



SELF STUDY REPORT

FOR

2nd CYCLE OF ACCREDITATION

SONAMUKHI COLLEGE

AT- SONAMUKHI, P.O.-SONAMUKHI, P.S.- SONAMUKHI, DIST-BANKURA,
PIN-722207, STATE-WEST BENGAL, INDIA

722207

www.sonamukhicollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sonamukhi College, a co-educational college to impart higher education, is situated at Sonamukhi in Bishnupur sub-division of Bankura District in West Bengal. Sonamukhi College is the fruit of the zeal and enthusiasm of local people and founder-Principal, Late Anantalal Patra. It was established in 1966 and since then it has been not only catering the educational needs of the students of Sonamukhi Block & Sonamukhi Municipality but also other blocks & municipalities of Bankura district. It is till today an institute of demand.

Since its inception (1966) this college was affiliated to The University of Burdwan and from 1st January, 2017 it is under the affiliation of Bankura University. The college is recognized by the UGC under section 2f and 12b. The college has been accredited by NAAC for the 1st cycle 2016, with B.

There are 18 undergraduate (UG) Departments in our college to impart quality education to its students. In the academic year 2020-21 there were 999 male students and 1070 female students. The supreme administrative body of the college is the Governing Body (GB) which comprises of a President (Nominated/ Selected by Higher Education Dept. West Bengal), the Principal, representatives of teaching and non-teaching members, students' representative and a number of external members nominated by the affiliating University and the state government. The Principal works as the Secretary of the Governing body. In absence of nominated President in a GB meeting, any one of the external members works as the President. The Governing Body getting opinion from the majority of its members, 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. All the agenda and resolutions are duly recorded.

The college has its credit for grooming many students who are well established in different academic, administrative, financial, and corporate fields in West Bengal and outside West Bengal. It has some notable alumni in the field of science, literature, sports, politics, administration, social work and military services.

Vision

Learning is a pleasure. Learning is a right. So our vision is right to education in a joyful way. To inspire and encourage the students in a joyful learning, our motto is to create an environment that will be conducive to learning and innovation. The vision of this institution is to provide proper infrastructure and to create best opportunities to facilitate the students to carry on their higher studies. Besides creating career oriented comprehensive education system, college wants to provide an ambience that will motivate our dear students to understand the mysteries of existence, to discover scientific truths and to realize the philosophy of this wonderful universe. Through ideal system of teaching and regular interactions, they will learn social and moral values, and thus, believe we, they will remain indebted for ever to this institution in particular and to the society in general.

Mission

- To make man in the true sense of the term, is the main mission of this institution.
- To provide quality higher education along with extra academic activities like NCC, NSS etc. to all the students of our college irrespective of caste, creed, gender and social status.
- To uplift the deprived, underprivileged and economically weaker students by empowering them with the knowledge.
- To conduce all-round development of body, mind, heart and soul of the students for sailing the vessel of life with grit, confidence, determination and resilience.
- To inculcate reverence, passion, consciousness and tenacity among the students.
- Last but not least, to make strong and determined character to make them a good citizen for the betterment of mankind.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

Every institution has its strength, opportunity, weakness and challenges. Our Sonamukhi College is no exception to this. The college feels proud of the strengths and opportunities and tries its best to overcome the weakness and challenges in the present situation.

INSTITUTIONAL STRENGTH

1. Spacious campus with 8.11 acre and eco-friendly atmosphere.
2. Provision of scholarship for learners.
3. Facilities of large size classrooms, ICT classrooms, seminar room etc.
4. Facilities of computerised central library with sufficient books and journals as well as reading room.
5. Wide range of courses.
6. Internet facilities for both students and staffs.
7. Canteen facilities for both students and staffs.
8. Introduction of CCTV cameras in the whole campus for better governance and management.
9. Young, energetic and qualified faculty members in each department.
10. Fruitful mentoring system and effective students support mechanism.
11. Garden of medicinal plants inside the campus.
12. Location near the natural forests provides eco-friendly atmosphere in the campus.
13. Smooth communication for nearest railway station and bus stop.
14. Separate common room for boys and girls.
15. Central library of the college is equipped with INFLIBNET and NLIST digital database.
16. Facilities of departmental library.
17. Provision of personality development of the students through sports and cultural activities including entry in magazine.
18. Facilities of big play ground, volley ball court, firing range and gymnasium with modern equipments.
19. Provision of three NSS units and one NCC unit both for male and female to make the students socially responsible and aware.

Institutional Weakness

1. Most of the students of this college are first-generation learners and belong to under privileged class.

2. 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.
3. 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.
4. To tell the truth, the students who get admitted in this college are academically weak.
5. Infra-structure of the college copes the present situation with some difficulties.

