly the priority and financial liability, the committee approves different projects and schemes. As the finance committee reviews internally the financial transactions and financial status, so reviews give a greater opportunity to identify areas where necessary modifications are to be needed. The internal reviews and recommendations provided by the finance committee, help the college to operate in a healthier and more transparent way. The External Audit is conducted on a regular basis by a Chartered Firm appointed by Higher Education Department. As soon as a financial year expires, the accounts are made ready finally to face the external audit. The college itself cannot choose the auditors in this regard.

After the completion of the audit work, initiatives are taken to rectify the errors, mistakes and process not properly followed, if any. The suggestions and advices on the part of the auditor are cordially welcomed for the improvement in financial activities.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.4.1 AQAR.pdf
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)

50000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
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 college is affiliated to Bankura University and is bound by the Statute of the University. Vide this statute the college has a structured governance system. The Governing Body is the highest policy making body through which adequate budgetary provisions are made for academic and administrative activities. The Principal is the Drawing and Disbursement Officer and has control over financial matters. The Governing Body and the Finance Sub Committee members assist in decision making and a complete transparent system is maintained regarding all financial transaction. Generally, at the beginning of each session the senior most faculty members prepare the requisition of their department which is then scrutinized and approved by the Finance Sub-Committee and fund is allocated accordingly. Purchase Sub-Committee carries out the necessary procedure for any purchase that is to be made. With effective plan, the institution is able to utilize the allocated funds in an optimal manner. Accounts are maintained by the Accountant with the help of Cashier & Bursar and the Principal is accountable for all the financial transactions.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.4.3_AQAR.pdf
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

Since its inception IQAC has been vigilant about assurance and enhancement of quality of the institution. Regular meetings are held to discuss on policies and actions taken thereby to keep the assessment process continuous. Several programmes throughout the year are organized to augment and boost the quality of teaching learning process as well as academic environment of the institute. Internal academic audit is done regularly by the college authority. Recently, IQAC and Academic Council have taken initiative to conduct external academic audit by Bankura University. Extension Lecture was delivered by eminent teachers of different disciplines from the University and other Research Centre on topics within the curriculum. This contributed to the enrichment of the thought process of the student. In pursuance of enhancement of quality teaching, college encourages to use ICT facilities extensively. To enhance the efficiency college has installed user friendly software at library and also introduced INFLIBNET, NDL etc under the recommendation of IQAC.

IQAC organized different activities to continue with the academic procedure like webinars, workshops, mentoring etc. Conquering the difficulties of online platforms, several extra-curricular activities like Special Day celebrations like World Environment Day, World Yoga Day, Independence Day and Republic Day etc were celebrated.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.5.1_AQAR.pdf
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

To monitor and review periodically the quality of teaching learning process, structure and methodologies of operation and learning outcomes under the stewardship of IQAC to improve and maintain the quality of education, to develop suitable infrastructure to identify and suggest new ways of using modern

teaching aids and to offer suggestion for the introduction of new courses, the institution contains a well-organized multi-level system that involves all the stake holders.

Self-appraisal by teachers, departmental meetings, students feedback mechanism, mentoring system for the students regarding academic and other issues linked to the college, students' seminar exhibition, home assignment, conducting Field Works/surveys by various departments, organizing several state/national/international level seminars and conferences. As per recommendations of IQAC, all the departments are equipped with computers. Some of the departments have printers, scanners, LCD projectors, charts, models, maps as per requirement. There is a facility of smart classroom.

Considering the recommendations and Actions Taken Reports and the recommendations from statutory and non-statutory sub-committees, GB provides necessary approvals, sorts out problems and issues directives for academic and administrative quality assurance of the college.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.5.2_AQAR.pdf
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	https://sonamukhicollege.ac.in/images/uploads/Annual%20Report%20MODIFIED%202021-22.pdf
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

College is committed to give education following the idea of gender sensitization among the students. The whole college campus is under the surveillance of CCTV to prohibit any types of nuisance. The college authority issues identity cards to all the students and staff of this college for integrity and security. There are separate wash rooms for the girls and female staffs. Although an Anti-ragging cell is prevailing in the campus, but yet no such incidence of ragging happened. There is a women cell (Vishakha Cell) to aware the girl-students about their legal rights and privileges.

The college provides two common rooms, one for the Boys and another one for Girls. The common rooms have been designed to give students a place to study, for personal discussions and to relax. For emergency and urgency one napkin-vending machine has been installed inside the Girls' Common Room.

There is a day care centre for our female staff and students, where they can arrange to keep their baby with their nearer good female attendant.

File Description	Documents
Annual gender sensitization action plan	Nil
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://sonamukhicollege.ac.in/images/uploads/7.1.1%2021-22.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	No File Uploaded

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

Solid Waste:

Biodegradable waste products originate from college canteen generally, and these are stored in small pit for composting. After certain period, waste products are converted into compost and later it is used as compost fertilizer in plant garden. Non-degradable solid wastes are generated through routine activities. It includes paper, plastics, glass, metals and packaging materials etc. These wastes are collected and segregated with greatest care at each level and source. Solid wastes are segregated to gather it in separate dustbins based on the recyclability and biodegradability. The institution discourages plastic use in the campus for its betterment.

E-waste:

As all the departments use electronic components for teaching and office & library are going through the digitalization process, so

generation of electronic waste is a normal phenomenon. Outdated /damaged and non repairable electronic articles are treated as e-wastes which include computers, printers, routers, mouse, UPS, CCTV cameras, photocopiers etc. These are stored in separate room.

