

**INSTITUTIONAL ASSESSMENT AND ACCREDITATION
(Effective from July 2017)**

Accreditation - (Cycle - 2)

**PEER TEAM REPORT ON
INSTITUTIONAL ACCREDITATION OF
SONAMUKHI COLLEGE
C-44762
SONAMUKHI
722207**



**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
An Autonomous Institution of the University Grants Commission
P.O. Box No. 1075, Nagarbhavi, Bengaluru - 560 072, INDIA**

**Principal
Sonamukhi College
Sonamukhi, Bankura**

Section I: GENERAL INFORMATION		
1. Name & Address of the institution:	SONAMUKHI COLLEGE SONAMUKHI West Bengal 722207	
2. Year of Establishment	1966	
3. Current Academic Activities at the Institution (Numbers):		
Faculties/Schools:	3	
Departments/Centres:	18	
Programmes/Course offered:	33	
Permanent Faculty Members:	69	
Permanent Support Staff:	13	
Students:	2536	
4. Three major features in the institutional Context (As perceived by the Peer Team):	1. Catering to the needs of students belonging to economically weaker sections of the society. 2. CCTV cameras in the whole campus for better governance and management. 3. Three NSS units and one NCC unit both for male and female.	
5. Dates of visit of the Peer Team (A detailed visit schedule may be included as Annexure):	Visit Date From : 08-09-2022 Visit Date To : 09-09-2022	
6. Composition of Peer Team which undertook the on site visit:		
	Name	Designation & Organisation Name
Chairperson	DR. MAHENDRA PRASAD PANDEY	Vice Chancellor, IFTM University Moradabad
Member Co-ordinator:	DR. DEVANAND PADHA	Dean, Central University of Jammu
Member:	DR. SAMUEL R LYNDEM	Former Principal, UNION CHRISTIAN COLLEGE
NAAC Co - ordinator:	Dr. Darikhan Kamble	

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Section II: CRITERION WISE ANALYSIS

Observations (Strengths and/or Weaknesses) on each qualitative metrics of the key Indicator under the respective criterion (This will be a qualitative analysis of descriptive nature aimed at critical analysis presenting strength and weakness of HEI under each criteria)

Criterion I - Curricular Aspects (Key Indicator and Qualitative Metrics (QIM) in Criterion I)	
1.1	Curricular Planning and Implementation
1.1.1 QIM	The Institution ensures effective curriculum delivery through a well planned and documented process
1.1.2 QIM	The institution adheres to the academic calendar including for the conduct of CIE
1.2	Academic Flexibility
1.3	Curriculum Enrichment
1.3.1 QIM	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum
1.4	Feedback System

Qualitative analysis of Criterion I

The Sonamukhi college conducts UG (Honors & General) programmes in various disciplines of Science, Humanities and Commerce. College is affiliated to Bankura University, Bankura. Few faculty members, who are the members of Under Graduate Board of Studies (BOS), have contributed towards development of the curriculum. The curriculum delivery system is effective as per the available resources and infrastructure. The Academic Calendar is follows as per affiliating University. The college follows the CBCS syllabus as framed by the affiliating University. Different Academic Sub-Committee with the Principal, IQAC coordinator and senior teachers of each department formulate the time table at the beginning of each academic session/ semester to ensure effective delivery of curriculum. Teaching plan and Academic Calendar are decided synchronizing with probable Examination schedule of the Bankura University. Syllabus distribution is done among the faculties of each department at their respective departmental meeting. The faculty members distribute the syllabus to the students at the beginning of Semester. The college also provides internet facility, INFLIBNET and ICT classrooms to meet the demands of the students and faculty members. During the recent pandemic situation e-learning resources have been strengthened. The institution has started Diploma in Nursing Assistance and skill-based courses, which needs a great attention. Feedback from the students on curriculum and teachers' evaluation although is in place. The faculty members attended different Orientation Programs, Faculty Induction Programs, Refresher Courses, Academic Conferences, Seminars and workshops to keep them upgraded. The experimental learning is carried through field surveys and excursions in some departments. The college has distance education learning system through NSOU and presently provides one UG and six PG courses.

