YEARLY STATUS REPORT - 2023-2024

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.	7076289635
• Mobile No:	9434314340
• 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	
• Affiliated / Constitution Colleges	Affiliated
• 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.		**7029650432**
• 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	Grant for boys hostel (2nd installment)	UGC	2020 365	3200000
Institutional	Grant for girls hostel (2nd instal lmement)	UGC	2020 365	3200000
Institutional	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	**04**
• 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. 9 add-on course have already completed and another 7 add-on course will be introduced from the next academic session. 2. 17 students benefited by the Samadhan Aid fund. 3. One FDP program for Teaching staff & one for staff training program have already been done in this academic session. 4. Green audit, Energy audit and ISO

certification has been done by the Sonar Bharat Environment & Ecology Pvt. Ltd. 5. 18 MOUs are in place & most of them are functional

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
House request to prepare AQAR (22-23) in due time	AQAR (21-22) has been prepared, submitted and accepted on 12.7.2024
House request Academic Convenor & Dr. Partha sarathi De to take necessary initiatives for the Academic Audit for the Academic Session 23-24	Academic audit for the Academic Session (22-23) completed & for the session 23-24 is in Progress and it will be completed within the stipulated time
Decision has been taken to carry out Green Audit, Energy Audit and ISO certification by the competent authority.	Work has been done by Sonar Bharat Environment & ecology Pvt. Ltd
House request to participate in NIRF system every year	Our institute participate in NIRF every year starting from the year 2023 onwards
House decided that reimbursement of registration & other relevant fees has been enhanced upto Rs 5000/-	5 faculties already benefitted by this scheme & an uniform form has been created in this matter
House request the members of the Cultural-Sub-Committee to prepare a calendar of cultural programme	A calendar of the Cultural programme has been done
To introduce at least one Add-on course for each Department from next Academic Session	9 (nine) Add-on Course already completed and another 7 Add-on Course will be in place from next Academic Session.
Decision has been taken to provide Seed money to the faculty members to carry out minor research	5 faculties already benefitted by this scheme.
To initiate MOU with different institute.	18 Mou's are in place & most of them are functional
Decision has been taken to help the students from Samadhan Aid fund.	17 students benefitted by this scheme in this session
13.Whether the AQAR was placed before	**Yes**

statutory body?

- Name of the statutory body

Name	Date of meeting(s)
Governing Body	06/12/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	27/02/2024

15.Multidisciplinary / interdisciplinary

In Sonamukhi College, students are always asked to take up project in inter disciplinary and multi disciplinary mode, even students are coordinated on various educational trips. Moreover our affiliating University, Bankura University has introduced Choice Based Credit System (CBCS) and students can take up multidisciplinary courses. Following the NEP guideline, Bankura University naturally has introduced flexible courses of study in front our students and we have adopted it from 2023-24 academic session. 9 add-on courses have been launched in the college. Needless to say, all this have been done following the new education policy 2020

16.Academic bank of credits (ABC):

Academic Bank of Credit (ABC) has been launched in Sonamukhi College for the academic year 2023-24 and it is mandetory for all the students who are admitted to our college. Our affilating University i.e. Bankura Universty makes it mandatory for all the students under their jurisdiction. Not only that our college also took the initiative to create ABC ID for all the students. A dedicated sub-committee has also been created to solve the issues raised by the students. At the beginning of each academic session, an awareness program has been arranged by the respective sub-committee regarding this issue

17.Skill development:

The SEC (skill enhancement courses) has already been included in the Bankura University syllabus for each major subject as per NEP. So all the students who are admitted to the major courses are already been taught SEC paper in their course curriculum. Apart from this some of the departments of our college arrange different SEC

training programs on Life Skills (Yoga, Rock Climbing, etc.) ICT(Office package, Excel, etc.), Language Skills (Chanting, Spoken English, etc.), and various Soft Skills have been arranged by the different departments. Besides Political Science department has been motivating students to join in the Mock Parliament. It should be remembered that many successful leaders, and socially conscious and vigilant citizens are being developed from here

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

 An IKS (Indian Knowledge System) cell has been formed in our college to be aware of different Indian cultures, Indian heritage, etc. among the students. It is mentioned that an International seminar will be arranged in our college in the academic session 2024-25. Sanskrit is taught very seriously in Sonamukhi College and special classes are also taken on chanting as Sanskrit is known to be a heritage of the Indian Cultural legacy. In this college, teaching is done mainly in regional languages. Here Bengali is the mother tongue of the majority of the students, but a significant number of students know the Santali language as their mother tongue is Santali. The NSS, Economics, and Social Work departments in the college regularly undertake survey and community development programs in the Santali-dominated villages.

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

A Learning Outcome-based Curriculum aims to bring about uniformity in the syllabus for all programs in all the affiliated colleges of Bankura University. A variety of approaches to teaching Learning processes like lectures, seminars, tutorials/workshops/practical and project-based learning fieldwork, technology-enabled learning internships, and apprenticeship and research work is suggested. The student learning outcome should be defined in terms of knowledge skills understanding values employability. This institution follows the guidelines as and when directed by the affiliating University, Bankura University.

20.Distance education/online education:

The institute has successfully imparted almost all its courses' content delivery via college software, WhatsApp groups to communicate with the students, online classes using Google Meet, LMS, e-library, etc. during vacations, and also conducted online home assignment delivery and collection of answer scrips successfully. We have an NSOU study center to promote distance learning among the neighbors.

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**596**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2208**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1335**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**270**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**67**

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	70

File Description	Documents
Data Template	View File

4.Institution	
4.1 Total number of Classrooms and Seminar halls	49
4.2 Total expenditure excluding salary during the year (INR in lakhs)	96.37
4.3 Total number of computers on campus for academic purposes	105

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 curriculum is designed by the affiliated university, i.e., Bankura University. The organisation uses a meticulously thought-out and recorded procedure to guarantee the delivery of the curriculum. Before the commencement of each academic year, meetings are held with all faculty members under the auspices of the Academic Subcommittee to devise specific plans for efficient curriculum delivery. The college's academic calendar is developed per Bankura University's academic calendar. Accordingly, a master routine incorporating all the departments is prepared following a unique lesson plan by a teacher.

The college's respective department arranges departmental meetings, regular classes, examinations, internal evaluations, and student monitoring during the semester. Additionally, the department is responsible for implementing schedules as directed by the college administration. Students are assigned to departmental instructors to establish personalised profiles through individualised mentorship. Furthermore, the department collects feedback and conducts periodic

assessments of the students. To cater to the student's needs, the college utilises social media platforms such as official Facebook pages and WhatsApp groups as instructional tools to engage with the students.

The College has well established Central Library. Some departments have their Departmental Library. The students have effectively utilized the library services available to them.

Every faculty uses a combination of conventional chalk-and-talk methods and ICT-enabled teaching-learning methods to deliver the curriculum.Students are urged to enrolled themselves for career-focused certificate programmes and different Add-on Courses,such as Sanskrit Chanting and Computer Courses etc.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://sonamukhicollege.ac.in/images/uploads/1.1.1%20AQAR%202023-24.pdf

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

The college adheres to the practice of developing an Academic Calendar at the inception of each academic year, aligning it with Bankura University's Academic Calendar. The Academic Calendar is meticulously crafted to integrate continuous internal student evaluation into the teaching-learning process. It encompasses schedules for internal assessments and ensures timely dissemination by the examination committee. This proactive approach enables seamless planning of curricular, co-curricular, and extracurricular activities, including sports, cultural events, and the observance of noteworthy days.

Additionally, the Academic Calendar also encompasses timelines for admission, registration, commencement of classes, internal assessment periods, and end-of-semester examinations. Students receive their academic diaries at the start of each semester, and the calendar is accessible on the college website. The institution conducts periodic in-class assessments, implements outreach initiatives, and promotes student development through intra-college cultural competitions. Internal assessments, aligned with university regulations, are integral to student evaluation and carry a

weightage of 10 marks per paper. The curriculum delivery emphasises ongoing assessment, complemented by regular homework assignments to ensure holistic student engagement.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://sonamukhicollege.ac.in/images/uploads/1.1.2%2023-24.pdf

1.1.3 - Teachers of the Institution participate in A. All of the above **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**

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

53

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
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)

09

File Description	Documents
Any additional information	**No File Uploaded**
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

466

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

466

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

1.3 - Curriculum Enrichment

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

The curriculum offered by Bankura University encompasses a diverse array of courses that delve into various aspects of human values,

professional ethics, gender issues, environmental challenges, and sustainability. The students are apprised of various environmental and social initiatives, overseen by entities such as the Equal Opportunity Cell, Grievance Redressal Cell, NSS unit, and Vishakha Cell. These bodies are tasked with addressing pertinent issues and keeping students abreast of developments.

Gender Sensitivity/Gender Equality: It is widely recognised that students benefit greatly from the inclusion of gender-sensitive curricula in a variety of academic fields. For instance, the Department of Philosophy has inculcated a course covering topics such as gender inequality and caste prejudice in the specific context of India. Similarly, the Department of English has incorporated gender-related subjects, including the works of women writers, the formation of gender identities, and the history of women's movements, among other relevant topics. Furthermore, the Department of Political Science has incorporated discussions on secularism and communalism, caste and politics, women's participation in politics, and various other related topics.