Institutional Opportunity

1. The presence of Sonamukhi railway station is a great advantage for the students, faculty members and staffs.
2. 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.
3. Introduction of a number of new courses.
4. Provision of e-study materials in college website to cater the academic needs of the students.
5. There is full support from the governing body to upgrade teaching, research, and developmental activities of the faculty members.
6. There is full support from the part of the students' council/union for smooth running of the college activities.
7. Vast open play-ground for regular practice of different outdoor games like football, cricket and athletics.
8. Strong coordination between students and staff.
9. Provision of financial aid to the economically weaker students by giving them Half-free ship and financial help from Students' Aid Fund.
10. Students get financial or any other help directly from individual staff or group of staffs at the time of their crisis.
11. Anti ragging atmosphere.
12. The faculty strength of the college.

Institutional Challenge

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

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The vision and mission of Sonamukhi College is to develop the students and spread knowledge among them to

bestow them the appropriate life and employability skills through quality teaching-learning process. The college tries its best to make the students intellectually, morally and spiritually sound. The CBCS syllabus has been framed by the University for enhancing knowledge and skill development of the students.

The college carries on UG (Honours and Program) courses in various disciplines of Science, Humanities and Commerce. One new Honours course has been started during the last five years. The institution follows the curriculum developed by affiliating Bankura University. Few faculty members, who are the members of Under Graduate Board of Studies, have contributed towards development of the curriculum. For smooth running an academic calendar is prepared in the beginning of an academic year to well-define the activities of that particular year. The syllabus is well distributed in advance among the faculty members for systematic teaching learning progress. 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. To assess the students' performance, home assignments are given. On the other hand, there is the provision of Internal Assessment before the End Semester Examination. There is a feedback mechanism from the students, parents, teachers and alumni. The college also provides internet facility, INFLIBNET and ICT class to meet the demands of the students and faculty members. During the recent pandemic situation e-learning resources have been strengthened and the college website has become a true treasury of learning materials. For the sake of the students in general and for CAS benefit in particular the faculty members enthusiastically attempt different Orientation Program, Faculty Induction Program, Refresher Course, Academic Conference, Seminars and workshops to keep them upgraded. The experimental learning is carried on through field surveys, excursion and this opportunity is enough for the students to carry on their higher studies. The students also participate in different departmental seminars. The NCC & NSS units sensitize the learners on various issues related to bio-diversity, environmental sustainability and national aspects.

Teaching-learning and Evaluation

The students of this college come from varied socio-economic backgrounds. Obviously a great variation is seen in their knowledge, aptitudes, competences and skills. The admission process is merit based and complete transparency is strictly maintained.

As soon as an academic year begins, the students are supplied the academic calendar, the class timetable and planned academic programs with 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 faculties of the college act as mentor of the students who are advised about all the academic and college-related matters. Some of the departments have credit of organizing students seminars, workshops etc. The teachers leave no stone unturned to use ICT, e-resources and Power Point Presentation for the effective teaching. The college has subscribe a number of e-books and e-journals through INFLIBNET.

The students of Botany, Zoology, Geography and Social Work are taken frequently for outdoor studies, field work. Internal assessments are conducted continuously following a rigorous process. 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.

The institution encourages all the faculty members to take part in FIPs, FDPs, Seminars, Workshops, Refresher Courses (RC) and Orientation Programs (OP). Many teachers have participated in OPs and RCs in current assessment period.

Research, Innovations and Extension

The college always promotes research activities. The institution has an active 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 reputed journals. There is continuous encouragement from the Research Committee for participation in workshops, conferences and training programs. During the assessment period one major research project was carried out. 35 research papers have been published in peer reviewed International and National journals listed in the UGC website by the faculty members. The faculty members have also published 53 books/book chapters in the current assessment period. To cultivate research aptitude among the teachers, 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 profoundly 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 also organized a number of career counseling programs to assist the students to get job in order to inculcate social responsibilities among the students, a number of extension and outreach programs were also conducted by the NCC & NSS volunteers, various academic departments, Students' Forum etc. Again, the Kanyashree Prokalpa in the college performed well in the district of Bankura.

Infrastructure and Learning Resources

Infrastructure of the college copes the present situation with some difficulties. 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 well-maintained by the college. The central library of the college is equipped with INFLIBNET. The Library has a rich collection of around 30,185 books and 1174 reference books. It also has reading room and facilities for online and offline searches for books. Again, there is the facility of departmental libraries in most of the departments.

The separate common rooms for boys and girls are provided by the college. The common rooms are equipped with basic amenities of modern life like pure drinking water, attached toilets, TV, Newspapers, vending machines in Girls' common room and indoor games. On the other hand, the common room for teaching staff has also similar facilities.

The departments of Science subjects contain a rich resource of 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 facilities in all the laboratories of science departments. The department of zoology and Botany both are enriched with vast collection of specimens.

For the accommodation of out station students there is a running boys' hostel. Besides, one girls' college hostel have been constructed, yet to be started. Again, one Boys' hostel is under construction. There are one

cycle stand and one motorcycle stand in the campus. Again, the college maintains a big playground, firing range, volley ball court and a gymnasium with modern equipments.