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Criterion2 - Teaching-learning and Evaluation (Key Indicator and Qualitative Metrics(QIM) in Criterion2)	
2.1	Student Enrollment and Profile
2.2	Catering to Student Diversity
2.2.1 QIM	The institution assesses the learning levels of the students and organises special Programmes for advanced learners and slow learners
2.3	Teaching- Learning Process
2.3.1 QIM	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences
2.3.2 QIM	Teachers use ICT enabled tools for effective teaching-learning process.
2.4	Teacher Profile and Quality
2.5	Evaluation Process and Reforms
2.5.1 QIM	Mechanism of internal assessment is transparent and robust in terms of frequency and mode
2.5.2 QIM	Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient
2.6	Student Performance and Learning Outcomes
2.6.1 QIM	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.
2.6.2 QIM	Attainment of programme outcomes and course outcomes are evaluated by the institution.
2.7	Student Satisfaction Survey



Qualitative analysis of Criterion 2

The students of the college come from varied socio-economic backgrounds. The admission process is merit based and complete transparency is strictly maintained.

Master routine, departmental routine, remedial classes are arranged time to time. There are mentor-mentee groups in each department. Faculty members mentor students in different groups. There is a provision of Internal Assessment before the End Semester Examination. As soon as an academic year begins, the students are supplied the academic calendar, the class time table and planned academic programs through special interactions. On the college website as well as on the college notice boards, the information about Program Outcomes (PO), Program-Specific Outcomes (PSO) and Course Outcomes (CO) are displayed. The slow learners are identified and they are encouraged to take part in remedial classes. Some academic programs like seminars, debates and Power Point Presentations in classrooms are organized to encourage the advanced learners for active participation. The students also participate in different departmental seminars.

The teachers of the college act as mentor of the students who are advised about all the academic and college-related matters. Some departments organize students' seminars, workshops etc. The teachers make use of ICT, e-resources and Power Point Presentation for the effective teaching. The college has subscribed e-books and e-journals through INFLIBNET. The college has a total of 16 ICT enabled class rooms 1 smart class room 70 desktops & 7 laptops for academic purpose, and a strong Wi-Fi connection but it needs to be increased to strengthen the teacher's skills and to update them with ICT tools. Open-source software packages are used to teach different subjects but the college should also subscribe some paid softwares to increase the number of users.

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The students of Botany, Zoology, Geography and Social Work are taken frequently for outdoor studies, field work. Internal assessments are conducted regularly. There are also the provisions of extracurricular activities like sports, excursions, program of NCC and NSS to facilitate the all-round development of the students.

Criterion3 - Research, Innovations and Extension (Key Indicator and Qualitative Metrics(QIM) in Criterion3)

3.1	Resource Mobilization for Research
3.2	Research Publications and Awards
3.3	Extension Activities
3.3.1	Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.
3.4	Collaboration

Qualitative analysis of Criterion 3

The college has a Research Committee to motivate the faculties to apply for grants for research from several funding agencies like UGC, CSIR, DBT etc. so that they can carry on their research and publish their findings in research journals. The Research Committee encourages teachers to participate in workshops, conferences and training programs. During the assessment period one major research project was carried out, 32 research papers have been published by the faculty members in peer reviewed International and National journals listed in the UGC website. The faculty members have also published 53 books/book chapters in the current assessment period. The college management sponsored Research Project Scheme has been introduced recently. In current academic year college announced 4 (four) projects- one for science faculty, sanctioned amount Rs 15000/-; 2 (two) for Arts faculty, sanctioned amount @ Rs. 10000/- each and one for Commerce faculty, sanctioned amount Rs 10000/-. To sensitize the students about bio diversity, wild life management etc. excursions and field surveys were conducted by various departments. Various seminars and webinars were also conducted on different relevant issues including Intellectual Property Rights (IPR). The institute has organized some career counseling programs to assist the students to get jobs. A number of extension and outreach programs were conducted by the NCC & NSS volunteers, various academic departments, Students' Forum etc. The NCC & NSS units sensitize the learners on various issues related to bio-diversity, environmental sustainability and national aspects. The College through its NSS have made contribution in the neighboring area, and environment by carrying out various extension activities. These include conducting seminars, awareness camps etc. They also organize social awareness programs on World AIDS Day, Anti-tobacco Day and International Day against Drug Abuse and Illicit Trafficking. The college campus is completely tobacco free. The NSS units and NCC unit organized Blood Donation Camp and health check-up camp separately at college premises as well as in adopted villages.