Environment and Sustainability:The Department of Geography, Botany, and Zoology have incorporated their interdisciplinary nature of environmental and sustainability studies, essential for comprehensively addressing these intricate challenges.

Human Values: This has been taken into consideration when creating the curricula for disciplines like Political Science, Education, Economics, Philosophy, Bengali, and Sanskrit.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

24

File Description	Documents
Any additional information	**No File Uploaded**
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

384

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

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	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/1734 164461_Feedback%20Analysis%2023-24.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

2427

File Description	Documents
Any additional information	**No File Uploaded**
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	**No File Uploaded**
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

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

The college's academic session commences with an Orientation Programme for newly enrolled students. Furthermore Parents-teachers meet is also done at the beginning of the academic session. This programme aims to enlighten students about the academic, professional, and extra/co-curricular prospects available at the college. At the onset of each class, students are presented with the syllabus for their respective subjects.

The faculty at Sonamukhi College is tasked with identifying advanced and slow learners during the initial stage of student admission each academic year. This was achieved through 'diagnostic tests' conducted at the beginning of the academic year, as well as by reviewing students' home assignments. As a result, each department had adopted a distinct approach to address these two scenarios. In the case of slow learners remedial coaching, counselling was arranged. On the other hand, the students who scored comparatively high in the university-level examinations were considered advanced learners and special monitoring and awards was arranged for them. For further promotion of the students, various seminars on important and relevant topics was organized. Every student was provided with value-adding classes and learning materials- both in hard and soft copies, PPT presentations etc. as and when required.

Furthermore, for both types of students, parent-teacher meetings, mentor-mentee relationships, and other timely communication, such as regular class tests, assessments, and assignments, were provided.

File Description	Documents
Link for additional Information	https://sonamukhicollege.ac.in/images/uploads/2.2.1%202023-24%20Replace_compressed.pdf
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
2208	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

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

Sonamukhi College underscores that students are the main stakeholders of the college. Consequently, all academic initiatives within the college are designed with a focus on student-centric principles. For the this academic year the College faculties emphasized on the teaching-learning process such as,

How much they consider the students' prior knowledge, about the curriculum and pedagogy, talk about the objectives, and new contents, take their feedback and deputize the subject, and engage the students in the assignments. As a result, the students become aware of their future learning, thereby increasing their performance.

As a form of experiential learning, the college aims to provide students with concrete experiences resulting in enhanced reflective observation. In addition, student excursions, educational tours, and their reports were taken to teach students about abstracting, conceptualization and the main objective is to enable active experimentation of the students.

In the participatory method, for the session 2023-2024 the college gave more importance to student seminars and the Mutual Learning Method. Advanced learners often present their views in front of the students and teachers and thus the questionnaire session continues. Village-based socio-economic and political surveys are conducted during educational trips and discussions are held in face-to-face meetings.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.3.1%2023-24.pdf

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

Information and Communication Technology (ICT) has brought about a revolution across all aspects of our lives, including academia in general and the processes involved in teaching and learning, in particular.

ICT-enabled classrooms in the college were taught with the help of audio clips and video on related topics, in addition to the use of PowerPoint presentation slides. Each department has sufficient computers, laptops, and internet connections.

There is also free wi-fi arrangement. The college has a membership in the Digital Library of India (NDL) and INFLIBNET (N-LIST). This is the best learning source for students, teachers, and staff. All can take help from e-database, e-journals, and e-books as per their choice.

College authorities, faculties, and students can now communicate with students very quickly through the medium of communication like Google Meet, WhatsApp Groups, Facebook pages, and YouTube channels. The College has its website and portal, regarding admission, form fill-up, examinations, etc

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_2023-2024.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

63

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	**No File Uploaded**

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

19

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

829

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.

For the conduct of the internal examination, all the DICs of the college in consultation with the academic sub-committees, set question papers for the internal test exam for students and set question papers for submitting the internal assignment for them.

Sonamukhi College, being affiliated with Bankura University, adheres to the university syllabus, examination, and evaluation system. Internal assessment carries a weightage of ten marks. To ensure transparency, the college had conducted assignment, viva voce, projects, diagnostic tests, and class tests as part of the continuous improvement process, allowing students to identify and learn from their mistakes. Maintaining a minimum of seventy-five percent attendance is mandatory for all students and it was seriously maintained for the each academic session. The institution has constituted Academic and Examination Committees to facilitate a smooth and conducive academic environment. The Choice Based Credit System (CBCS) has been in operation in this college from the 2017-18

academic session and NEP has been implemented for the academic session 23-24 onwards.

The primary objective of assessment is to comprehensively identify the strengths and weaknesses of the students. At our college, continuous assessment was conducted in a structured manner throughout the semester to facilitate effective evaluation and progress of the students. Opportunities for guidance and support was provided to students to enhance their learning. Additionally, specific assignment schedules were provided to students across all courses. Faculty members internally evaluated the students and allocated scores out of 10 for each paper.

File Description	Documents
Any additional information	View File
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.5.1%202023-24.pdf

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

Internal assessment plays a crucial role in the evaluation of the teaching-learning process. Students were provided with timely information about the question format, examination dates, and the entire internal and end-semester examination system. At the commencement of each semester, they received a comprehensive guidance on the internal and external examination procedures during an orientation or introductory session.

Affiliating Bankura University (BKU) the college conducted an external examination, termed as End Semester Examination (ESE) of 40 marks (each paper), and the provided marks for Internal Assessment (IA) of 10 marks (each paper). The ratio of the weightage of marks for external examination is 80% and for internal examination 20%.

Throughout the session, the mentors remained always in touch with the mentees regarding internal assessment and tried to resolve any complaints immediately. Being in rural areas, many candidates sometimes could not able to upload their internal assessment scripts on time. The college authorities granted them with extra time subject to negotiation for reasonable reasons. There are routine examination committees for the timely and proper conduct of internal examinations, that issued timely notices. If students had any complaints regarding the mode of examination, marks etc they were

allowed to redress their grievances to the grievance redressal cell.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.5.2%202023_24.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 Bankura university. Each course of each subject is available in the university website and the syllabus is communicated to all the affiliated colleges. Complying the mission and 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. The Programme outcome (POs) have been formulated towards developing basic knowledge of students in frontier areas of the theory and practice to acquaint the students to pursue studies in higher education; to guide students to adhere to various career-oriented activities. 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.

Students were made aware of POs and COs in the Induction programme at the commencement of UG course and it was being further explicated during the time of classes as well. Each department maintained its hard copy in the department. By opening the college website every student was able to search for it and all the staff of the college helped them to understand it. Moreover, it was mentioned in the departments own notice book and it is always available on the institutional website.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://sonamukhicollege.ac.in/images/uploads/2.6.1%202023_24.pdf
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

The institution evaluated the 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 Methods:

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) The 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 on measuring knowledge and skills through direct assessment methods.

2. Indirect Assessment method:

The 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%202023_24.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

270

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	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://sonamukhicollege.ac.in/aqar_2023_24.php

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

12

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

7

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

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

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

47

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

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

Throughout the year the institution carried out various extension programme mainly through the NCC and NSS Cell of the institution in offline mode. The college provides an environment conducive for the holistic development of students. Extension activities not only instil a sense of communal responsibility but also effectively sensitise young women and men of our college towards important social issues.

The following are the list of the extension activities in the college;

1. Sensitisation campaign on Fit India Programme, National Integration, Contribution of women to protecting environment etc
2. Awareness programmes on Dengue, Lymphatic Filariasis, Systematic Voters Education etc.
3. The Department of Botany was actively involved in training and production of Vermicompost, Mushroom production. The project is unique involving our students and SHG groups of the local community who get trained and work in these projects to get self-reliant.
4. Environment Sustainability programmes: World Environment Day Observance, Tree plantation and eco-awareness activities Promoting minimum Plastic Use, Routine Social Service/Cleanliness drives by Volunteers of the Eco Club.
5. Clean India Program: The college actively participated in various cleanliness activities under the Swachh Bharat Abhiyan Mission. Our students, NSS & NCC volunteers carried out social service activities in the contiguous areas of the college and its neighboring area.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/3.3.1%2023-24.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

32

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

1000

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

3.4 - Collaboration

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

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

18

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	[View File](#)
Any additional information	[View File](#)
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 campus spans 8.11 acres and is outfitted with comprehensive security measures, including CCTV cameras, to ensure the safety of all students, staff, and visitors. It is designed with state-of-the-art facilities and learning resources to support and enhance academic performance per the college's vision of achieving academic excellence. The infrastructure facilities and learning resources available are further detailed below -

1. The educational facility consists of a total of 49classrooms and 6 laboratories and 17 ICT classroom.

2. The college provides computer access with internet connectivity

in all departments. It has an extensive central library with an impressive collection of over 30,000 textbooks, approximately 1,174 , 6 different magazines, 3 scholarly journals, and various newspapers. Additionally, our library is equipped with facilities to access and search the National Digital Library of India (NDL) and the Information and Library Network (INFLIBNET) resources

3. The college has constructed a new boys' hostel in addition to the existing running boys' hostel. Furthermore, a college girls' hostel has also been built, but it has not been opened yet (present condition see) This accommodation is especially beneficial for students who find it challenging to commute daily.