Liquid Waste:

Liquid waste is generated by: (i) Sewage Waste (ii) Canteen Waste

Liquid waste is generated during food preparation from the Canteen and from the laboratories and washrooms which is safely disposed off through internal sewage system connected to the Sonamukhi Municipality sewage line.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://sonamukhicollege.ac.in/images/uploads/7.1.3%2021-22.pdf
Any other relevant information	View File

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	No File Uploaded

7.1.5 - Green campus initiatives include

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

B. Any 3 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	No File Uploaded

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

C. Any 2 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

C. Any 2 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	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

College takes various efforts to provide/ create an inclusive environment by bringing students and staff with diverse background on a single platform through the celebration of Saraswati Puja, Sharad-Shuvechcha, Navin-Pravin Milan Utsav etc. Again, college declares holidays for racial and cultural harmony on Chhat Puja, Muharam, Eid and in local festival 'Machhab' or ManohardasMahotsav. Being impartial about one's racial and religious background the college has established Equal Opportunity Cell (SC, ST, OBC and Minority cell) for fair treatments. Irrespective of diversities from different angles the college implements uniform code of conduct for all. To maintain the harmony, NSS and NCC units of the college play a vital role. They celebrate different commemorative days, like Independence Day, Republic Day, International Yoga Day, NSS Day, etc. The volunteers of said units campaign against use of tobacco, AIDS, CORONA etc. and organize blood donation camp irrespective of religion, caste, class and creeds. The students and staff participate in these campaigns and programme. During Covid-19 pandemic different programmes were arranged through online mode such as awareness drive on World AID's Day etc.

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	No File Uploaded

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

Apart from imparting academic teaching and learning, different departments of the college take initiatives with full enthusiastic to inculcate the noble practice to be a good and valuable citizen by celebrating every year the Republic Day, Independence Day, 25th January National Voters' Day, Gandhi Jayanti (2nd October), etc. For propagation and consciousness among the students various types of co-curricular activities like drill, parade, expert talks, photography, Essay writing, poster and slogan making competitions, even legal aid and legal awareness programmes are arranged. So the students become well aware about their constitutional rights like right to education, equality, freedom of speech and expression. They become also well aware of their duties like, following ideals of freedom fighting, spirit of common brotherhood to preserve composite culture, abide by the constitution and to respect national flag and national anthem.

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

C. Any 2 of the above

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	No File Uploaded
Any other relevant information	No File Uploaded

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

Sonamukhi college commemorates the following days:

1. Vivekananda Jayanti- The 12th day of January is celebrated as National Youth Day, also known as Vivekananda Jaynti.

2. Netaji's Birth Day- Every year on 23rd January Subhas Chandra Bose's Birthday is celebrated.

3. Republic day- On 26th January in every year Republic Day is celebrated.

4. Rabindra Jayanti- In remembrance of Rabindranath Tagore's birthday.

5. International Yoga Day- International Day of Yoga is celebrated in the college on 21st June since 2015 to bring harmony by uniting the body and mind.

6. Plantation Day- To spread awareness of forest conservation and protection of environment, tree-plantation festival is celebrated every year by the students during "tree plantation week" (1st to 7th July)

7. Independence Day- Every year on 15th August independence day is celebrated.

8. Teachers' Day- Every year Teachers' Day is celebrated in this college.

9. Gandhi Jayanti- At Sonamukhi College in each and every year on 2nd October.

10. International Mother Language Day- This day is celebrated every year on 21st February to promote the preservation and protection of all languages.

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	No File Uploaded

7.2 - Best Practices

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

1. Title: i) Completion of Academic Audit by Bankura University. ii) Introduction of two new skill-development courses - Vedic Chanting and Yoga 2. Objective: i) Sonamukhi College took the initiative of Academic audit for the session 2020-2021 in the session 2021-2022. Before commencement of academic session, the college completes its Academic Diary where the Academic, Cultural and Co-curricular Activities to be followed. Syllabus Breaking of Honours and Programme courses into different modules and distributing these modules are also finished before the start of each session. Records of departmental meetings, departmental seminars, Students' Seminar, Internal Assessment are kept for future reference. Academic Audit puts hallmark of completion of all the above mentioned activities within the scheduled time. ii) Vedic chanting develops one's mental power and strength, improves one's memory and power of concentration. The Department of Sanskrit took initiative of Vedic Chanting to impart basic knowledge on Veda. Introducing Vedic Chanting in our college as skill-development course is the off-shoot of such an idea. The college authority felt the need of Yoga practice for students because Yoga can build strength, awareness and harmony in body and mind. All these lay behind the decision of introducing Yoga as a skill development course.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The educational success of pupils is a priority of Sonamukhi College, which promotes diversity and society. The academic committee develops the academic calendar far in advance before the start of the session/semester since the college is particularly interested in supporting individual commitment to students' academic performance. Over the past few years, numerous efforts have been undertaken to transform the teaching and learning environment into one that emphasizes activity-based learning. When necessary, the teaching staff adapts the teaching methodology through the use of PowerPoint presentations. Our college offers a number of certificate courses with the intention of educating our students in areas outside of the curriculum and, as a result, providing them with additional work opportunities. A teacher-trainer was engaged who regularly instructed and guided the class's participants in the fundamentals of Vedic chanting in order to achieve the course's goal of Vedic Chanting. A qualified instructor was also engaged for the yoga course, and he trained the pupils consistently and uninterruptedly for three months. Another outstanding accomplishment of our college is the alumni association, which not only actively participates in our college's numerous academic and extracurricular programmes, but also generously contributes financially.

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

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

1. Sonamukhi College follows the CBCS curriculum in tandem prepared by Bankura University. The college offers UG courses of Arts, Science and Commerce.
2. The whole course of a semester is subdivided among the teachers department wise at the beginning of each academic session following the strength of the teachers.
3. In the departmental meeting, the activities like number of classes required to complete the course, number of days the college will remain open are assessed beforehand at the beginning of the session.
4. To improve the academic excellence and all-round development of the less privileged students special guidance is provided to them.
5. Apart from Bankura University's assigned examination, each department conducts home assignments, departmental seminar, internal assessment etc. to assess the performance of the students.
6. The students are encouraged to enroll in career-oriented certificate courses like Computer Course, Sanskrit Chanting Course; and are also encouraged to register their name in employment bank so that they can get job opportunity.
7. The NSS and NCC units of our college carry out the activities smoothly.
8. In the COVID-19 pandemic situation, college maintained online classes for all semesters. Soft copy of study materials are documented in our college portal.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sonamukhicollege.ac.in/academic_calendar.php

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

The Institution adheres to the schedule of Academic Calendar for Continuous Internal Evaluation (CIE) for each semester prepared by the principal and members of the Academic Council.