There is a well-established system for IT facilities in the college. A budget is prepared annually to maintain the existing facilities, to continue the ongoing project smoothly and to welcome new activities on the basis of priority.

Student Support and Progression

For the academic, financial and ethical issues of the students, institution maintains a well-designed institutionalized 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.

As a public institution 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 cheap rate. Annual camps, special programs to develop personality and skills of the students are also organized by three NSS units and one NCC unit of the college. 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 issues regarding students' participation in academic activities beyond college and the need for their support are also discussed in the Academic Council of the college.

The institution nurtures a Placement Cell to groom the students for their future endeavours. The departments also motivate many students to prepare for the different competitive examination to qualify them.

The Grievance Redressal cell tries to redress the grievance through its meeting considering the degree of grievance coming from students' end generally at an earliest. The anti-raging cell, committee for prevention of sexual harassment and disciplinary committee form a redressal mechanism to provide a platform for personal counseling of students as well as to address and resolve their complaints. For the quality improvement of the college the feedback mechanism works effectively.

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" used to be published by the students' union and there is also the custom of publishing wall magazine to show the literary and creative skill of the students in different departments and library.

Governance, Leadership and Management

The supreme administrative body of the college is the Governing Body (GB) which comprises of a President (Nominated/ Selected by Higher Education Dept. West Bengal), the Principal, representatives of teaching and non-teaching members, students' representative and a number of external members nominated by the affiliating University and the state government. The Principal works as the Secretary of the Governing body. In absence of nominated President in a GB meeting, anyone of the External Members works as the President. The Governing

Body getting opinion from the majority of its members, 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. All the agenda and resolutions are duly recorded.

In the decentralized management of academic, co-curricular and extracurricular activities, Academic council, Teachers' council, and Students' union/council are involved in planning, development, administration, finance, accounts, students' admission and examination. Again, an effective e-governance system is in vogue.

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

The Internal Quality Assurance Cell (IQAC) plays a very 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.

For mobilization and utilization of funds, the institute operates a mechanism following government rules. 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.

Institutional Values and Best Practices

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. Several attempts have been taken by the college to innovate and develop best practices for social assistants programs. To motivate the students and other stakeholders to undertake several activities for helping the society at large is a main objective for the innovation and best practices.

So far best practices are concerned, several measures have been implemented by the college. In the current assessment period, the college has taken a fruitful measure 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 incessantly. 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 have 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.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SONAMUKHI COLLEGE
Address	AT- SONAMUKHI, P.O.-SONAMUKHI, P.S.- SONAMUKHI, DIST-BANKURA, PIN-722207, STATE-WEST BENGAL, INDIA
City	SONAMUKHI
State	West Bengal
Pin	722207
Website	www.sonamukhicollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Bappaditya Mandal	03244-275251	7076289635	-	sonamukhicol@gmail.com
IQAC / CIQA coordinator	Jnanojjal Chanda	-	9735336469	-	jchanda75@gmail.com

Status of the Institution	
Institution Status	Grant-in-aid

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	17-08-1966

University to which the college is affiliated/ or which governs the college (if it is a constituent college)

State	University name	Document
West Bengal	Bankura University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	17-08-1966	View Document
12B of UGC	17-08-1966	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Details of autonomy

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	AT- SONAMUKHI, P.O.-SONAMUKHI, P.S.- SONAMUKHI, DIST- BANKURA, PIN-722207, STATE-WEST BENGAL, INDIA	Semi-urban	8.11	7912.33

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Bengali	36	Higher Secondary	Bengali	2749	141
UG	BA,Bengali	36	Higher Secondary	Bengali	290	173
UG	BA,English	36	Higher Secondary	English	290	130
UG	BA,English	36	Higher Secondary	English	2749	10
UG	BA,Sanskrit	36	Higher Secondary	Bengali,Sanskrit	2749	20
UG	BA,Sanskrit	36	Higher Secondary	Bengali,Sanskrit	270	103
UG	BA,History	36	Higher Secondary	Bengali	2749	97
UG	BA,History	36	Higher Secondary	Bengali	270	138
UG	BA,Political Science	36	Higher Secondary	Bengali	216	27
UG	BA,Political Science	36	Higher Secondary	Bengali	2749	25
UG	BA,Philosophy	36	Higher Secondary	Bengali	2749	256
UG	BA,Philosophy	36	Higher Secondary	Bengali	216	106
UG	BA,Education	36	Higher Secondary	Bengali	2749	204
UG	BA,Education	36	Higher Secondary	Bengali	111	65
UG	BA,Social Work	36	Higher Secondary	Bengali	62	27
UG	BA,Physical Education	36	Higher Secondary	Bengali	2749	142