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Criterion4 - Infrastructure and Learning Resources (Key Indicator and Qualitative Metrics(QIM) in Criterion4)	
4.1	Physical Facilities
4.1.1 QIM	The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.
4.1.2 QIM	The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.
4.2	Library as a Learning Resource
4.2.1 QIM	Library is automated using Integrated Library Management System (ILMS)
4.3	IT Infrastructure
4.3.1 QIM	Institution frequently updates its IT facilities including Wi-Fi
4.4	Maintenance of Campus Infrastructure
4.4.2 QIM	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Qualitative analysis of Criterion 4

Infrastructure of the college is limited. Most of the Science departments have inadequate classrooms, and laboratories. Few departments have facilities of photocopy and scanning. The college office is equipped with internet facilities and facilities of xerox and scanning. A medicinal plant garden and a rain water harvesting plant are maintained by the college. The central library of the college is equipped with INFLIBNET. The Library has a collection of around 31,666 books and 1174 reference books. Library also has possession of some important old manuscripts. It also has reading room and facilities for online searches for books. There is the facility of departmental libraries in most of the departments. It has also Ranadhir Bandyopadhyay Smriti Gyano Tattho Kendra for job seekers.

In the college campus total 50 classrooms are available. The separate common rooms for boys and girls are provided by the college. The common rooms are equipped with basic amenities like pure drinking water, toilets, Newspapers and indoor games. The common room for teaching staff has also similar facilities.

For the science stream 07 laboratories are available. The departments of Science subjects have limited chemicals, biological specimens, herbariums and instruments. For uninterrupted power supply, there are two DG generators in the college premises. There are fire extinguishers and sufficient water supply facility in all the laboratories of science departments. The department of zoology and Botany both are enriched with collection of specimens.

For the accommodation of out station students there is a boys' hostel with a very limited capacity. The college has a big playground, firing range, volley ball court and a gymnasium.

There are some IT facilities in the college. A budget is prepared annually to maintain the existing facilities, to continue the ongoing project smoothly and to organize new activities on the basis of priority.



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Criterion5 - Student Support and Progression (Key Indicator and Qualitative Metrics(QIM) in Criterion5)	
5.1	Student Support
5.2	Student Progression
5.3	Student Participation and Activities
5.3.2 QIM	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)
5.4	Alumni Engagement
5.4.1 QIM	There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Qualitative analysis of Criterion 5

The institution maintains student mentoring and support mechanism. In the beginning of every academic year the updated version of the college prospectus is published. Two official websites of this college www.sonamukhicollegebankura.com and www.sonamukhicollege.ac.in also provide the information needed by the stake holders.

The college has several student welfare schemes which include financial help by providing half-free and full-free of tuition fees, scholarships, endowments, etc.

The college canteen sells food to the students at reasonable rates. To solve various academic and personal problems of the students, the faculty members of every department engage themselves to mentor the students at the department level.

The institution has a Placement Cell to groom the students for their future endeavors. The departments also motivate many students to prepare for the different competitive examinations.

The Grievance Redressal cell tries to redress the grievance of the students at the earliest. The anti-raging cell, committee for prevention of sexual harassment and disciplinary committee are formed to address and resolve their complaints. For the quality improvement of the college the feedback mechanism is effectively used.

There is a democratically elected students' union/council to maintain a liaison between the students and the teachers and to organize a number of sports and cultural activities. The magazine "Pragati" use to be published by the students' union and there is also the custom of publishing wall magazine to show the literally and creative skill of the students in different departments and library.

The memorable days like Rabindra Jayanti, Birthday of Vivekananda, Teachers' Day etc. are celebrated by the students. The college has alumni association but it is not registered yet.

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Criterion6 - Governance, Leadership and Management (Key Indicator and Qualitative Metrics(QIM) in Criterion6)	
6.1	Institutional Vision and Leadership
6.1.1 QIM	The governance of the institution is reflective of and in tune with the vision and mission of the institution
6.1.2 QIM	The effective leadership is visible in various institutional practices such as decentralization and participative management
6.2	Strategy Development and Deployment
6.2.1 QIM	The institutional Strategic / Perspective plan is effectively deployed
6.2.2 QIM	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules and procedures, etc.
6.3	Faculty Empowerment Strategies
6.3.1 QIM	The institution has effective welfare measures for teaching and non-teaching staff
6.3.5 QIM	Institutions Performance Appraisal System for teaching and non-teaching staff
6.4	Financial Management and Resource Mobilization
6.4.1 QIM	Institution conducts internal and external financial audits regularly
6.4.3 QIM	Institutional strategies for mobilisation of funds and the optimal utilisation of resources
6.5	Internal Quality Assurance System
6.5.1 QIM	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes
6.5.2 QIM	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Qualitative analysis of Criterion 6