1. Academic diary is distributed among the students at the beginning of each semester. It is also uploaded in the college website.
2. Class tests are conducted periodically.
3. The students are also given home assignments.
4. Following the university guidelines, the Internal Assessment of the college is conducted.
5. Relevant topics from syllabus are chosen for departmental seminar.
6. The students get benefitted from the visiting faculties of the college also.
7. The college conducts outreach programmes in a regular basis.
8. Participation in intra-college cultural competition helps students' all round development.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sonamukhicollege.ac.in/images/uploads/PROSPECTUS%202021-22%20Final.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

33

File Description	Documents
Any additional information	View File
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)

02

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
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

208

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

208

File Description	Documents
Any additional information	View File
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 students are made aware of various social and environmental activities. In this regard the faculty members of every department involve themselves and trained the students. To look after and aware the student on those issues, there are few specific committees like Vishakha Cell, NSS unit, Grievance Redressal Cell, Equal Opportunity Cell etc.

Gender Sensitivity: Gender Sensitivity on curricula of different departments plays a great role in students. Gender discrimination and cast discrimination in the Indian context have been taught in Philosophy Hons course. In English course, gender related topics like Women Writing, construction of gender, History of Women's movement, Women and Political participation etc. have been taught. Political Science syllabus also includes secularism and communalism, caste and politics etc. History and Geography syllabus also include gender issue topics.

Environment and Sustainability: Environmental and sustainability challenges with regional, national and international significance. The curricula of Geography, Botany, Zoology include environmental and sustainability topics..

Human Values: Human values are very much significant especially to develop students' moral development that they hold and put it to use. Keeping that in mind the syllabus of the subjects like Political Science, Bengali, Sanskrit, English, Education, Economics, Philosophy have been framed.

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

27

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

302

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	C. Any 2 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)	View File
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://sonamukhicollege.ac.in/feedback/1669378496_Feedback%20report%20&%20analysis%202021-22.pdf
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	
1775	
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

534

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

Almost all the students who enrolled in this college are coming from very poor socio-economic background. So, their talent, wisdom, knowledge, efficiency, skill etc. vary to a great extent. In this regard, the college has taken few important measures to fulfill the dreams of students in higher education. These measures include-

- Every departmental faculties plan to start teaching procedure after evaluating the existing knowledge of the students. As a result, the students easily gain knowledge without facing any difficulty.
- Special remedial classes are arranged for the slow learners to improve their level of learning.
- Advanced learners are taken care of by the concerned faculty through assignments and peer group discussions.
- The students at the beginning of each academic year as well as each semester are provided with lots of academic information like academic calendar, class routine academic programmes etc.
- Counselling has been done to medium learners through mentoring. The faculty member act as mentor for the students allotted to him/her. Faculty counselors frequently interact with and help each students to improve their examinations as well as their marks.

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
2536	67

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 college firmly believes that the only possible way of students' development is suitable curriculum and student-centric learning. So the college has adopted experiential learning, participative learning and problem solving methodologies to enhance the learning experiences of the student. Below mentioned strategies are followed-

Participative learning:

1. Seminar, webinars, exhibitions, workshops, presentation of models etc are organized by all departments. This kind of learning is very much effective and enjoyable.
2. Most of the Departments take initiative in outdoor studies. Students are taken to field visit/work frequently.
3. Project works are taken to a sensible level by the students under the supervision of teachers within the stipulated time frame.

Experiential learning:

1. The students spend lots of time in practical classes.
2. Students of humanities and social science department enjoy learning process through the use of some electronic resources.

3. The college has arranged computer training for all the students.

Problem solving methodologies:

1. Students are provided home assignments.
2. Students are encouraged to ponder about the process of finding solutions to difficult or complex issue.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.3.1%20sonamukhi%20college%2021-22%20(1).pdf

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

Nowadays ICTs is most important tools that are broadly used in educational world. ICT tools complement the conventional teaching learning methodologies, and the college is highly interested in providing innovative methods for enriching the learning experience. The college has moderate resources which include wide availability of computers and high speed internet access. The faculties has been using ICT enabled tools in the following way

1. Power point presentation slides are used in ICT classrooms.
2. The ICT classes are taken by the faculties with the use of laptops, projectors and other ICT tools.
3. All the departments have been provided computer with internet facility for academic purpose.
4. Sometimes the teachers make audio clip of a certain topic by which the students learn after listening the topic.
5. Sometimes students are allowed to watch movies on the related topics for better understanding.
6. The college has taken the membership of Digital Library of India(NDL) and INFLIBNET (N-LIST). It is one of the best sources of learning to all. The students and staffs get the opportunities to access the e-database, e-journals, e-books as per their choices.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	https://sonamukhicollege.ac.in/images/uploads/2.3.2%20SMC-1-9.pdf

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

62

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

67

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

15

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

785

File Description	Documents
Any additional information	View File
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.

The CBCS was adopted by the Bankura University from its inception in the year 2017-18 and onwards. Internal examinations for both Honours and Programme Courses are a part of the evaluation system. The institution adheres to the norms set by the University in this regard. The internal examinations are held during the semester period to assess the students. The students are intimated about the exam schedule in advance through the website, notices put up on the wall notice boards and college website notice board and also posting in Whatsapp groups of the class. Considering the marks obtained from different internal examinations and other concerned factors, internal marks are given by the faculties.

The basic aim of evaluation is to know the strength and weaknesses of the students. Continuous evaluation has taken place in our college in a systematic way throughout the

semester for the better evaluation and advancement of students. The students are provided with greater opportunities whenever they seek guidance and support to improve their learning. Besides, the schedule of assignments is given to the students of all courses. The subject teachers of the college assess the students internally and put their marks out of 10 marks for each paper.