UG	BSc,Chemistry	36	Higher Secondary	English + Bengali	414	17
UG	BSc,Chemistry	36	Higher Secondary	English + Bengali	56	10
UG	BSc,Physics	36	Higher Secondary	English + Bengali	77	23
UG	BSc,Physics	36	Higher Secondary	English + Bengali	414	9
UG	BSc,Mathematics	36	Higher Secondary	English + Bengali	414	10
UG	BSc,Mathematics	36	Higher Secondary	English + Bengali	176	89
UG	BSc,Botany	36	Higher Secondary	English + Bengali	84	32
UG	BSc,Botany	36	Higher Secondary	English + Bengali	414	30
UG	BSc,Zoology	36	Higher Secondary	English + Bengali	414	20
UG	BSc,Zoology	36	Higher Secondary	English + Bengali	84	29
UG	BSc,Computer Science	36	Higher Secondary	English + Bengali	85	29
UG	BSc,Economics	36	Higher Secondary	English + Bengali	85	0
UG	BSc,Economics	36	Higher Secondary	English + Bengali	2749	1
UG	BSc,Geography	36	Higher Secondary	English + Bengali	2749	12
UG	BSc,Geography	36	Higher Secondary	English + Bengali	111	75
UG	BCom,Commerce	36	Higher Secondary	English + Bengali	376	5
UG	BCom,Commerce	36	Higher Secondary	English + Bengali	261	14

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	1				7				31			
Recruited	1	0	0	1	7	0	0	7	22	6	0	28
Yet to Recruit	0				0				3			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				36			
Recruited	0	0	0	0	0	0	0	0	23	10	0	33
Yet to Recruit	0				0				3			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				24
Recruited	10	3	0	13
Yet to Recruit				11
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	6	0	0	6
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	2	0	0	10	3	0	16
M.Phil.	0	0	0	0	0	0	5	2	0	7
PG	0	0	0	5	0	0	30	11	0	46
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	3	0	0	3

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	990	0	0	0	990
	Female	1079	0	0	0	1079
	Others	0	0	0	0	0
Diploma	Male	0	0	0	0	0
	Female	0	0	0	0	0
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	223	168	208	227
	Female	157	162	234	211
	Others	0	0	0	0
ST	Male	27	29	32	29
	Female	18	22	29	27
	Others	0	0	0	0
OBC	Male	300	286	302	287
	Female	292	346	350	395
	Others	0	0	0	0
General	Male	463	376	383	362
	Female	614	616	642	609
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		2094	2005	2180	2147

1. Multidisciplinary/interdisciplinary:	<p>The Vision of National Education Policy (NEP), to provide high quality education to develop human resources in our nation as global citizens, is well taken by Sonamukhi College. Discussions are held with the faculty members on the key principles of NEP such as diversity for all curriculum and pedagogy with technological innovations in teaching and learning, encouraging logical decision making and innovation, critical thinking and creativity. Actually, academic programmes are redesigned by Bankura University, our affiliating University to include Multidisciplinary /Interdisciplinary courses as electives. All programmes are designed in such a way that students get maximum flexibility to choose elective courses offered by other Departments. It can be said that Sonamukhi College is proactively working towards implementation of the suggestions given in the NEP. Multidisciplinary/interdisciplinary: In order to provide the holistic academic growth among students, Inter-disciplinary curriculum has been introduced which gives freedom to the student to choose their preferred options from the range of program offered by the institution.</p>
2. Academic bank of credits (ABC):	<p>The institution preparedness in implementation of Academic Bank of Credits (ABC) depends upon the guidelines of the affiliating university and Higher Education Department, Govt. of West Bengal. For this purpose, a centralized database along with the database of the college is to be established to digitally store the academic credits earned by the student from various courses so that the credit earned by student previously could be forwarded when the student enters into the program again. For monitoring ABC, proper technical support system is to be created.</p>
3. Skill development:	<p>Our affiliating university, Bankura University, has already designed Skill Enhancement Course (SEC). Apart from that, organized workshops, field trips, newly adopted curriculum and the training imparted to the students will certainly help the students to fulfill their ambition. All these steps are marching towards the implementation of NEP in the real sense.</p>
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	<p>In order to promote /integrate the local language, art and culture, activities in the curriculum have been added and through discussions/ interactions/ symposiums etc. in local languages are made in fetching extra credit to the students. These initiatives</p>

	have increased the employability opportunities for the learners. Frequent field trips to local heritage sites are valuing our culture and traditions.
5. Focus on Outcome based education (OBE):	Learning Outcome based Curriculum aims to bring about uniformity in syllabus for all programs in all the affiliated colleges of Bankura University. Variety of approaches in teaching Learning process like lectures, seminars, tutorials/workshop/practical and project based learning field work, technology enabled learning internship and apprenticeship and research work is suggested. The student learning outcome should be defined in terms of knowledge skills understanding values employability. This institution follows the guidelines as and when directed by the affiliating University, Bankura University.
6. Distance education/online education:	Due to Covid -19 pandemic, like most of the educational institutions in the country, this institution has already been prepared and engaged in online teaching learning process through different online modes like whatsapp, google meet, college website etc. Keeping aside the negative impact of lack of face to face learning, online education has broken the geographical barriers creating interaction of experts and students from distant geographies. The whole college campus is wifi enabled for smooth running of educational as well as administrative work in online mode. This institution has been preparing to make available all type of e-content material prepared by faculty members for all the students through online mode to meet the future challenges. This can be considered as the new normal, which is envisaged in New Education Policy as well.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
576	568	442	293	222
File Description		Document		
Institutional data in prescribed format		View Document		