The college has Governing Body (GB) which comprises of a President (Nominated/Selected by Higher Education Dept. West Bengal), the Principal, representatives of teaching and non-teaching members, students' representative and a number of external members nominated by the affiliating University and the state government. The Principal works as the Secretary of the Governing body. The Governing Body formulates policies to govern the college. All the major decisions on finance, development, management etc., are taken by the governing body considering the suggestions and recommendations of IQAC and different sub-committees of the college. The College adheres to Bankura University Statute and is governed by Regulations of Department of Higher Education, West Bengal. The College adheres to the reservation policy of state Government for recruitment of teaching and non-teaching staff. Several Sub-Committees are formed to ensure decentralized and participative management to look after the curricular as well as co-curricular aspects.

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Criterion7 - Institutional Values and Best Practices (Key Indicator and Qualitative Metrics(QIM) in Criterion7)	
7.1	Institutional Values and Social Responsibilities
7.1.1 QIM	Measures initiated by the Institution for the promotion of gender equity during the last five years.
7.1.3 QIM	Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words) <ul style="list-style-type: none"> • Solid waste management • Liquid waste management • Biomedical waste management • E-waste management • Waste recycling system • Hazardous chemicals and radioactive waste management
7.1.8 QIM	Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).
7.1.9 QIM	Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).
7.1.11 QIM	Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).
7.2	Best Practices
7.2.1 QIM	Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.
7.3	Institutional Distinctiveness
7.3.1 QIM	Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Qualitative analysis of Criterion 7

The teaching staff, non-teaching staff and the students of the institution work together to promote core institutional values, sense of responsibility and overall awareness. In the current assessment period, the college has taken measures to preserve flora of its surroundings. The college has been maintaining a medicinal plant garden. These plants are totally nourished by the students of botany department and NSS volunteers. During the pandemic situation the faculty members of every department have carried on online classes. The biometric attendance for teaching and non-teaching staff has been implemented for the smooth running of the college. Green audit for the last three academic session has been carried out.

For environmental conservation several steps have been taken by the college. Some of those steps are using LED bulbs, using solar powered lights, harvesting of rain water, planting useful trees, gardening etc.

The college takes proper measures for the Safety and Security of women. The whole college campus is under the surveillance of CCTV to prohibit any types of nuisances.

There is a day care centre for female staff and students.

The college has compost pit for solid waste management. College has set a Vermi composting unit and mushroom cultivation unit under the supervision of Department of Botany.



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Academic council, Teachers' council, and Students' union/council are involved in planning, development, administration, finance, accounts, students' admission and examination.

For the welfare of teaching and non-teaching staff, there are the provisions for PF, CL, EL, ML, Maternity Leave, Childcare Leave, Vacation Leave, Co-operative society for giving loan to teachers, provision of payment of a part of salary as an advance to newly appointed teachers, and ex-gratia for casual staff etc. The institution has a registered Co-operative Society. For casual non-teaching staff the college provide welfare schemes like NPS, medical insurance, PPF etc.

The faculty members are granted leave for attending seminars, workshops, FIPs, RCs, OPs to enhance their professional skill. There is performance-based appraisal mechanism for the faculty members of the institution.

IAQC is functional. It plays a significant role to guide and review the activities of the institution to develop and monitor the annual action plan for teaching, research & departmental activities and to analyze feedbacks from different stakeholders.

The external audit of the college is conducted by an Audit Firm assigned by Hon'ble DPI, Government of West Bengal, whereas the Academic and Administrative audits are conducted by the guidelines set by the affiliating university i.e. Bankura University.

The College has received Rs. 70 lakhs from state government for the extension and up-gradation of Library building.

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The institution discourages plastic use in the campus for its betterment. E-waste is stored in separate room, beside the general store room.

The college celebrates every year the Republic Day, Independence Day, 25th January National Voters' Day, Gandhi Jayanti (2nd October), etc. Vivekananda Jayanti, Netaji's Birth Day, Rabindra Jayanti, International Yoga Day etc.

The college use Enterprise Resource Planning (ERP) for online admission during pandemic period and still it is continued.