4. The institution has taken measures to ensure accessibility for individuals with disabilities by installing a ramp at the entrance of the college building and library.

File Description	Documents
Upload any additional information	[View File]()
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.1.1%20Total%20number%20of%20classrooms%20and%20seminar%20halls.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, volleyball tournaments, kho-kho and different athletic events. The students 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	<u>View File</u>
Paste link for additional information	<u>https://sonamukhicollege.ac.in/images/uploads/4.1.2%20%E2%80%93%20The%20Institution%20has%20adequate%20facilities%20for%20Cultural%20activities,%20Sports,%20Games%20(indoor,%20outdoor),%20Gymnasium,%20Yoga,%20etc..pdf</u>

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	<u>View File</u>
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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)

45.06

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
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)

The central library of Sonamukhi College has undergone partial automation with the implementation of the Integrated Library Management System (ILMS). In 2016, the college installed this software, which has since been used for managing Accession, Cataloguing, Issue and Return processes of the library's vast collection. Complementing the ILMS, the library also utilizes a bar-coding machine to efficiently label its books. Additionally, the library boasts institutional memberships with NDL (National Digital Library) provided by IIT KGP and INFLIBNET (NLIST), enabling access to a wide array of E-resources through the official website's Library Tab. Users can take advantage of the Online Public Access Catalogue (OPAC) service to search for books by title, author, publisher, and more. Furthermore, a Barcode issue-return system is in place to ensure the smooth handling of library book transactions.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sonamukhicollege.ac.in/images/uploads/4.2.1%2023-24.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   **C. Any 2 of the above**

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

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

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

3.07

File Description	Documents
Any additional information	View File
Audited statements of accounts	**No File Uploaded**
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

46.09

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

In response to the increasing importance of ICT (Information and Communication Technology) in the education process, the college administration has placed significant emphasis on enhancing IT infrastructure across the campus to facilitate a more effective teaching and learning environment.

- To support this initiative, Wi-Fi connectivity is accessible not only in all the academic departments, the college office, and the library, but also in the IQAC room. Furthermore, the institute has invested in a diverse range of software, which has been deployed in the Computer Lab, specific departments, the Library (OPAC), and the office. Additionally, most departments are equipped with printers dedicated to academic use by both students and teachers.
- The Central Library is well-appointed with state-of-the-art IT facilities. Moreover, the Mathematics and Computer Science Departments boast their dedicated computer labs. The college also provides extensive access to e-databases such as the National Digital Library of India (NDL) and INFLIBNET (NLIST).
- Regular maintenance of the computer infrastructure, Internet cables, and Wi-Fi network is diligently conducted throughout the year along with the installation, maintenance, and upgrades of software and hardware as necessary. Additionally, faculty members leverage the college software to conduct online classes, providing a comfortable and accessible platform for both students and educators. In addition to in-class materials, study materials are readily available to students through the official college website.
- The college has also embraced online platforms such as Google Meet to conduct webinars, with the content being made available for wider access through the 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%2023-24.pdf]()

4.3.2 - Number of Computers

105

File Description	Documents
Upload any additional information	[View File]()
Student – computer ratio	[View File]()

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

File Description	Documents
Upload any additional Information	[View File](#)
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

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)

38.1

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.

The Purchase Register is diligently maintained by all lab-based departments

Library:

The library organized its collection of books into dedicated bookshelves for specific subjects, papers, and topics. Visitor records were diligently maintained to track the library's usage by students, teachers, and relevant stakeholders for the academic session 2023-2024. .

Sports:

The college procured modern sports equipment as needed, providing players and student-athletes with essential playing kits and sports gear. The college boasts a spacious playground and a well-maintained multi-gym facility.

Computers:

Two computer labs have been created in the Department of Mathematics and Computer Science using the college fund, providing students with state-of-the-art computing facilities for their academic pursuits. In addition to these new labs, the departmental computers have been upgraded and are equipped with robust antivirus protection to ensure the security of critical academic and research data.

Canteen: The food is always prepared and served hygienically and at a reasonable price. The kitchen and all utensils are thoroughly cleaned every day to ensure food safety and cleanliness.

College Garden: The College boasts a dedicated team of skilled and experienced gardeners who work tirelessly to ensure the lawns and flora of the campus are meticulously maintained. In addition to the professional gardeners, National Service Scheme (NSS) volunteers enthusiastically contribute to the upkeep of the college garden, making it a collaborative effort to create and maintain a beautiful and serene natural environment on the campus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.4.2%2023-24.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

1639

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
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

1073

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%202023-24.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

`345`

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

`345`

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

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

`A. All of the above`

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

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

83

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.

24

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)	**No File Uploaded**

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. Usually, the students' representative i.e., General Secretary (GS) is a member of the college's Governing Body and plays an active role in every administrative, co-curricular, and guarantees presence in the primary committees of the Internal Quality Assurance Cell (IQAC). The Union has its different sub-committees to deal with various activities of student-life and provide many a service to the students.

Additionally, with the support of college teachers, students are equipped with leadership qualities, soft skills, and other essential competencies to effectively showcase their talents and comprehend institutional guidelines. Their active and compulsory participation is guaranteed in various subcommittees, such as the Cultural Committee and the Sports & Games Committee.

Furthermore, for the academic year 2023-24, the Students' Council coordinated a welcoming event for the new students, aimed at extending a warm reception to the incoming students and encouraged the students to be involved in different types of academic affairs, cultural matters, games and sports, social service and extracurricular activities.

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

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

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

27

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

5.4 - Alumni Engagement

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

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services.The Sonamukhi College Alumni Association, registered under the West Bengal ACT (XXVI of 1961) with Registration Number S0033838, plays a vital role in the advancement of the institution. It serves as a reflection of the college, displaying the professional and personal accomplishments of its former students.

Vision:

The association aims to establish a beneficial connection between current students and alumni.

Mission:

1. Facilitating the exchange of academic and other experiences with current students.

2. Providing guidance and organising activities to enhance students' skills.

3. Offering career advice to present students through distinguished alumni.

Activities:

1. Distinguished alumni regularly share expertise in key areas like soft skill development and career growth.

2. Providing financial assistance to the college.

3. Submitting feedback on curriculum, teaching, research, and extension activities.

4. Involving alumni in extension activities for example tree plantation in the campus.

5. Motivating students to participate in community services and outreach programmes to cultivate leadership skills, contributing to national development and integration.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/5.4.1%2023-24.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission of the college are redefined keeping in mind the changing trends of the society. They also reflect the commitment to provide knowledge supplemented with values, culture and scientific temper. The top most decision-making authority of the college is the Governing Body. The principal with governing body, work together to frame and implement institutional policies.

Various committees, under the principal's leadership, work for enhancement of the quality of education, improvement of infrastructure and policy implementation to achieve the Vision and Mission of the institution. Committees such as Finance Committee, Purchase Committee, Academic Committee, Building Committee, and Examination Committee, ensure the maintenance and protection of the goals of inclusive and holistic education, and the interests of students.

Equal Opportunity Cell, ICC, Grievance Redressal Cell, etc. steer the institution towards attainment of the goals of inclusive education. The institution offers the opportunity for postgraduate study in various subjects through the open and distance learning modes under Netaji Subhas Open University (NSOU).

The institution has NCC and NSS units for the students to get social involvement through various social and modern activities. Additionally, for the session 2023-24, the inclusion of NEP 2020, has pumped in a new spirit and a paradigmatic shift in every aspect of education, both in terms of content and pedagogy from an increased use of ICT to a renewed thrust in skill enhancement.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.1.1%202023_24.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.

Decentralisation and Participative Management:

The institutional governance is characterised by a policy of decentralised participative management with the governing body as the apex policy making body. It is well decentralised in a manner that members from teaching, non-teaching staff and other external are represented as per stated rules and regulations and agreement for the purpose. Furthermore, the autonomy and powers are devolved to the various committees and cells that submit reports and recommendations to the Head of the Institution. The departments enjoy substantial freedom in curriculum planning, implementation and delivery. There are various committe to look after the overall development of the College. We have Eco Club, Electoral Lieracy Club, Training and placement Cell etc, through which different programmes are arranged for the benefit of the student of our college.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.1.2%2023-24.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Appointment Procedure:

Teaching Staff:

- **In case of vacancy against the post of Assistant Professor, the college sends a requisition to the West Bengal College Service Commission. The recommendation of the Commission is placed in the Governing Body and after its approval appointment letter is issued.**
- **The State Government appoints State Aided College Teachers (SACT), based on the selection process done by the College.**

Non-Teaching Staff:

- **The appointment process of non-teaching staff is conducted transparently by the college and after approval from the Government, appointments for the various posts are finalised.**

2. Deployment of Strategic Plan:

- Steps are taken to ensure alignment of the strategic plan to the institutional vision and mission.
- At the beginning of each session, the IQAC prepares the Annual Action Plan. The Finance Committee chalks out the annual budget. The resolutions of the Finance Committee are placed in the Governing Body for approval. The principal oversees the implementation of the action plans.
- Annual Academic Audit and student result analysis helps to gauge improvements, innovate and strive for better results.