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
33	33	35	35	19

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2069	2147	2180	2005	2094
File Description		Document		
Institutional data in prescribed format		View Document		

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
963	963	849	785	773

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
484	558	479	342	432
File Description	Document			
Institutional data in prescribed format	View Document			

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
68	70	43	43	45
File Description	Document			
Institutional data in prescribed format	View Document			

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
74	74	72	72	72
File Description	Document			
Institutional data in prescribed format	View Document			

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 49

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
61.137	94.6600	76.15900	83.73200	83.01100

4.3

Number of Computers

Response: 87

4.4

Total number of computers in the campus for academic purpose

Response: 70

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

A curriculum is a programme of study which spells out details of concepts to be taught and methodology to be followed. A well-crafted curriculum ensures proper educational manifesto.

Effective implementation of curriculum is always done meticulously following the syllabus of Bankura University, the affiliating university. Current CBCS syllabus has emphasized on Core Courses along with Generic Elective Courses which individual student can opt. On the other hand SEC (Skill Enhancement Course), DSE (Discipline Specific Elective) course and AECC (Ability Enhancement Compulsory Courses) have been offered to every student.

The College aims to inculcate highest intellectual standards through Rigorous Academic Commitment and Discipline and for that following measures have been taken:

- Controlled Decentralization is the prime methodology.
- Academic Sub-Committee with the Principal, IQAC coordinator and senior most teachers of each department formulate a 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.
- Routine Sub-Committee is entrusted with making master routine and distributing to the senior most teachers of the departments.
- Syllabus distribution is done among the faculties of each department at their respective Departmental Meeting. Discussions regarding teaching material, process of evaluation etc. are also done here for carrying out the task smoothly.

Formative Measures

- For applied subjects, class room lectures are complemented with practical classes, projects, field trips etc.
- Students are encouraged to avail library facilities which is rich in resource and equipped with nonstop internet facility & INFLIBNET. Recently NDLI (National Digital Library of India) facility has also been introduced.
- Besides traditional chalk & talk method, ICT facilities are used with increased frequency.
- Occasional Students' Seminars, Quiz Competition, different cultural activities including sports and games are conducted for further enrichment of students.

Summative Measures

- Teaching at Sonamukhi College is always interactive. Teachers are always available for students both within and outside classes for doubt clearing.
- Students have to appear for Internal Assessment following guidelines set by affiliating University.
- *Biometric Attendance* has been introduced for all staff. Student attendance register is maintained at the respective departments.

Measures During Pandemic

Considerable measures have been taken by the college to ensure continuity of classes through Google meet, WhatsApp and college MSS software avoiding stress and fatigue. Following measures are taken in this Regard:

- Online Teaching
- Online Supply of Study Material & e-Books
- Online Assessment
- Online Yoga, Counseling at the time of crisis by the departmental faculties, online cultural activities etc.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The Academic Calendar is prepared at the beginning of each academic session, keeping in mind the strict syllabus pattern of CBCS, holidays, vacations & recess during the period, cultural activities, probable time span of end semester examination etc by the Academic Council of this college headed by Principal. While preparing the academic calendar, the expert members of the Academic Council follow the instructions and guidance of our affiliating University. The prepared Academic Calendar has good many yardsticks that help in assessing as well as conducting Continuous Internal Evaluation of each and every student of their concerned departments.

- The schedule of events and guidance of different activities are circulated among students and teachers through College Notice Board, WhatsApp groups of every department and also college Facebook page. It is uploaded also in the college website and displayed the same on the notice board of the college website.
- Generally the written test method is followed by the institution. It helps the students most as it assesses the students' weak points and helps them to overcome those. Suggestions for further improvement are also given to the students.
- Home Assignments are provided to the students on most relevant topics as extra guidance.
- Internal Assessment Tests are conducted following the guidelines of affiliating university. It helps to evaluate students' academic progression.