Section III: OVERALL ANALYSIS based on Institutional strengths, Weaknesses, Opportunities & Challenges (SWOC) (up to 500 words)

Overall Analysis

Strength:

- Spacious campus with 8.11 acre and eco-friendly atmosphere.
- Provision of scholarship for learners.
- Facilities of computerised central library with sufficient books and journals as well as reading room.
- Internet facilities for both students and staffs.
- Introduction of CCTV cameras in the whole campus for better governance and management.
- Fruitful mentoring system and effective students support mechanism.
- Garden of medicinal plants inside the campus.
- Location near the natural forests provides eco-friendly atmosphere in the campus.
- Separate common room for boys and girls.
- Central library of the college is equipped with INFLIBNET and NLIST digital database.
- Provision of personality development of the students through sports and cultural activities.
- Facilities of big play ground, volley ball court, firing range and gymnasium.
- Provision of three NSS units and one NCC unit both for male and female.

Weaknesses:

- Most of the students of this college are first-generation learners and belong to under privileged class.
- As the vast majority of the students belong to economically weaker sections of the society, there is a great tendency of a number of learners in low paying jobs and this increases the number of drop outs.
- As most of the students reside in the remote rural areas of Bankura district, they are not sufficiently acquainted with the internet technologies and lack of proper internet facility acts as an obstacle of their progress.
- Infra-structure of the college copes the present situation with some difficulties. Laboratories and classrooms of science department has a limited space.
- Library is not having any advanced software.



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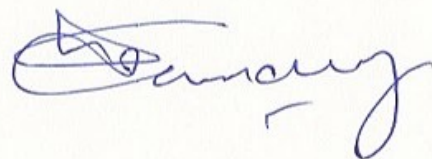
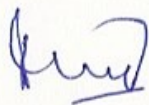
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Opportunities:

- The presence of the forest beside the college is enough for providing a calm and quiet atmosphere to energize the students and staff to continue academic and cultural activities.
- Introduction of a number of new courses.
- Provision of e-study materials in college website to cater the academic needs of the students.
- Strong coordination between students and staff.
- Provision of financial aid to the economically weaker students by giving them Half-free ship and financial help from Students' Aid Fund.
- Students get financial or any other help directly from individual staff or group of staffs at the time of their crisis.
- The institution has a scope for introducing new courses including, skill- based, job oriented/add- on courses, inter- disciplinary courses.
- The Institution in future can introduce PG courses particularly in subjects relevant to the local needs of the area

Challenges:

- To reduce the dropout rate among the first-generation learners.
- To increase employability among the students through technical skills.
- To improve the infrastructure of the college by making provision of one ICT enriched classroom for each department for better academic atmosphere.
- To improve the condition of laboratories of lab-based departments.
- To create some substantive teaching posts and some non-teaching posts.
- To mobilize general funds for the improvement of the developmental activities of the college.
- To increase the number of skill based training activities.



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Section IV: Recommendations for Quality Enhancement of the Institution

(Please limit to **ten major ones** and use telegraphic language) (It is not necessary to indicate all the ten bullets)

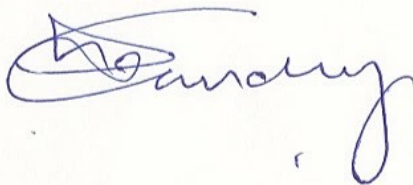
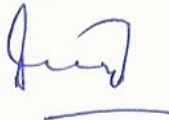
- Efforts should be made to decrease drop out ratio
- There should be separate transport facility of the college especially for girls students and female staff
- All departments should have adequate faculty members
- ICT facilities for faculty members need to be enhanced and improved further
- Explore research funds from government, industry and international agencies
- The efforts should be made to start PG programmes in the college.
- Library should have the advanced software and e-database subscription
- Alumni Association should be well constituted and registered
- Courses from MOOCS/Swayam portal be made part of course curriculum
- Biogas plant may be installed as a source of renewal energy

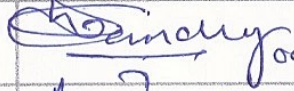
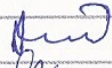

I have gone through the observations of the Peer Team as mentioned in this report



Signature of the Head of the Institution

Principal
Sonamukhi College
Sonamukhi, Bankura
Seal of the Institution



Sl.No	Name		Signature with date
1	MAHENDRA PRASAD PANDEY	Chairperson	 09/09/22
2	DEVANAND PADHA	Member Co - ordinator	 - 9.09.2022
3	SAMUEL R LYNDEM	Member	 9-09-2022
4	Dr. Darikhan Kamble	NAAC Co - ordinator	

Place Sonamukhi, Bankura, WB

Date 09/09/2022



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