- The Strategic Plan of the Institution has been Implementation of e-Governance in all areas. Through continual efforts of the college administration and the involvement of all stakeholders, the college has achieved maximal use of ICT in all the aspects of governance. Additionally, the college provided some financial assistance to teachers for attending different conferences, seminars and workshops.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.2.1%2023-24.pdf
Upload any additional information	View File

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

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, with well represented by teaching, non-teaching and external members. 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

The college has 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. Based on 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%2023-24.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	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

A. Staff Welfare:

Besides extending all welfare measures instituted by the Government of West Bengal, like GPF, Pensionary benefits, Child Care Leave, Maternity Leave, Paternity-cum-Child Care Leave, Medical Leave, Study Leave, Leave Encashment, Gratuity, LTC, West Bengal Health Scheme (for substantive teachers), Swasthya Sathi scheme, the institution has initiated several staff-welfare schemes of its own, such as;

- **The Sonamukhi College Employees' Credit Cooperative Society Ltd., has membership of all Full Time Teachers and non-teaching staff. It provides short term loans at a nominal interest rate.**
- **A consolidated salary advance is offered to newly appointed staff-members till the fixationof pay by DPI, Government of West Bengal.**
- **Interest-free Festival Advance, adjustable in 10 EMIs, is offered to staff-members**
- **A seed money is extended, on application, to teachers for undertaking research work up to Rupees 1 lakh at a time per teacher.**

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.3.1%20The%20institution%20has%20effective%20welfare%20measures%20for%20teaching%20and%20non-teaching%20staff_compressed.pdf
Upload any additional information	**No File Uploaded**

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

05

File Description	Documents
Upload any additional information	View File
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

02

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

43

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

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

Performance Appraisal:

Performance Based Appraisal System (PBAS) for teaching staff:

- **It is obligatory for the faculty members to fill and submit Yearly self-appraisal reports to the Head of the Institution. The Self Appraisal Report records, the number of classes allotted and taken by the teacher in a particular session.**
- **Biometric attendance records are maintained along with physical registers and are considered for the appraisal.**
- **All the above, along with the student feedback analysis and Annual Academic Audit (since 2020-21), are considered by the administration and IQAC for promotion and motivation to improve upon their performances. The Academic Council also plays an active role in the overall evaluation of the academic performance of the teaching staff.**

Appraisal of non-teaching staff:

- **Performance of non-teaching staff is monitored by the Head of the Institution.**
- **Attendance records are maintained through the biometric registers along with physical ones.**
- **Feedback from students on the office helps to identify the lacunae and necessary steps are taken.**

Career Development:

- **CAS for substantive teachers is based on PBAS and guidelines of the state government and UGC. SACT II teachers are also**

extended the opportunity to upgrade their qualifications for promotion under the guidelines of the state government.

- The promotion of non-teaching staff is linked to service tenure and/or selection procedure of the state government

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.3.5%2023-24.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

Financial Audits:

- The institution conducts financial audits (internal and external) regularly. The statutory (external) auditor is appointed by Government of West Bengal, while the Internal Audit is carried out by auditors appointed by the Governing Body.
- Audit objections and recommendations are duly complied with.
- Internal audits have been completed till 2023-24. However, the statutory audit for the last two financial years (22-23 & 23-24) could not be conducted owing to the absence of any recommendation/appointment of auditors by the Government of West Bengal.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.4.1%2023-24.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)

81,000/-

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

A. Resource Mobilisation:

The College explores an array of resource pools for the mobilisation of financial and other resources. Some of the major sources are listed below:

- **Grant-in-aid received from Government of West Bengal to meet expenses under the salary head.**
- **Admission, Development, Monthly Tuition fees, etc. receivable from students Donations from philanthropes, staff-members, alumni and persons interested in education.**
- **Application for installation of roof-top solar panels to Ministry of Non-Conventional and Renewable Energy, Government of West Bengal.**
- **Infrastructure development funds from Government of West Bengal.**
- **The Finance Committee, Building Committee, Purchase Committee work in tandem for the institution takes all possible measures for mobilisation of funds – from applications to authorities and persons to timely data entries in portals and submission of Utilisation Certificates for further grants.**

B. Resource Utilisation:

- **The utilization of resources is given top priority and is monitored by the Finance Committee, which prepares annual budgets and recommends other resource utilisation plans to the GB for its final approval.**
- **All expenditure pertaining to the development of the institution and the activities of the various**

cells/committees/departments are approved by the GB on the recommendations of the Finance Committee.
- Online payment is usually preferred to cheque transactions to avoid travel expenses, etc.
- All standard rules related to purchase, construction, renovation, etc. – from inviting quotations/tenders on college website to e-tenders – are followed.
- Initiatives are taken for timely audit and submission of Utilisation Certificates to sponsoring agencies for disbursal of balance funds etc.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.4.3%2023-24.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

The IQAC plays an instrumental role in promoting measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of all good practices. The following were the contributions of the IQAC, for the session 2023-2024

1. Annual Action Plan were drawn at the start of every session and action taken report displayed in the website through Action Taken Reports (ATR).

2. Every year academic audit is conducted by the Bankura University. In this session (2023-2024) too, the academic audit was conducted in compliance with recommendations of Bankura University.

3. There is a structured mechanism for collection and analyses of feedback from students, alumni, and teachers. The analyses are uploaded on the website and compliance is monitored.

4. Institutional Strategic Plan (e-governance in all areas of functioning) are published and incremental developments are monitored.

5. Timely submission of AQAR.

6. IQAC recommends proposals of MoUs with other institutions/ organisations & also coordinates collaborative activities, including teacher-exchange, seminars, FDPs, etc.

7. Maintenance of records pertaining to quality initiatives.

8. New Add-on courses are introduced on recommendation of the IQAC.

9. The IQAC works in unison with other committees and cells for periodic review of teaching learning processes, structures and methodologies of operation, and learning outcomes.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.5.1%2023-24.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

The IQAC records incremental improvement of various activities through:

- Maintained regular contact with all the departments and departmental teachers to review the progress of the teaching learning process.
- Analysis of Feedback responses and compliance with recommendations thereof to record developments in teaching learning, resource generation and optimisation, etc.
- Documentation of various programmes/activities leading to quality improvement.
- Result analyses to record improvements.
- ATR to evaluate incremental improvements in quality initiatives.
- Upgradation of IT infrastructure and support facilities/services.
- Increase in the quality and number of extension activities.
- Incremental improvements of Best Practices and to provide the teachers with the incentive to promote interest in research for carrying out research works and for participating in different seminar, workshop etc.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.5.2%202023-24.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)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sonamukhicollege.ac.in/annual_report.php
Upload e-copies of the accreditations and certifications	View File
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

Sonamukhi College endorses gender equity and sensitization for the promotion of women in Education. To do so the Institution has taken a dimension in the admission policy. The whole college campus is under the surveillance of CCTV to prohibit any types of nuisances. 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, however, no such incidence of ragging happened. There is an internal complaints committee

(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. During 2023-24 International women's day has been celebrated through a gathering with the students as well a hands-on training programme was organized to strengthen the local self-help group women with the techniques of herbal abir preparation.

File Description	Documents
Annual gender sensitization action plan	https://sonamukhicollege.ac.in/images/uploads/7.1.1%202023-24.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sonamukhicollege.ac.in/images/uploads/7.1.1%202023-24.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

B. Any 3 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: In college there are different colour dustbins for different types of 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. Nondegradable 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: 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: Sewage, Toilet and Canteen generate liquid waste. Liquid waste is generated during food preparation from the Canteen and from the laboratories and washrooms which is safely disposed of 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%202023-24.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

  B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File](#)
Certification by the auditing agency	[View File](#)
Certificates of the awards received	**No File Uploaded**
Any other relevant information	**No File Uploaded**

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-

  C. Any 2 of the above

reading software, mechanized equipment   5.
Provision for enquiry and information :
Human assistance, reader, scribe, soft copies of
reading material, screen   reading

File Description	Documents
Geo tagged photographs / videos of the facilities	[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).

Sonamukhi college makes serious endeavours to nourish an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. Under this framework the college have taken 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, Navin-Pravin Milan Utsav etc. Again, college declares holidays for racial and cultural harmony on Chhat Puja, Muharam, Eid and in local festival 'Machchab' 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 etc. and organize blood donation camp irrespective of religion, caste, class and creeds. The students and staff participate in these campaigns and programme

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

Sonamukhi College regularly conducts activities to generate awareness drives for employees and students to ingrain values for being responsible citizens. Some of the regularly conducted activities are activities of the Electoral Literacy Club for celebrating 25th Januray National Voters Day, NCC and NSS celebrated Republic and Independence Day to inculcate the noble practice to be a good and valuable citizen. 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, thereby, making students well aware about their constitutional rights like right to education, equality, freedom of speech and expression etc. In 2023-24 session, seminar was organized on Anti-corruption and ethical issues from the perspective of today's youth. One student stood first in state level debate competition organized by election commission of India.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	No File Uploaded

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

Conduct are organized

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

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

For the academic session 2023-2024, Sonamukhi College has celebrated/organised and commemorated the following national and international days/events and festivals;

National: Baishe Shrabon (Remembrance of Rabindranath Tagore), Independence Day, College Foundation Day, NSS Day, Birthday of Pandit Ishwar Chandra Vidyasagar, Youth Day, Netaji Birthday Celebration, Republic Day Celebration, Rabindra Jayanti, Nazrul Jayanti etc.