- Academic Council of the College along with the head of the institution and senior most teachers of every department conduct a meeting to discuss the progression and performance of the students and what initiatives should be taken for further improvement of the students.
- Syllabus oriented topic is chosen for the Departmental Seminars. The students participate the seminar and involve themselves actively through their presentation. It helps the students to improve their narrative skill and presentation skill.
- The students exchange their knowledge among themselves when they venture for any excursion organized by their respective departments.
- Cultural competitions of the college held yearly and the students participate actively in such competitions. It helps the teachers to assess their extra-curricular activities.
- Different procedures are followed in continuous evaluation of practical courses like theoretical.
- Mentor-mentee meetings are arranged by the concerned faculty members to know the pros and cons of the running teaching learning mechanism.

File Description	Document
Upload Additional information	View Document
Link for Additional information	View Document

1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

Response: B. Any 3 of the above

File Description	Document
Institutional data in prescribed format	View Document
Details of participation of teachers in various bodies/activities provided as a response to the metric	View Document
Any additional information	View Document

1.2 Academic Flexibility

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

Response: 100

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

Response: 33

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 1

1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
Brochure or any other document relating to Add on /Certificate programs	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 0.33

1.2.3.1 Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	35	0	0	0

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document
Any additional information	View Document

1.3 Curriculum Enrichment

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

Response:

Students are made aware of various social and environmental activities. In this regard the faculty members of every department involve themselves and train the students. The student-learner gains knowledge of different perspectives like gender equality, human rights, environmental atmosphere etc. to look after and aware the students on those issues. There are specific committees like Internal Complain Cell as per Vishakha Guideline on Sexual Harassment, Grievance Redressal Cell, Equal Opportunity cell (for SC, ST, OBC and Minority students), Discipline and Healthy Atmosphere cell etc. in this college for the betterment of prime stakeholders i.e. students.

Gender Sensitivity:

Gender sensitivity on curriculum of different department plays a great role in students section. Gender discrimination and cast discrimination in the Indian context have been taught in Philosophy Hons Course. In English Hons and GE courses, gender related topics like Women Writing, Social Construction of Gender which include Masculinity and Femininity, Patriarchy, Social Construction and History of Women's movement (Nationalism, Partition, Women and Political Participation) have been studied. Syllabus of Political Science also includes Secularism and Communalism, Caste and Politics, Women's participation in Politics etc. History and Geography syllabus also contain topics on gender issues. Thus the students become more aware of and sensitive to gender in their lives.

Environment and Sensibility:

It is compulsory to study on Environmental issues for all the undergraduate students as it addresses environmental and sustainability challenges with regional, national and international significance. The curriculum of Geography, Botany and Zoology contain environmental and sustainability topics. For Geography, the topics include ozone depletion, climate hazards, ecosystem, food chain and energy flow etc. Zoology students have to study environmental toxicology, environmental degradation, conservations, bioethics and bio-safety. Syllabus of Botany also includes ecology, biodiversity and plant geography. Even, a paer environmental studies has been incorporated in the UG syllabus for the Honours and Programme students.

For better understanding of the topics like biodiversity and its conservation, green audit is done at regular interval. NSS units of the college play an important role in many activities. The NSS volunteers campaign door to door during Covid-19 pandemic situation and shared their valuable thoughts on what to do, how to survive from the deadly virus etc. They also campaign in adopted villages, spreading awareness on various

diseases like malaria, dengue, tuberculosis, AIDS and so on.

Besides, Discipline and Healthy Atmosphere Cell maintains the total atmosphere of the college calm and clean. With the help of NSS volunteers, the college campus always shines brightly. Actually, the college campus is totally plastic and tobacco free zone. Moreover, necessary steps have been taken by the Discipline and Healthy Atmosphere Cell on vaccination camp in our college campus during pandemic. The vaccination camp has been arranged for the students' required dose/doses.

Human Values:

Human values are very much significant especially to develop students' moral development that they hold and put it to use. The syllabus of departments like Bengali, English, Pol. Science, Sanskrit, Education, Economics and Philosophy has been framed keeping the value education in mind. Seminars and Webinars have also been organized on value education to inculcate values and improve skills of students.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View Document
Any additional information	View Document

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 2.16

1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	7	11	9

File Description	Document
Programme / Curriculum/ Syllabus of the courses	View Document
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View Document
Institutional data in prescribed format	View Document
Any additional information	View Document

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)**Response:** 0**1.3.3.1 Number of students undertaking project work/field work / internships**

File Description	Document
Institutional data in prescribed format	View Document

1.4 Feedback System**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni****Response:** C. Any 2 of the above

File Description	Document
Any additional information (Upload)	View Document
URL for stakeholder feedback report	View Document

1.4.2 Feedback process of the Institution may be classified as follows: Options:

- 1.Feedback collected, analysed and action taken and feedback available on website
- 2.Feedback collected, analysed and action has been taken
- 3.Feedback collected and analysed
- 4.Feedback collected
5. Feedback not collected

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	View Document
URL for feedback report	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 53

2.1.1.1 Number of students admitted year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
973	995	1083	1135	1168

2.1.1.2 Number of sanctioned seats year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2138	2138	2007	1943	1928

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

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 49.91

2.1.2.1 Number of actual students admitted from the reserved categories year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
425	450	447	418	408