File Description	Documents
Any additional information	View File
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.5.1%202021-2022.pdf

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

- The college has "Examination Sub-Committee" for the smooth conduction of internal as well as End Semester University Examination.
- Affiliating Bankura University (BKU) conducts external examination, termed as End Semester Examination (ESE) of 40 marks (each paper) and college provides marks for Internal Assessment (IA) of 10 marks (each paper). The ratio of the weightage of marks for external examination is 80% and internal examination 20%.
- The students are informed about the question pattern, date and whole system of internal and End Semester Examination in time. They are made aware of the internal and external examination procedure at the beginning of each semester in an orientation/introductory class.
- University guidelines are strictly followed while the question papers are set.
- The faculty members evaluate the allotted answer scripts and easily upload the marks directly to the university website after logging into the university portal.
- Students take part in many special discussions on academic activities like practical examination, internal examinations etc. It lights their inner thought.
- Parent-teacher meeting is also held to address various academic issues.
- Grievance redressal cell has also been formed to address any grievance raised by the students.

File Description	Documents
Any additional information	View File
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.5.2%20Final%202021-22.pdf

2.6 - Student Performance and Learning Outcomes

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

The syllabus of each subject is prepared by the members of Board of studies(BoS) of the affiliating university. The each course of each subject is available in the university website and the syllabus is communicated to all the affiliated colleges. Complying the mission & vision of the present outcome based education system, Program Outcomes (POs) and Course Outcomes (COs) are framed by each department of the college offering the degrees after thorough discussion with all teachers. POs are extensive reports which portray the professional achievements which the program aims at, and these are to be attained by the students by the time they complete the program. COs are through statements which describe the necessary and lasting disciplinary know-how, capabilities that pupils should have and the depth of learning that is expected upon completion of a course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sonamukhicollege.ac.in/images/uploads/2.6.1%202021-22.pdf
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 evaluates programme outcomes as well as course outcomes which are the utmost importance objective. The college has fulfilled its purpose by measuring the attainment of the outcomes with the help of two different assessment tools-

1. Direct Assessment Methods**2. Indirect Assessment Methods****1. Direct Assessment Tools:**

a) Direct assessment tools involve the periodical assessment of Internal Assessment, class assignments, attendance, skill evaluation etc.

b) Accretive performance of students is recorded through end semester examinations and end semester practical examinations.

c) Various co-curricular activities like seminar, workshops, project etc have also significant effect for measuring knowledge and skills through direct assessment method.

2. Indirect Assessment method:

Indirect assessment method is done through feedback. Feedback is collected from the outgoing students, teachers, stakeholders and alumni at the end of the course.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sonamukhicollege.ac.in/images/uploads/2.6.2_2021-22.pdf

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**

576

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	https://sonamukhicollege.ac.in/annual_report.php

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://sonamukhicollege.ac.in/feedback/1662534370_Students%20Feedback%20%202022.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)

00

File Description	Documents
Any additional information	No File Uploaded
e-copies of the grant award letters for sponsored research projects /endowments	No File Uploaded
List of endowments / projects with details of grants(Data Template)	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

00

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	No File Uploaded
Supporting document from Funding Agency	No File Uploaded
Paste link to funding agency website	Nil

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

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

25

File Description	Documents
Report of the event	View File
Any additional information	No File Uploaded
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

10

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

10

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

Sonamukhi College regularly carries out the extensive activities with the two important wings- NCC and NSS. In 2021-22, many programmes are organized by NSS Units and NCC Unit of the College under which students and staff participate voluntarily in community based activities with neighborhood. NSS units organized various awareness programs with themes like cleanliness, green environment & tree plantation, gender sensitization, illiteracy, child marriage, health hazards, sanitation and superstition. The days having tremendous social importance are observed regularly every year by NSS volunteers. They also organize social awareness programs on World AIDS Day, Anti-tobacco Day and International Day against Drug Abuse and Illicit Trafficking. The NSS units and NCC unit organize Blood Donation Camp separately at college premises in which students take part enthusiastically being motivated by the slogan, 'Blood donation is a noble deed'.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/3.3.1%20Out%20Reach%20Programe_compressed.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**

00

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**

38

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**

2488

File Description	Documents
Report of the event	No File Uploaded
Any additional information	View File
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

00

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

04

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.

The college has a campus of 8.11. Acres. It is fully secured with CCTV camera. It is equipped with modern facilities and learning resources to achieve academic excellence according to its vision. The infrastructure facilities and learning resources are mentioned bellow-

1. Total number of classrooms is 50, total number of laboratories is 6. Besides, there is 17 ICT enabled classroom and 1 conference hall equipped with modern facilities.
2. All the departments have computer with internet facility. We have a central library with more than 30,000 text books, nearly 1,174 reference books, few rare books, e-books, digital database, 6 magazines and newspapers. Facilities for searching e-database from National Digital Library of India (NDL), INFLIBNET (N-LIST) are available. There is a browsing centre in the library.
3. There are separate common rooms for boys and girls.
4. The students for whom returning home daily is quite impossible, there are one running boys' hostel and a new college boys' hostel & one college girls' hostel have been constructed, yet to be started.
5. In the institution, there is disabled-friendly ramp at the entrance of the college building and Library. There is the provision of two green generators in the college campus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.1.1%20iqac%20smart%20room.pdf

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

The institution provides modern facilities for games, sports and cultural activities. The big playground is used for football matches, cricket matches, volley ball tournaments and different athletic events. The students also do regular practice in this playground. There is the facility of indoor

games like carom for boys. The Seminar Hall and occasionally the large rooms and open spaces are used for different cultural activities. There is also a permanent stage inside the campus which is also used for cultural programs. The custom of arranging cultural programs in the presence of guests and resource persons on the eve of seminars is in vogue. There is a gymnasium inside the college campus. There is a yoga centre with the facility of a well-trained instructor. Apart from that students perform cultural programs on various occasions like College Foundation Day, Independence Day, Teachers' Day, annual cultural competition, Republic Day, International Yoga Day etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.1.2_Cultural%20activities%20sports.pdf