International: World Aids Day, International Mother Language Day, International Women's Day, World Environment Day, International Yoga Day etc

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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 of the Practice:

i) Grant of financial support to needy students to help them to continue studies from "SAMADHAN FUND"

ii) Grant of financial support to faculties for carrying out research.

2. Objective of the practice:

i) To give mental as well as financial support to those needy students, Sonamukhi College fraternity extends its helping hand towards its beloved students so that they can carry out their institutional education uninterruptedly.

ii) To encourage the faculties in research activities, the college authority takes the decision of granting financial support to the faculty members irrespective of their designation

3. Context that required the initiation of the practice:

i) Obviously to the vast majority of guardians, spending money for education is unthinkable. During the intimate and friendly conversation with the departmental students, the faculties of our college came to know about this bitter truth and then and there turned every stone to find out the remedies of this malady.

ii) As the motto of our college is imparting quality, the lucrative offer of financial assistance was given to the faculties for promoting research and thus ensuring better education for our beloved learners.

4. The Practice:

i) The system of granting monetary aid to the students works in three different ways.

ii) Proposal letters from faculties are invited and process accordingly

5. Evidence of success:

i) The drop-out rate of the students of our college is decreasing day by day

ii) 5 teachers of our college benefited by this scheme

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
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

Electoral Literacy Club Sonamukhi College, Bankura

The Electoral Literacy Club (ELC) was set up in the year 2023. Since its inception the club has been actively participating in various activities including awareness programs, seminars, quiz competitions, debates, and extempore etc. and all the students from every class, gender, and differently abled students are members and part of the club. Regarding the various activities of the ELC for the session 2023- 2024, the club has conducted ECI SVEEP (Systematic Voters' Education and Electoral a voting awareness program on 5/12/2023, with the aim to educate and inform voters about the electoral process, their rights, and the importance of voting. This objective includes reaching out to underrepresented groups, such as women, youth, and marginalized communities, to ensure they are aware of how and why to participate in elections. Following this another program that was conducted by the way ELC was the celebration of the National Voters Day on 25/01/2024, with the of encouraging Voter Participation. It seeks to educate voters about their rights and responsibilities, ensuring that they make informed choices during elections. The program such as Constitution Day was celebrated in the college premises to make students aware of the Constitutional Rights and Duties and the values that are enshrined in it. Lastly, for the session 2023 2024, the ELC conducted on of the most necessary program named "SVEEP (Systematic Voter's Education and Electoral Participation) Awareness Programme (05.03.2024) with an objective to increase voter turnout by encouraging greater participation in elections.

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 curriculum is designed by the affiliated university, i.e., Bankura University. The organisation uses a meticulously thought-out and recorded procedure to guarantee the delivery of the curriculum. Before the commencement of each academic year, meetings are held with all faculty members under the auspices of the Academic Subcommittee to devise specific plans for efficient curriculum delivery. The college's academic calendar is developed per Bankura University's academic calendar. Accordingly, a master routine incorporating all the departments is prepared following a unique lesson plan by a teacher.

The college's respective department arranges departmental meetings, regular classes, examinations, internal evaluations, and student monitoring during the semester. Additionally, the department is responsible for implementing schedules as directed by the college administration. Students are assigned to departmental instructors to establish personalised profiles through individualised mentorship. Furthermore, the department collects feedback and conducts periodic assessments of the students. To cater to the student's needs, the college utilises social media platforms such as official Facebook pages and WhatsApp groups as instructional tools to engage with the students.

The College has well established Central Library. Some departments have their Departmental Library. The students have effectively utilized the library services available to them.

Every faculty uses a combination of conventional chalk-and-talk methods and ICT-enabled teaching-learning methods to deliver the curriculum.Students are urged to enrolled themselves for career-focused certificate programmes and different Add-on Courses,such as Sanskrit Chanting and Computer Courses etc.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sonamukhicollege.ac.in/images/uploads/1.1.1%20AQAR%202023-24.pdf

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

The college adheres to the practice of developing an Academic Calendar at the inception of each academic year, aligning it with Bankura University's Academic Calendar. The Academic Calendar is meticulously crafted to integrate continuous internal student evaluation into the teaching-learning process. It encompasses schedules for internal assessments and ensures timely dissemination by the examination committee. This proactive approach enables seamless planning of curricular, co-curricular, and extracurricular activities, including sports, cultural events, and the observance of noteworthy days.

Additionally, the Academic Calendar also encompasses timelines for admission, registration, commencement of classes, internal assessment periods, and end-of-semester examinations. Students receive their academic diaries at the start of each semester, and the calendar is accessible on the college website. The institution conducts periodic in-class assessments, implements outreach initiatives, and promotes student development through intra-college cultural competitions. Internal assessments, aligned with university regulations, are integral to student evaluation and carry a weightage of 10 marks per paper. The curriculum delivery emphasises ongoing assessment, complemented by regular homework assignments to ensure holistic student engagement.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://sonamukhicollege.ac.in/images/uploads/1.1.2%2023-24.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum	**A. All of the above**

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

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

53

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	No File Uploaded
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)

09

File Description	Documents
Any additional information	**No File Uploaded**
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

466

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

466

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

1.3 - Curriculum Enrichment

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

The curriculum offered by Bankura University encompasses a diverse array of courses that delve into various aspects of human values, professional ethics, gender issues, environmental challenges, and sustainability. The students are apprised of various environmental and social initiatives, overseen by entities such as the Equal Opportunity Cell, Grievance Redressal Cell, NSS unit, and Vishakha Cell. These bodies are tasked with addressing pertinent issues and keeping students abreast of developments.

Gender Sensitivity/Gender Equality: It is widely recognised that students benefit greatly from the inclusion of gender-sensitive curricula in a variety of academic fields. For instance, the Department of Philosophy has inculcated a course covering topics such as gender inequality and caste prejudice in the specific context of India. Similarly, the Department of English has

incorporated gender-related subjects, including the works of women writers, the formation of gender identities, and the history of women's movements, among other relevant topics. Furthermore, the Department of Political Science has incorporated discussions on secularism and communalism, caste and politics, women's participation in politics, and various other related topics.

Environment and Sustainability:The Department of Geography, Botany, and Zoology have incorporated their interdisciplinary nature of environmental and sustainability studies, essential for comprehensively addressing these intricate challenges.

Human Values: This has been taken into consideration when creating the curricula for disciplines like Political Science, Education, Economics, Philosophy, Bengali, and Sanskrit.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

24

File Description	Documents
Any additional information	**No File Uploaded**
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

384

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	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/1734164461_Feedback%20Analysis%2023-24.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

2427

File Description	Documents
Any additional information	**No File Uploaded**
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	**No File Uploaded**
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

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

The college's academic session commences with an Orientation Programme for newly enrolled students. Furthermore Parents-teachers meet is also done at the beginning of the academic session. This programme aims to enlighten students about the academic, professional, and extra/co-curricular prospects available at the college. At the onset of each class, students are presented with the syllabus for their respective subjects.

The faculty at Sonamukhi College is tasked with identifying advanced and slow learners during the initial stage of student admission each academic year. This was achieved through 'diagnostic tests' conducted at the beginning of the academic year, as well as by reviewing students' home assignments. As a result, each department had adopted a distinct approach to address these two scenarios. In the case of slow learners remedial coaching, counselling was arranged. On the other hand, the students who scored comparatively high in the university-level examinations were considered advanced learners and special monitoring and awards was arranged for them. For further promotion of the students, various seminars on important and relevant topics was organized. Every student was provided with value-adding classes and learning materials- both in hard and soft copies, PPT presentations etc. as and when required.

Furthermore, for both types of students, parent-teacher meetings, mentor-mentee relationships, and other timely communication, such as regular class tests, assessments, and assignments, were provided.

File Description	Documents
Link for additional Information	https://sonamukhicollege.ac.in/images/uploads/2.2.1%202023-24%20Replace_compressed.pdf
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
2208	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

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

Sonamukhi College underscores that students are the main stakeholders of the college. Consequently, all academic initiatives within the college are designed with a focus on student-centric principles. For the this academic year the College faculties emphasized on the teaching-learning process such as,

How much they consider the students' prior knowledge, about the curriculum and pedagogy, talk about the objectives, and new contents, take their feedback and deputize the subject, and engage the students in the assignments. As a result, the students become aware of their future learning, thereby increasing their performance.

As a form of experiential learning, the college aims to provide students with concrete experiences resulting in enhanced reflective observation. In addition, student excursions, educational tours, and their reports were taken to teach students about abstracting, conceptualization and the main objective is to

enable active experimentation of the students.

In the participatory method, for the session 2023-2024 the college gave more importance to student seminars and the Mutual Learning Method. Advanced learners often present their views in front the students and teachers and thus the questionnaire session continues. Village-based socio-economic and political surveys are conducted during educational trips and discussions are held in face-to-face meetings.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.3.1%2023-24.pdf

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

Information and Communication Technology (ICT) has brought about a revolution across all aspects of our lives, including academia in general and the processes involved in teaching and learning, in particular.