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

2.2 Catering to Student Diversity

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

Response:

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

- Departmental faculties plan to start the teaching procedure after evaluating the existing knowledge of the students with a view to understand the new concept, theories, methods etc. As a result, the students easily gain knowledge without facing any difficulty.
- The students at the beginning of each academic year as well as each semester are provided with lots of information relating to academic like Academic Calendar, Class Routine, Academic Programme etc.
- Certain policies have been taken for advanced learners, medium learners and slow learners. These are- (a) They are provided with more learning materials. Students come mostly from Bengali medium schools and have difficulty following english reference books. They are provided translated materials whenever possible.(b) We have introduced Mentor-mentee programme for all the students. With this program, special attentions have been taken for specific student by specific teacher. (c) Special attention has been given by the faculties to the slow learners after the commencement of the class. The students who have difficulties in learning are provided with additional explanation until they have clear understanding. Problem solving questions and answers are also clarified. They are given freedom to discuss the problematic topic among themselves so that they can better perceive.
- Our college has offered remedial coaching class for the students who are interested. We have not put any cast barrier for that as most of the students are slow learner. By offering such classes, students are mainly equipped with problem solving skills.

File Description	Document
Upload any additional information	View Document
Paste link for additional Information	View Document

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

Response: 30.43

File Description	Document
Any additional information	View Document

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

Response:

The college firmly believes that the only possible way of students' progression is 'student centric learning' following the suitable curriculum. For this very reason the college has adopted experiential learning, participative learning and problem solving methodologies to enhance the learning experiences of the student. Below mentioned strategies are followed by every department of the college to ensure this.

- Seminars, webinars, workshops etc. are organized by all departments. This kind of learning is very much effective and enjoyable.
- The students spend enough time in their practical classes. The class routine is prepared in such a way for the practical based subjects that the students can learn in hands-on practical experience.
- There is an opportunity for students to spend time at library reading room. So they may acquire much knowledge from library by spending their valuable time.
- Students may enjoy learning through the use of some electronic resources like ppt., audio visual documents etc. Thus, they find their new way of learning.
- Departments like Geography, Zoology, Social Work, Physical Education and Botany take initiative in outdoor studies. Students of these departments are taken to field visits/works/practices frequently. These field visits/practices are arranged to deepen and enhance classroom study.
- The department of Zoology has specimen collection of various species and Botany department has also a collection of different types of herbarium. The students gain knowledge and learn from such kind of dazzling resources.
- To make the learning more student centric, Department of Social Work and Geography arrange field surveys and Department of Mathematics arranges projects (as per curricular) by which they gain real-world experience. It is an experiential and practical learning methodology.
- Conduction of seminars, webinars, workshops etc. on different fields are very much helpful to the student. Such kind of arrangement helps the students to acquire knowledge from the renowned resource persons and chief guests of the concerned fields by interacting with them.
- Different collaborative activities such as joint organization of seminar/awareness programme etc. with local bodies have been carried out time to time.

File Description	Document
Upload any additional information	View Document
Link for additional information	View Document

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

ICT enabled tools make classes more interesting, increase students' motivation, opens up many information sources and supports in-class and out-class learning.

The college has a total of

- 12 (Twelve) ICT enabled class rooms
- 1 (one) smart class room
- 70 (seventy) desktops & 7 (seven) laptops for academic purpose
- 12 (Twelve) Projectors
- 18 (eighteen) writing pads
- A strong wi-fi connection

Theoretical Classes:

- The projectors in the classrooms are extensively used to show ppts in addition to dissemination of classroom lectures through the chalk and talk method. ICT classes are arranged to make any abstract concept or three dimensional concept visualize so that the students can understand the topic clearly.
- Digital libraries (INFLIBNET) and other online sources are used to get access to scholarly and reference articles.
- MS Office is extensively used by all the departments for creation of study materials and exposure thereof.
- In theoretical class, students are advised to send their performed task assigned in the class at prescribed destination through email /Whatsapp.

Practical Classes:

The desktops and laptops are used extensively for practical classes of different departments.

- Varied amount of data is collected from different online sources.
- Open-source software packages are used by subjects like Mathematics (C, FORTRAN 77), Physics (Python, Gnuplot, Scilab), Computer Science (Oracle, MYSQL, Python, Java), Chemistry (Scilab), Commerce (Tally), Geography (QGIS).
- Soft copies of the projects/assignments are stored in the departmental/ teachers' personal machines, sent through e-mail from students' end, so that these can be retrieved for correction and evaluation by the teachers at their own convenient time.

ICT enabled tools are also used for:

- Extension lectures and occasional lectures/ programmes
- Student seminars
- Regional, National level Seminars arranged by the Department(s).
- In classes of courses like Skill Development Programmes, workshops organized by the college

Use of ICT during the Pandemic Period:

The pandemic has made ICT an essential part of life in every way. In adherence to the government order, the college has been taking online classes during pandemic period.