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

17

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

17

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.1.3.%20Number%20of%20classrooms%20seminar%20halls%20with%20ICT%20facilities.pdf
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)**68.08**

File Description	Documents
Upload any additional information	No File Uploaded
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)**

With the help of Integrated Library Management System (ILMS), the central library of Sonamukhi College is partially automated. In the year of 2016 this version of software was installed. Since then the Accession, Cataloguing, Issue and Return of the library books, have been done through this software. In addition to this software, the library has the facility of bar-coding machine to put bar-code in the library books. The library has institutional membership with NDL (National Digital Library) provide by IIT KGP and INFLIBNET (NLIST). E-resources can be accessed through the Library Tab of the official website of SonamukhiCollege. OPAC (Online public access catalogue) service is also provided where the users can search the collection of books by title, author, publisher etc. Barcode issue-return system is practiced in the library for smooth issue-return of the library books.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sonamukhicollege.ac.in/images/uploads/4.2.1%20ILMS.pdf

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-

B. Any 3 of the above

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)

2.64

File Description	Documents
Any additional information	No File Uploaded
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

27.33

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

As now-a-days ICT classes are being mandatory in teaching-learning process, the college authority has been giving top

priority for the development of IT facility in the college campus for better teaching-learning process. The college has the facility of ICT class room. The wi-fi facility is available in all the departments, college office, library and in IQAC room. The institute has purchased different software installed in Computer Lab, some departments, Library (OPAC) and office. Most of the departments have printers for academic use of teachers and students. The Central library is well equipped with IT infrastructure. Mathematics and Computer Science Departments have their own computer labs. Facilities for searching e-database from National Digital Library of India (NDL), INFLIBNET (N-LIST) are also available.

A general maintenance of computer, Internet cable and Wi-Fi network, installation of software, maintenance and up-gradation of hardware are done throughout the year and special attentions are taken as when necessary in this respect.

Online classes have been taken by all the faculty members using different online platforms like Google Meet during the Covid-19 pandemic situation. The faculty members have taken most of the classes using the college software. It is a very comfortable platform for both the students and teachers. Study Materials are also provided to the students available at official college website. Many webinars have been organized using online platforms like Google Meet. Some of them are also available at YouTube platform.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.3.1-%20IT%20facilities.pdf

4.3.2 - Number of Computers

89

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	No File Uploaded	
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)		
18.06		
File Description	Documents	
Upload any additional information	No File Uploaded	
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.		
Classroom & Laboratory:		
Purchase Register has been maintained by the all lab based departments.To cope up with the newly introduced CBCS syllabus from the session 2017-2018, new instruments are purchased from time to time. Instruction manual for performing the practical experiments properly are provided to the students.		
Library:		
The library books are kept in bookshelves dedicated to		

respective subject/paper/topic. An account of visitor is maintained for keeping records for the students, teachers and different stakeholders who visit the library. Journal/Magazine, Periodicals, Daily Newspapers, Employment oriented Newspapers are subscribed on a regular basis and also kept properly. Users are given awareness about digital database like NLIST and NDL. Library books are well stacked following the Dewey Decimal Classification System. Binding of old valuable books are done from time to time.

Sports:

Modern sports equipments are purchased as and when required. Players and student athletes are provided with different essential playing kits and sports equipments from the college. The college has a big play ground and a well maintained Multi-Gym.

Computers:

Utilizing the college fund two computer labs have been established in the Department of Mathematics and Computer Sc. Besides these, Departmental computers are well up graded and protected by antivirus.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.4.2%20Physical%20academic%20support.pdf

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

2670

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
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

738

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

C. 2 of the above

File Description	Documents
Link to institutional website	https://sonamukhicollege.ac.in/images/uploads/5.1.3%20Data%20Capacity%20building%20and%20skills%20enhancement%20initiatives%202021-2022.pdf
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

991

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

991

File Description	Documents
Any additional information	View File
Number of students benefitted 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

B. Any 3 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	View File
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

04

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

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

67

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
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**01**

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.****02**

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)

There is a Students' Union/Council in the college to represent all the students within the college as well as outside the college to deal with local, state-level and national issues. It goes without saying that it has different sub-committees to deal with various activities of student-life and provide many a services to the students.

With the help of enthusiastic college teachers, the students are empowered with leadership qualities, soft skills etc, so that they can display their talents and understand rules and

regulations. Their active and mandatory representation is ensured in various subcommittees such as, Cultural Committee, Sports & Games Committee etc. The Students' Council/Union also has sent their representative in the IQAC core committee and the Governing Body of the college.

Every year Freshers' Welcome is organized by the Students' Council/Union to give a hearty welcome to the new-comers. Again, a warm reception in the form of Freshers' Welcome is also given to the newly-admitted students from their respective departments.

To crown it all, the Students' Council encourages the students to be involved in different types of academic affairs, cultural matters, games and sports, social service and extracurricular activities for the all round development of the students.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/5.3.2%20student%20activities.pdf
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

22

File Description	Documents
Report of the event	View File
Upload any additional information	View File
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

Every department has formed a Alumni Association and communication has also been made through whatsapp group. Very recent the college has taken initiative for the formation of formal College Alumni Association. For this, an Application has been submitted to complete the registration process. The college Alumni Association has been formed with 22 core committee members.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/alumni.php
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	No File Uploaded

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

"Learning is the ultimate goal" fostered by the institution and it is the emancipation which portrays the epitome of the institution's vision.

Vision:

- To light up the future of the students
- To encourage the students in different participative learning
- To prepare the pupils in overall socio-economic development of the country by accepting leading role.
- To empower the common students for meeting the global challenges

Mission:

1. To create a learner friendly atmosphere to make learning a joyful and fruitful experience
2. To engraft knowledge and empower younger generations
3. To make the institution 'an educational model'
4. To develop skills of the students to make significant contributions in their near future
5. To provide a rigorous education in principles of Arts, Science and Commerce and to provide broad knowledge of the fundamentals to all students irrespective of caste religion and socio-economic status to uplift the society as a whole.