ICT-enabled classrooms in the college were taught with the help of audio clips and video on related topics, in addition to the use of PowerPoint presentation slides. Each department has sufficient computers, laptops, and internet connections.

There is also free wi-fi arrangement. The college has a membership in the Digital Library of India (NDL) and INFLIBNET (N-LIST). This is the best learning source for students, teachers, and staff. All can take help from e-database, e-journals, and e-books as per their choice.

College authorities, faculties, and students can now communicate with students very quickly through the medium of communication like Google Meet, WhatsApp Groups, Facebook pages, and YouTube channels. The College has its website and portal, regarding admission, form fill-up, examinations, etc

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_2023-2024.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

63

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	**No File Uploaded**

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

19

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

829

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.

For the conduct of the internal examination, all the DICs of the college in consultation with the academic sub-committees, set question papers for the internal test exam for students and set question papers for submitting the internal assignment for them.

Sonamukhi College, being affiliated with Bankura University, adheres to the university syllabus, examination, and evaluation system. Internal assessment carries a weightage of ten marks. To ensure transparency, the college had conducted assignment, viva voce, projects, diagnostic tests, and class tests as part of the continuous improvement process, allowing students to identify and learn from their mistakes. Maintaining a minimum of seventy-five percent attendance is mandatory for all students and it was seriously maintained for the each academic session. The institution has constituted Academic and Examination Committees to facilitate a smooth and conducive academic environment. The

Choice Based Credit System (CBCS) has been in operation in this college from the 2017-18 academic session and NEP has been implemented for the academic session 23-24 onwards.

The primary objective of assessment is to comprehensively identify the strengths and weaknesses of the students. At our college, continuous assessment was conducted in a structured manner throughout the semester to facilitate effective evaluation and progress of the students. Opportunities for guidance and support was provided to students to enhance their learning. Additionally, specific assignment schedules were provided to students across all courses. Faculty members internally evaluated the students and allocated scores out of 10 for each paper.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.5.1%202023-24.pdf

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

Internal assessment plays a crucial role in the evaluation of the teaching-learning process. Students were provided with timely information about the question format, examination dates, and the entire internal and end-semester examination system. At the commencement of each semester, they received a comprehensive guidance on the internal and external examination procedures during an orientation or introductory session.

Affiliating Bankura University (BKU) the college conducted an external examination, termed as End Semester Examination (ESE) of 40 marks (each paper), and the provided marks for Internal Assessment (IA) of 10 marks (each paper). The ratio of the weightage of marks for external examination is 80% and for internal examination 20%.

Throughout the session, the mentors remained always in touch with the mentees regarding internal assessment and tried to resolve any complaints immediately. Being in rural areas, many candidates sometimes could not able to upload their internal assessment scripts on time. The college authorities granted them with extra time subject to negotiation for reasonable reasons. There are routine examination committees for the timely and proper conduct

of internal examinations, that issued timely notices. If students had any complaints regarding the mode of examination, marks etc they were allowed to redress their grievances to the grievance redressal cell.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.5.2%202023_24.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 Bankura university. Each course of each subject is available in the university website and the syllabus is communicated to all the affiliated colleges. Complying the mission and 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. The Programme outcome (POs) have been formulated towards developing basic knowledge of students in frontier areas of the theory and practice to acquaint the students to pursue studies in higher education; to guide students to adhere to various career-oriented activities. 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.

Students were made aware of POs and COs in the Induction programme at the commencement of UG course and it was being further explicated during the time of classes as well. Each department maintained its hard copy in the department. By opening the college website every student was able to search for it and all the staff of the college helped them to understand it. Moreover, it was mentioned in the departments own notice book and it is always available on the institutional website.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sonamukhicollege.ac.in/images/uploads/2.6.1%202023_24.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

The institution evaluated the 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 Methods:

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) The 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 on measuring knowledge and skills through direct assessment methods.

2. Indirect Assessment method:

The 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%202023_24.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

270

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	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://sonamukhicollege.ac.in/aqar_2023_24.php

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

12

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

7

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

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

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

47

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

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

Throughout the year the institution carried out various extension programme mainly through the NCC and NSS Cell of the institution in offline mode. The college provides an environment conducive for the holistic development of students. Extension activities not only instil a sense of communal responsibility but also effectively sensitise young women and men of our college towards important social issues.

The following are the list of the extension activities in the college;

1. **Sensitisation campaign on Fit India Programme, National Integration, Contribution of women to protecting environment etc**
2. **Awareness programmes on Dengue, Lymphatic Filariasis, Systematic Voters Education etc.**
3. **The Department of Botany was actively involved in training and production of Vermicompost, Mushroom production. The project is unique involving our students and SHG groups of the local community who get trained and work in these projects to get self-reliant.**
4. **Environment Sustainability programmes: World Environment Day Observance, Tree plantation and eco-awareness activities Promoting minimum Plastic Use, Routine Social Service/Cleanliness drives by Volunteers of the Eco Club.**
5. **Clean India Program: The college actively participated in various cleanliness activities under the Swachh Bharat Abhiyan Mission. Our students, NSS & NCC volunteers carried out social service activities in the contiguous areas of the college and its neighboring area.**

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/3.3.1%2023-24.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

32

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

1000

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

3.4 - Collaboration

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

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

18

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
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 campus spans 8.11 acres and is outfitted with comprehensive security measures, including CCTV cameras, to ensure the safety of all students, staff, and visitors. It is designed with state-of-the-art facilities and learning resources to support and enhance academic performance per the college's vision of achieving academic excellence. The infrastructure facilities and learning resources available are further detailed below -

1. The educational facility consists of a total of 49classrooms and 6 laboratories and 17 ICT classroom.

2. The college provides computer access with internet connectivity in all departments. It has an extensive central library with an impressive collection of over 30,000 textbooks, approximately 1,174 , 6 different magazines, 3 scholarly journals, and various newspapers. Additionally, our library is equipped with facilities to access and search the National Digital Library of India (NDL) and the Information and Library Network (INFLIBNET) resources

3. The college has constructed a new boys' hostel in addition to the existing running boys' hostel. Furthermore, a college girls' hostel has also been built, but it has not been opened yet (present condition see) This accommodation is especially beneficial for students who find it challenging to commute daily.

4. The institution has taken measures to ensure accessibility for individuals with disabilities by installing a ramp at the entrance of the college building and library.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.1.1%20Total%20number%20of%20classrooms%20and%20seminar%20halls.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, volleyball tournaments, kho-kho and different athletic events. The students do regular practice in this playground. There is the facility of indoor games like carom for boys. The Seminar Hall and occasionaly 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%20%E2%80%93%20The%20Institution%20has%20adequate%20facilities%20for%20Cultural%20activities,%20Sports,%20Games%20(indoor,%20outdoor),%20Gymnasium,%20Yoga,%20etc..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	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

45.06

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
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)

The central library of Sonamukhi College has undergone partial automation with the implementation of the Integrated Library Management System (ILMS). In 2016, the college installed this software, which has since been used for managing Accession, Cataloguing, Issue and Return processes of the library's vast collection. Complementing the ILMS, the library also utilizes a bar-coding machine to efficiently label its books. Additionally, the library boasts institutional memberships with NDL (National Digital Library) provided by IIT KGP and INFLIBNET (NLIST), enabling access to a wide array of E-resources through the official website's Library Tab. Users can take advantage of the Online Public Access Catalogue (OPAC) service to search for books by title, author, publisher, and more. Furthermore, a Barcode issue-return system is in place to ensure the smooth handling of library book transactions.

File Description	Documents
Upload any additional information	View File
Paste link for Additional Information	https://sonamukhicollege.ac.in/images/uploads/4.2.1%2023-24.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	**C. Any 2 of the above**

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

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

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

3.07

File Description	Documents
Any additional information	View File
Audited statements of accounts	**No File Uploaded**
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

46.09

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

In response to the increasing importance of ICT (Information and Communication Technology) in the education process, the college administration has placed significant emphasis on enhancing IT infrastructure across the campus to facilitate a more effective teaching and learning environment.

- To support this initiative, Wi-Fi connectivity is accessible not only in all the academic departments, the college office, and the library, but also in the IQAC room. Furthermore, the institute has invested in a diverse range of software, which has been deployed in the Computer Lab, specific departments, the Library (OPAC), and the office. Additionally, most departments are equipped with printers dedicated to academic use by both students and teachers.
- The Central Library is well-appointed with state-of-the-art IT facilities. Moreover, the Mathematics and Computer Science Departments boast their dedicated computer labs. The college also provides extensive access to e-databases such as the National Digital Library of India (NDL) and INFLIBNET (NLIST).
- Regular maintenance of the computer infrastructure, Internet cables, and Wi-Fi network is diligently conducted throughout the year along with the installation, maintenance, and upgrades of software and hardware as necessary. Additionally, faculty members leverage the college software to conduct online classes, providing a comfortable and accessible platform for both students and educators. In addition to in-class materials, study materials are readily available to students through the official college website.
- The college has also embraced online platforms such as Google Meet to conduct webinars, with the content being made available for wider access through the 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%2023-24.pdf

4.3.2 - Number of Computers

105

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

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

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	**No File Uploaded**

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)

38.1

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.