So far class routine, arrangement of assignments, arrangement of internal assessments and showing of co-curricular activities are concerned, the departments enjoy full autonomy. The departments also have full freedom to arrange students' seminars, special lectures, excursions, out-reach programmes etc.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.1.1%20(The%20governance%20of%20the%20institution%20is%20reflective%20of%20a%20in%20tune%20with%20the%20vision%20and%20mission%20of%20the%20institution)%20Data.pdf
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 administrative body of the college is the Governing Body (GB) which comprises of a President (Nominated/ Selected by Higher Education Dept. West Bengal), the Principal, representatives of teaching and non-teaching members, students' representative and a number of external members nominated by the affiliating University and the state government. The Principal works as the Secretary of the Governing body. Governing body meetings are held at regular intervals. Matters related to academic affairs, infrastructure, development, financial management, administration and governance are

discussed in detail and are implemented accordingly.

Several Sub-Committees are formed to ensure decentralized and participative management to look after the curricular as well as co-curricular aspects. Academic Sub-Committee is responsible for holistic development of the college and to recommend on the enhancement of student facilities, students' life and experiences at the college.

Office staffs extend their positive hands to provide day to day support services for both students and faculties beyond their routine activities.

Besides, Principal is the chairman for all the committees involved in academic activities of the institution. He plays a vital role in motivating the teachers and teaches to scale greater heights.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.1.2_AQAR.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Both perspective and strategic plan are effectively deployed by the college. Keeping in mind the development plans, the college always maintains an effective mechanism to promote a culture of participative management. The institute involves the staffs and the students in various activities. Under the supervision of the governing body the Principal, staff members and students are involved to define the policies and procedure to frame guidelines and rules and regulations pertaining to admission, placement, discipline, grievance, counseling, training and development and library services etc. and to implement effectively the same to ensure systematic functioning of the institute. The college also runs on decentralized management operative process for the promotion of participative management and the proper functioning of the college. To help the authority in the governance of the college different committees have been framed.

Extension activities were carried out through NSS Units and NCC Cell of the college. More students from the socially deprived society were admitted with nominal fee and merit scholarship. The college authority encourages the faculty for paper publishing & UGC approved national and international journal publishing for enhancing the academic excellence of the college.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.2.1_AQAR.pdf
Upload any additional information	No File Uploaded

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.

College follows the statute of the affiliating Bankura University and the guidelines issued from time to time by the Higher Education Department of the Government of West Bengal.

GOVERNING BODY(GB)

The governing body is the apex administrative body entrusted with the governance of the college. The Principal is the ex-officio secretary of the GB. The GB is largely a policy maker. The GB in compliance with the recommendation of IQAC and other statutory as well as non-statutory sub-committees takes all the major financial and administrative decisions.

GRIEVANCE REDRESSAL MECHANISM

In this college there is an active Grievance Redressal Mechanism including the Women's cell, Anti-Ragging committee, Prevention of Sexual Harassment Committee and the Grievance Redressal Cell.

SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES

For service rules and procedures generally the college is guided by the Bankura University Statutes and the rules of the state government as amended from time to time in this regard.

On the basis of the recommendations of WBCSC, Teachers are appointed in substantive posts. If situation demands, the College Management appoints guest teachers. So far the promotion of the substantive teachers is concerned, the Career Advancement Scheme (CAS) of UGC is followed .

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.2.2.pdf
Link to Organogram of the Institution webpage	https://sonamukhicollege.ac.in/organogram/6.2.2%20Organogram.pdf
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	No File Uploaded
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

There are certain welfare measures in the institution for both teaching and non-teaching staff. Though some of the measures are state government policy related, they are implemented by the college authority. Again there are some measures which have been adopted by the college at the institutional level on its own initiative.

- For all the teaching and non-teaching staff, there is the

provision of Casual Leave, Earned Leave, and Medical Leave as per the government rule. Apart from these, for the married female staff there are Maternity Leave and Child Care Leave as per government policy. There is also newly introduced Paternity Leave for married male staff.

- To encourage the faculty members to carry on research work, financial support is given from the college fund.
- There is the provision of West Bengal Govt. Health Scheme for the teaching staff and facility of SwasthyaSathi Scheme of the government for non-teaching staff.

There is the provision for substantive employees to avail loans from Provident Fund. The college also advances a certain amount for the newly recruited employees. The financial aids are also provided by the college to the casual non-teaching staff by providing Ex-gratia bonus every year during the puja.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.3.1.pdf
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

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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**03**

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	View File
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****18**

File Description	Documents
IQAC report summary	No File Uploaded
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	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

To evaluate and judge the performance of the teaching and non-teaching staff in regular academic activities as well as administrative activities of the institution, the college has introduced a performance based appraisal system.

Teaching Staff:

1. The Principal of the college introduced a proforma for self-appraisal of the teaching staff since 2019-20, wherein concerned staff records the details of his/her performance of duties and participation in the activities assigned to him/her by the college.
2. Career Advancement Scheme (CAS) for the teachers who become eligible for the promotion of different stages has been implemented following the guidelines laid down by UGC and Higher Education Department, Govt. of West Bengal. Academic performance of each individual teacher comes under serious scrutiny during this time.
3. Principal confers regularly with IQAC Coordinator and Secretary, Teachers' Council (TCS) for discussion on implementation of any policies.

Non-Teaching:

1. Initiatives have been taken to fill-up the vacant UDC (upper divisional clerk) post from existing LDC (lower divisional clerk) following strictly the rules and regulation laid down by the Govt. of West Bengal.
2. The Principal confers with the Head Clerk on all matters relating to Non-teaching Staff.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.3.5%20%20%202021-22.pdf
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 institute regularly conducts external financial audit following the government rules. The Higher Education Department, Govt. of West Bengal plays a prime role to conduct the External Audit. It is the Finance Committee of the college that reviews the financial transactions and status of the college at regular basis. Considering properly the priority and financial liability, the committee approves different projects and schemes. As the finance committee reviews internally the financial transactions and financial status, so reviews give a greater opportunity to identify areas where necessary modifications are to be needed. The internal reviews and recommendations provided by the finance committee, help the college to operate in a healthier and more transparent way. The External Audit is conducted on a regular basis by a Chartered Firm appointed by Higher Education Department. As soon as a financial year expires, the accounts are made ready finally to face the external audit. The college itself cannot choose the auditors in this regard.

After the completion of the audit work, initiatives are taken to rectify the errors, mistakes and process not properly followed, if any. The suggestions and advices on the part of the auditor are cordially welcomed for the improvement in financial activities.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.4.1_AQAR.pdf
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)

50000

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	View File
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 college is affiliated to Bankura University and is bound by the Statute of the University. Vide this statute the college has a structured governance system. The Governing Body is the highest policy making body through which adequate budgetary provisions are made for academic and administrative activities. The Principal is the Drawing and Disbursement Officer and has control over financial matters. The Governing Body and the Finance Sub Committee members assist in decision making and a complete transparent system is maintained regarding all financial transaction. Generally, at the beginning of each session the senior most faculty members prepare the requisition of their department which is then scrutinized and approved by the Finance Sub-Committee and fund is allocated accordingly. Purchase Sub-Committee carries out the necessary procedure for any purchase that is to be made. With effective plan, the institution is able to utilize the allocated funds in an optimal manner. Accounts are maintained by the Accountant with the help of Cashier & Bursar and the Principal is accountable for all the financial transactions.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.4.3_AQAR.pdf
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

Since its inception IQAC has been vigilant about assurance and enhancement of quality of the institution. Regular meetings are held to discuss on policies and actions taken thereby to keep the assessment process continuous. Several programmes throughout the year are organized to augment and boost the quality of teaching learning process as well as academic environment of the institute. Internal academic audit is done regularly by the college authority. Recently, IQAC and Academic Council have taken initiative to conduct external academic audit by Bankura University. Extension Lecture was delivered by eminent teachers of different disciplines from the University and other Research Centre on topics within the curriculum. This contributed to the enrichment of the thought process of the student. In pursuance of enhancement of quality teaching, college encourages to use ICT facilities extensively. To enhance the efficiency college has installed user friendly software at library and also introduced INFLIBNET, NDL etc under the recommendation of IQAC.

IQAC organized different activities to continue with the academic procedure like webinars, workshops, mentoring etc. Conquering the difficulties of online platforms, several extra-curricular activities like Special Day celebrations like World Environment Day, World Yoga Day, Independence Day and Republic Day etc were celebrated.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.5.1_AQAR.pdf
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

To monitor and review periodically the quality of teaching learning process, structure and methodologies of operation and learning outcomes under the stewardship of IQAC to improve and maintain the quality of education, to develop suitable infrastructure to identify and suggest new ways of using modern teaching aids and to offer suggestion for the introduction of new courses, the institution contains a well-organized multi-level system that involves all the stake holders.

Self-appraisal by teachers, departmental meetings, students feedback mechanism, mentoring system for the students regarding academic and other issues linked to the college, students' seminar exhibition, home assignment, conducting Field Works/surveys by various departments, organizing several state/national/international level seminars and conferences. As per recommendations of IQAC, all the departments are equipped with computers. Some of the departments have printers, scanners, LCD projectors, charts, models, maps as per requirement. There is a facility of smart classroom.

Considering the recommendations and Actions Taken Reports and the recommendations from statutory and non-statutory sub-committees, GB provides necessary approvals, sorts out problems and issues directives for academic and administrative quality assurance of the college.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.5.2_AQAR.pdf
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	https://sonamukhicollege.ac.in/images/uploads/Annual%20Report%20MODIFIED%202021-22.pdf
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

College is committed to give education following the idea of gender sensitization among the students. The whole college campus is under the surveillance of CCTV to prohibit any types of nuisance. The college authority issues identity cards to all the students and staff of this college for integrity and security. There are separate wash rooms for the girls and female staffs. Although an Anti-ragging cell is prevailing in the campus, but yet no such incidence of ragging happened. There is a women cell (Vishakha Cell) to aware the girl-students about their legal rights and privileges.

The college provides two common rooms, one for the Boys and another one for Girls. The common rooms have been designed to give students a place to study, for personal discussions and to relax. For emergency and urgency one napkin-vending machine has been installed inside the Girls' Common Room.

There is a day care centre for our female staff and students, where they can arrange to keep their baby with their nearer good female attendant.

File Description	Documents
Annual gender sensitization action plan	Nil
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://sonamukhicollege.ac.in/images/uploads/7.1.1%2021-22.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	No File Uploaded

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

Solid Waste:

Biodegradable waste products originate from college canteen generally, and these are stored in small pit for composting. After certain period, waste products are converted into compost and later it is used as compost fertilizer in plant garden. Non-degradable solid wastes are generated through routine activities. It includes paper, plastics, glass, metals and packaging materials etc. These wastes are collected and segregated with greatest care at each level and source. Solid wastes are segregated to gather it in separate dustbins based on the recyclability and biodegradability. The institution discourages plastic use in the campus for its betterment.

E-waste:

As all the departments use electronic components for teaching

and office & library are going through the digitalization process, so generation of electronic waste is a normal phenomenon. Outdated /damaged and non repairable electronic articles are treated as e-wastes which include computers, printers, routers, mouse, UPS, CCTV cameras, photocopiers etc. These are stored in separate room.