The Purchase Register is diligently maintained by all lab-based departments

Library:

The library organized its collection of books into dedicated bookshelves for specific subjects, papers, and topics. Visitor

records were diligently maintained to track the library's usage by students, teachers, and relevant stakeholders for the academic session 2023-2024. .

Sports:

The college procured modern sports equipment as needed, providing players and student-athletes with essential playing kits and sports gear. The college boasts a spacious playground and a well-maintained multi-gym facility.

Computers:

Two computer labs have been created in the Department of Mathematics and Computer Science using the college fund, providing students with state-of-the-art computing facilities for their academic pursuits. In addition to these new labs, the departmental computers have been upgraded and are equipped with robust antivirus protection to ensure the security of critical academic and research data.

Canteen: The food is always prepared and served hygienically and at a reasonable price. The kitchen and all utensils are thoroughly cleaned every day to ensure food safety and cleanliness.

College Garden: The College boasts a dedicated team of skilled and experienced gardeners who work tirelessly to ensure the lawns and flora of the campus are meticulously maintained. In addition to the professional gardeners, National Service Scheme (NSS) volunteers enthusiastically contribute to the upkeep of the college garden, making it a collaborative effort to create and maintain a beautiful and serene natural environment on the campus.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.4.2%2023-24.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

1639

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
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

1073

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%202023-24.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

345

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

345

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

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

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

13

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

83

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	<u>View File</u>
Any additional information	<u>View File</u>

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.

`24`

File Description	Documents
e-copies of award letters and certificates	<u>View File</u>
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)	`No File Uploaded`

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. Usually, the students' representative i.e., General Secretary (GS) is a member of the college's Governing Body and plays an active role in every administrative, co-curricular, and guarantees presence in the primary committees of the Internal Quality Assurance Cell (IQAC). The Union has its different sub-committees to deal with various activities of student-life and provide many a service to the students.

Additionally, with the support of college teachers, students are equipped with leadership qualities, soft skills, and other essential competencies to effectively showcase their talents and comprehend institutional guidelines. Their active and compulsory participation is guaranteed in various subcommittees, such as the Cultural Committee and the Sports & Games Committee.

Furthermore, for the academic year 2023-24, the Students' Council coordinated a welcoming event for the new students, aimed at extending a warm reception to the incoming students and encouraged the students to be involved in different types of academic affairs, cultural matters, games and sports, social service and extracurricular activities.

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

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

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

27

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

5.4 - Alumni Engagement

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

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services.The Sonamukhi College Alumni Association, registered under the West Bengal ACT (XXVI of 1961) with Registration Number S0033838, plays a vital role in the advancement of the institution. It serves as a reflection of the college, displaying the professional and personal accomplishments of its former students.

Vision:

The association aims to establish a beneficial connection between current students and alumni.

Mission:

1. Facilitating the exchange of academic and other experiences with current students.

2. Providing guidance and organising activities to enhance students' skills.

3. Offering career advice to present students through distinguished alumni.

Activities:

1. Distinguished alumni regularly share expertise in key areas like soft skill development and career growth.

2. Providing financial assistance to the college.

3. Submitting feedback on curriculum, teaching, research, and extension activities.

4. Involving alumni in extension activities for example tree plantation in the campus.

5. Motivating students to participate in community services and outreach programmes to cultivate leadership skills, contributing to national development and integration.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/5.4.1%2023-24.pdf
Upload any additional information	View File

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The vision and mission of the college are redefined keeping in mind the changing trends of the society. They also reflect the commitment to provide knowledge supplemented with values, culture and scientific temper. The top most decision-making authority of the college is the Governing Body. The principal with governing body, work together to frame and implement institutional policies.

Various committees, under the principal's leadership, work for enhancement of the quality of education, improvement of infrastructure and policy implementation to achieve the Vision and Mission of the institution. Committees such as Finance Committee, Purchase Committee, Academic Committee, Building Committee, and Examination Committee, ensure the maintenance and protection of the goals of inclusive and holistic education, and the interests of students.

Equal Opportunity Cell, ICC, Grievance Redressal Cell, etc. steer the institution towards attainment of the goals of inclusive education. The institution offers the opportunity for postgraduate study in various subjects through the open and distance learning modes under Netaji Subhas Open University (NSOU).

The institution has NCC and NSS units for the students to get social involvement through various social and modern activities. Additionally, for the session 2023-24, the inclusion of NEP 2020, has pumped in a new spirit and a paradigmatic shift in every aspect of education, both in terms of content and pedagogy from an increased use of ICT to a renewed thrust in skill enhancement.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.1.1%202023_24.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.

Decentralisation and Participative Management:

The institutional governance is characterised by a policy of decentralised participative management with the governing body as the apex policy making body. It is well decentralised in a manner that members from teaching, non-teaching staff and other external are represented as per stated rules and regulations and agreement for the purpose. Furthermore, the autonomy and powers are devolved to the various committees and cells that submit reports and recommendations to the Head of the Institution. The departments enjoy substantial freedom in curriculum planning, implementation and delivery. There are various committe to look after the overall development of the College. We have Eco Club, Electoral Lieracy Club, Training and placement Cell etc, through which different programmes are arranged for the benefit of the student of our college.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.1.2%2023-24.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

1. Appointment Procedure:

Teaching Staff:

- In case of vacancy against the post of Assistant Professor, the college sends a requisition to the West Bengal College Service Commission. The recommendation of the Commission is placed in the Governing Body and after its approval appointment letter is issued.
- The State Government appoints State Aided College Teachers (SACT), based on the selection process done by the College.

Non-Teaching Staff:

- The appointment process of non-teaching staff is conducted transparently by the college and after approval from the Government, appointments for the various posts are finalised.

2. Deployment of Strategic Plan:

- Steps are taken to ensure alignment of the strategic plan to the institutional vision and mission.
- At the beginning of each session, the IQAC prepares the Annual Action Plan. The Finance Committee chalks out the annual budget. The resolutions of the Finance Committee are placed in the Governing Body for approval. The principal oversees the implementation of the action plans.
- Annual Academic Audit and student result analysis helps to gauge improvements, innovate and strive for better results.

- The Strategic Plan of the Institution has been Implementation of e-Governance in all areas. Through continual efforts of the college administration and the involvement of all stakeholders, the college has achieved maximal use of ICT in all the aspects of governance. Additionally, the college provided some financial assistance to teachers for attending different conferences, seminars and workshops.

File Description	Documents
Strategic Plan and deployment documents on the website	**No File Uploaded**
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.2.1%2023-24.pdf
Upload any additional information	View File

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

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, with well represented by teaching, non-teaching and external members. 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

The college has 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. Based on 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%2023-24.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	No File Uploaded
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

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

A. Staff Welfare:

Besides extending all welfare measures instituted by the Government of West Bengal, like GPF, Pensionary benefits, Child Care Leave, Maternity Leave, Paternity-cum-Child Care Leave, Medical Leave, Study Leave, Leave Encashment, Gratuity, LTC, West Bengal Health Scheme (for substantive teachers), Swasthya Sathi scheme, the institution has initiated several staff-welfare schemes of its own, such as;

- **The Sonamukhi College Employees' Credit Cooperative Society**

Ltd., has membership of all Full Time Teachers and non-teaching staff. It provides short term loans at a nominal interest rate.

- A consolidated salary advance is offered to newly appointed staff-members till the fixationof pay by DPI, Government of West Bengal.
- Interest-free Festival Advance, adjustable in 10 EMIs, is offered to staff-members
- A seed money is extended, on application, to teachers for undertaking research work up to Rupees 1 lakh at a time per teacher.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.3.1%20The%20institution%20has%20effective%20welfare%20measures%20for%20teaching%20and%20non-teaching%20staff_compressed.pdf
Upload any additional information	No File Uploaded

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

05

File Description	Documents
Upload any additional information	View File
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

02

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

43

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

Performance Appraisal:

Performance Based Appraisal System (PBAS) for teaching staff:

- **It is obligatory for the faculty members to fill and submit Yearly self-appraisal reports to the Head of the Institution. The Self Appraisal Report records, the number of classes allotted and taken by the teacher in a particular session.**
- **Biometric attendance records are maintained along with physical registers and are considered for the appraisal.**
- **All the above, along with the student feedback analysis and Annual Academic Audit (since 2020-21), are considered by the administration and IQAC for promotion and motivation to improve upon their performances. The Academic Council also plays an active role in the overall evaluation of the academic performance of the teaching staff.**

Appraisal of non-teaching staff:

- **Performance of non-teaching staff is monitored by the Head of the Institution.**
- **Attendance records are maintained through the biometric registers along with physical ones.**
- **Feedback from students on the office helps to identify the lacunae and necessary steps are taken.**

Career Development:

- **CAS for substantive teachers is based on PBAS and guidelines of the state government and UGC. SACT II teachers are also extended the opportunity to upgrade their qualifications for promotion under the guidelines of the state government.**
- **The promotion of non-teaching staff is linked to service tenure and/or selection procedure of the state government**

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.3.5%2023-24.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

Financial Audits:

- **The institution conducts financial audits (internal and external) regularly. The statutory (external) auditor is appointed by Government of West Bengal, while the Internal Audit is carried out by auditors appointed by the Governing Body.**
- **Audit objections and recommendations are duly complied with.**
- **Internal audits have been completed till 2023-24. However, the statutory audit for the last two financial years (22-23 & 23-24) could not be conducted owing to the absence of any recommendation/appointment of auditors by the Government of West Bengal.**

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.4.1%2023-24.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)

81,000/-

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

A. Resource Mobilisation:

The College explores an array of resource pools for the mobilisation of financial and other resources. Some of the major sources are listed below:

- Grant-in-aid received from Government of West Bengal to meet expenses under the salary head.
- Admission, Development, Monthly Tuition fees, etc. receivable from students Donations from philanthropes, staff-members, alumni and persons interested in education.
- Application for installation of roof-top solar panels to Ministry of Non-Conventional and Renewable Energy, Government of West Bengal.
- Infrastructure development funds from Government of West Bengal.
- The Finance Committee, Building Committee, Purchase Committee work in tandem for the institution takes all possible measures for mobilisation of funds – from applications to authorities and persons to timely data entries in portals and submission of Utilisation Certificates for further grants.

B. Resource Utilisation:

- The utilization of resources is given top priority and is monitored by the Finance Committee, which prepares annual budgets and recommends other resource utilisation plans to the GB for its final approval.
- All expenditure pertaining to the development of the institution and the activities of the various cells/committees/departments are approved by the GB on the recommendations of the Finance Committee.
- Online payment is usually preferred to cheque transactions to avoid travel expenses, etc.
- All standard rules related to purchase, construction, renovation, etc. – from inviting quotations/tenders on college website to e-tenders – are followed.
- Initiatives are taken for timely audit and submission of Utilisation Certificates to sponsoring agencies for disbursal of balance funds etc.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.4.3%2023-24.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

The IQAC plays an instrumental role in promoting measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of all good practices. The following were the contributions of the IQAC, for the session 2023-2024

1. Annual Action Plan were drawn at the start of every session and action taken report displayed in the website through Action Taken Reports (ATR).

2. Every year academic audit is conducted by the Bankura University. In this session (2023-2024) too, the academic audit was conducted in compliance with recommendations of Bankura University.

3. There is a structured mechanism for collection and analyses of feedback from students, alumni, and teachers. The analyses are uploaded on the website and compliance is monitored.

4. Institutional Strategic Plan (e-governance in all areas of functioning) are published and incremental developments are monitored.

5. Timely submission of AQAR.

6. IQAC recommends proposals of MoUs with other institutions/ organisations & also coordinates collaborative activities, including teacher-exchange, seminars, FDPs, etc.

7. Maintenance of records pertaining to quality initiatives.

8. New Add-on courses are introduced on recommendation of the IQAC.

9. The IQAC works in unison with other committees and cells for periodic review of teaching learning processes, structures and methodologies of operation, and learning outcomes.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.5.1%2023-24.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

The IQAC records incremental improvement of various activities through:

- **Maintained regular contact with all the departments and departmental teachers to review the progress of the teaching learning process.**
- **Analysis of Feedback responses and compliance with recommendations thereof to record developments in teaching learning, resource generation and optimisation, etc.**
- **Documentation of various programmes/activities leading to quality improvement.**
- **Result analyses to record improvements.**
- **ATR to evaluate incremental improvements in quality initiatives.**
- **Upgradation of IT infrastructure and support facilities/services.**
- **Increase in the quality and number of extension activities.**
- **Incremental improvements of Best Practices and to provide the teachers with the incentive to promote interest in research for carrying out research works and for participating in different seminar, workshop etc.**

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/6.5.2%202023-24.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)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sonamukhicollege.ac.in/annual_report.php
Upload e-copies of the accreditations and certifications	View File
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

Sonamukhi College endorses gender equity and sensitization for the promotion of women in Education. To do so the Institution has taken a dimension in the admission policy. The whole college campus is under the surveillance of CCTV to prohibit any types of nuisances. 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, however, no such incidence of ragging happened. There is an internal complaints committee (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. During 2023-24 International women's day has been celebrated through a gathering with the students as well as a hands-on training programme was organized to strengthen the local self-help group women with the techniques of herbal abir preparation.

File Description	Documents
Annual gender sensitization action plan	https://sonamukhicollege.ac.in/images/uploads/7.1.1%202023-24.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sonamukhicollege.ac.in/images/uploads/7.1.1%202023-24.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	B. Any 3 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: In college there are different colour dustbins for different types of 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. Nondegradable 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: 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: Sewage, Toilet and Canteen generate liquid waste. Liquid waste is generated during food preparation from the Canteen and from the laboratories and washrooms which is safely disposed of 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%202023-24.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	B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	No File Uploaded
Any other relevant information	No File Uploaded

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).

Sonamukhi college makes serious endeavours to nourish an inclusive environment i.e. tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities. Under this framework the college have taken 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, Navin-Pravin Milan Utsav etc. Again, college declares holidays for racial and cultural harmony on Chhat Puja, Muharam, Eid and in local festival 'Machchab' 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 etc. and organize blood donation camp irrespective of religion, caste, class and creeds. The students and staff participate in these campaigns and programme

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

Sonamukhi College regularly conducts activities to generate awareness drives for employees and students to ingrain values for being responsible citizens. Some of the regularly conducted activities are activities of the Electoral Literacy Club for celebrating 25th Januray National Voters Day, NCC and NSS celebrated Republic and Independence Day to inculcate the noble practice to be a good and valuable citizen. 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, thereby, making students well aware about their constitutional rights like right to education, equality, freedom of speech and expression etc. In 2023-24 session, seminar was organized on Anti-corruption and ethical issues from the perspective of today's youth. One student stood first in state level debate competition organized by election commission of India.

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	**A. All of the above**

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

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

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

For the academic session 2023-2024, Sonamukhi College has celebrated/organised and commemorated the following national and international days/events and festivals;

National: Baishe Shrabon (Remembrance of Rabindranath Tagore), Independence Day, College Foundation Day, NSS Day, Birthday of Pandit Ishwar Chandra Vidyasagar, Youth Day, Netaji Birthday Celebration, Republic Day Celebration, Rabindra Jayanti, Nazrul Jayanti etc.

International: World Aids Day, International Mother Language Day, International Women's Day, World Environment Day, International Yoga Day etc

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	No File Uploaded
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 of the Practice:

i) Grant of financial support to needy students to help them to continue studies from "SAMADHAN FUND"

ii) Grant of financial support to faculties for carrying out research.

2. Objective of the practice:

i) To give mental as well as financial support to those needy students, Sonamukhi College fraternity extends its helping hand towards its beloved students so that they can carry out their institutional education uninterruptedly.

ii) To encourage the faculties in research activities, the college authority takes the decision of granting financial support to the faculty members irrespective of their designation

3. Context that required the initiation of the practice:

i) Obviously to the vast majority of guardians, spending money for education is unthinkable. During the intimate and friendly conversation with the departmental students, the faculties of our college came to know about this bitter truth and then and there turned every stone to find out the remedies of this malady.

ii) As the motto of our college is imparting quality, the lucrative offer of financial assistance was given to the faculties for promoting research and thus ensuring better education for our beloved learners.

4. The Practice:

i) The system of granting monetary aid to the students works in three different ways.

ii) Proposal letters from faculties are invited and process accordingly

5. Evidence of success:

i) The drop-out rate of the students of our college is decreasing day by day

ii) 5 teachers of our college benefited by this scheme

File Description	Documents
Best practices in the Institutional web site	**No File Uploaded**
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

Electoral Literacy Club Sonamukhi College, Bankura

The Electoral Literacy Club (ELC) was set up in the year 2023. Since its inception the club has been actively participating in various activities including awareness programs, seminars, quiz competitions, debates, and extempore etc. and all the students from every class, gender, and differently abled students are members and part of the club. Regarding the various activities of the ELC for the session 2023- 2024, the club has conducted ECI SVEEP (Systematic Voters' Education and Electoral a voting awareness program on 5/12/2023, with the aim to educate and inform voters about the electoral process, their rights, and the importance of voting. This objective includes reaching out to underrepresented groups, such as women, youth, and marginalized communities, to ensure they are aware of how and why to participate in elections. Following this another program that was conducted by the way ELC was the celebration of the National Voters Day on 25/01/2024, with the of encouraging Voter Participation. It seeks to educate voters about their rights and responsibilities, ensuring that they make informed choices during elections. The program such as Constitution Day was celebrated in the college premises to make students aware of the Constitutional Rights and Duties and the values that are enshrined in it. Lastly, for the session 2023 2024, the ELC conducted on of the most necessary program named "SVEEP (Systematic Voter's Education and Electoral Participation) Awareness Programme (05.03.2024) with an objective to increase voter turnout by encouraging greater participation in elections.

File Description	Documents
Appropriate web in the Institutional website	**No File Uploaded**
Any other relevant information	[View File](#)

7.3.2 - Plan of action for the next academic year

1. Expansion of IT infrastructure.

2.Augmentation of IT enabled classes.

3. More emphasisin capacity building and skill enhancement initiatives.

4.Installation of more solar power.

5. Itroducing more Add-on courses for the benefit of the students

6.Aiming to achieve moreopprtunities of employment for learners.

7. To enhance the sports facility of the college