Liquid Waste:

Liquid waste is generated by: (i) Sewage Waste (ii) Canteen Waste

Liquid waste is generated during food preparation from the Canteen and from the laboratories and washrooms which is safely disposed off through internal sewage system connected to the Sonamukhi Municipality sewage line.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	https://sonamukhicollege.ac.in/images/uploads/7.1.3%2021-22.pdf
Any other relevant information	View File

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	No File Uploaded

7.1.5 - Green campus initiatives include

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

B. Any 3 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	
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File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	No File Uploaded

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	C. Any 2 of the above
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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	C. Any 2 of the above
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assistance, reader, scribe, soft copies of reading material, screen reading	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded
7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).	
<p>College takes various efforts to provide/ create an inclusive environment by bringing students and staff with diverse background on a single platform through the celebration of Saraswati Puja, Sharad-Shuvechcha, Navin-Pravin Milan Utsav etc. Again, college declares holidays for racial and cultural harmony on Chhat Puja, Muharam, Eid and in local festival 'Machhab' or Manohardas Mahotsav. Being impartial about one's racial and religious background the college has established Equal Opportunity Cell (SC, ST, OBC and Minority cell) for fair treatments. Irrespective of diversities from different angles the college implements uniform code of conduct for all. To maintain the harmony, NSS and NCC units of the college play a vital role. They celebrate different commemorative days, like Independence Day, Republic Day, International Yoga Day, NSS Day, etc. The volunteers of said units campaign against use of tobacco, AIDS, CORONA etc. and organize blood donation camp irrespective of religion, caste, class and creeds. The students and staff participate in these campaigns and programme. During Covid-19 pandemic different programmes were arranged through online mode such as awareness drive on World AID's Day etc.</p>	

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	No File Uploaded

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

Apart from imparting academic teaching and learning, different departments of the college take initiatives with full enthusiastic to inculcate the noble practice to be a good and valuable citizen by celebrating every year the Republic Day, Independence Day, 25th January National Voters' Day, Gandhi Jayanti (2nd October), etc. For propagation and consciousness among the students various types of co-curricular activities like drill, parade, expert talks, photography, Essay writing, poster and slogan making competitions, even legal aid and legal awareness programmes are arranged. So the students become well aware about their constitutional rights like right to education, equality, freedom of speech and expression. They become also well aware of their duties like, following ideals of freedom fighting, spirit of common brotherhood to preserve composite culture, abide by the constitution and to respect national flag and national anthem.

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

C. Any 2 of the above

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	No File Uploaded
Any other relevant information	No File Uploaded

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

Sonamukhi college commemorates the following days:

1. Vivekananda Jayanti- The 12th day of January is celebrated as National Youth Day, also known as Vivekananda Jaynti.

2. Netaji's Birth Day- Every year on 23rd January Subhas Chandra Bose's Birthday is celebrated.

3. Republic day- On 26th January in every year Republic Day is celebrated.

4. Rabindra Jayanti- In remembrance of Rabindranath Tagore's birthday.

5. International Yoga Day- International Day of Yoga is celebrated in the college on 21st June since 2015 to bring harmony by uniting the body and mind.

6. Plantation Day- To spread awareness of forest conservation and protection of environment, tree-plantation festival is celebrated every year by the students during "tree plantation week" (1st to 7th July)

7. Independence Day- Every year on 15th August independence day is celebrated.

8. Teachers' Day- Every year Teachers' Day is celebrated in

this college.

9. Gandhi Jayanti- At Sonamukhi College in each and every year on 2nd October.

10. International Mother Language Day- This day is celebrated every year on 21st February to promote the preservation and protection of all languages.

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	No File Uploaded

7.2 - Best Practices

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

1. Title: i) Completion of Academic Audit by Bankura University. ii) Introduction of two new skill-development courses - Vedic Chanting and Yoga 2. Objective: i) Sonamukhi College took the initiative of Academic audit for the session 2020-2021 in the session 2021-2022. Before commencement of academic session, the college completes its Academic Diary where the Academic, Cultural and Co-curricular Activities to be followed. Syllabus Breaking of Honours and Programme courses into different modules and distributing these modules are also finished before the start of each session. Records of departmental meetings, departmental seminars, Students' Seminar, Internal Assessment are kept for future reference. Academic Audit puts hallmark of completion of all the above mentioned activities within the scheduled time. ii) Vedic chanting develops one's mental power and strength, improves one's memory and power of concentration. The Department of Sanskrit took initiative of Vedic Chanting to impart basic knowledge on Veda. Introducing Vedic Chanting in our college as skill-development course is the off-shoot of such an idea. The college authority felt the need of Yoga practice for students because Yoga can build strength, awareness and harmony in body and mind. All these lay behind the decision of introducing Yoga as a skill

development course.

File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	No File Uploaded

7.3 - Institutional Distinctiveness

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

The educational success of pupils is a priority of Sonamukhi College, which promotes diversity and society. The academic committee develops the academic calendar far in advance before the start of the session/semester since the college is particularly interested in supporting individual commitment to students' academic performance. Over the past few years, numerous efforts have been undertaken to transform the teaching and learning environment into one that emphasizes activity-based learning. When necessary, the teaching staff adapts the teaching methodology through the use of PowerPoint presentations. Our college offers a number of certificate courses with the intention of educating our students in areas outside of the curriculum and, as a result, providing them with additional work opportunities. A teacher-trainer was engaged who regularly instructed and guided the class's participants in the fundamentals of Vedic chanting in order to achieve the course's goal of Vedic Chanting. A qualified instructor was also engaged for the yoga course, and he trained the pupils consistently and uninterruptedly for three months. Another outstanding accomplishment of our college is the alumni association, which not only actively participates in our college's numerous academic and extracurricular programmes, but also generously contributes financially.

File Description	Documents
Appropriate web in the Institutional website	No File Uploaded
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

To reduce the dropout rate among the first-generation learners.

To increase employability among the students through technical skills.

To improve the infrastructure of the college by making provision of one ICT enriched classroom for each department for pursuit of

better academic atmosphere.

To improve the condition of lab-based departments.

To create some substantive teaching posts and some non-teaching posts as well.

To mobilize general funds for the improvement of the developmental activities of the college.

To increase the number of skill based training activities.