- Online classes are being held regularly by all the departments as per notification by the college authority. Classes and examinations are being taken through Google Meet, WhatsApp and e-mail and sometimes through college software.
- The college portal is used extensively to put up notifications, examination guidelines, University question papers and answer scripts in pdf form submitted by examinees.
- On-line study materials in the form of ppts, write ups, etc. are given to the students and some of them uploaded in the website.
- Workshops were held for up-gradation of taking online classes and online correction of answers.
- The University examinations were also held through online mode. The college had prepared both the students and the teachers for it.

File Description	Document
Upload any additional information	View Document
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	View Document

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

Response: 34.48

2.3.3.1 Number of mentors

Response: 60

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

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 73.69

File Description	Document
List of the faculty members authenticated by the Head of HEI	View Document
Institutional data in prescribed format	View Document

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 27.3

2.4.2.1 Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
15	16	13	13	14

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

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

Response: 10.99

2.4.3.1 Total experience of full-time teachers

Response: 747.25

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

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

Internal Assessment under CBCS

The CBCS was adopted by the Bankura University from its inception in the year 2017-18 and onwards. Internal assessments for both Honours and Programme Courses are a part of the evaluation system. The institution adheres to the norms set by the University in this regard. The internal examinations are held during the semester period to assess the students. The students are intimated about the exam schedule in advance through the website, notices put up on the wall notice boards and college website notice board and also posting in Whatsapp groups of the class. The questions of internal examinations are set from the topic already taught in the class. This evaluation process is very much helpful for the students as it is treated as pre end semester. From these internal examinations students may guess the important section of the curriculum for upcoming final exam. Considering the marks obtained from different internal examinations and other concerned factors, internal marks are given by the faculties and forwarded to Bankura University portal.

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

Measures taken during the Pandemic Period

During the pandemic period the following measures have been taken for conducting the examinations:

For University End Semester

- Putting up of University question papers and submission of answers scripts by the examinees in the college portal/ specified email.
- To provide separate email to the examinee of SNC categories.
- Online evaluation of answer scripts.

For College Internal Evaluation

- Sending of question papers online to the students through college online portal or WhatsApp.
- Submission of answer papers by the students to the departmental e-mails/ College portal/ WhatsApp.
- Online evaluation of answer scripts.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

and efficient

Response:

- The college has “Examination Sub-Committee” for the smooth conduction of internal as well as End Semester University Examination. The committee is formed by the guidelines of concerned University approved by Governing Body Members in order to ensure rigor and cleanness.
- Affiliating Bankura University (BKU) conducts external examination, termed as End Semester Examination (ESE) of 40 marks (each paper) and college provides marks for Internal Assessment (IA) of 10 marks (each paper). The ratio of the weightage of marks for external examination is 80% and internal examination 20%.
- The students are informed about the question pattern, date and whole system of internal and End Semester Examination in time. They are made aware of the internal and external examination procedure at the beginning of each semester in an orientation/introductory class.
- Any problem faced by students related to internal or external examination (such as change of Generic Elective Subject, Unavailability of Admit Card, Non-submission of internal marks, problem in form fill-up for final exam, etc.) are forwarded immediately to the concerned authorities in the affiliating University by the Head of the Institution. Also, such cases are duly followed up until the issue is completely resolved.
- Students take part in many special discussions on academic activities like practical examination, internal examinations etc. It lights their inner thought.
- Grievance redressal cell has also been formed to address any grievance raised by the students.

Examinations during the Pandemic Period:

Both the internal and external examinations were held online during the pandemic period. The students were given detailed guidelines regarding this process and they were directed by the teachers that they might communicate with concerned faculty if faced any difficulties. The sent scanned copies of the answer scripts are preserved for any future query.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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.

Response:

The institution offers B.A., B.Sc, and B.Com streams, both Honours and Programme at the undergraduate level.

Framing of Course Curricula

The institution not being autonomous has to adhere to the course curriculum framed by the affiliating University, which are uploaded on the University website. The Board of Studies (BOS) of the University frames the syllabus keeping in mind the learning outcomes that are desired to be achieved. Some faculty members of the college are members of the **BOS** and hence they also contribute their opinion to the framing of the course guidelines.

Awareness regarding Programme Outcome (PO) and Course Outcome (CO)

For teachers:

The University, as well as some affiliated colleges organize workshops on the syllabus of different subjects, where the teachers are made aware of the Programme and Course outcomes.

For students:

For prospective existing students, the **POs and COs** of different subjects and the detailed syllabi are put up on the website so that they may browse through them. The first semester of the undergraduate courses starts with an **Orientation Programme** for the students, where, apart from other discussions, they are also made aware of the desired outcomes of the programmes they have chosen.

The individual departments hold **Induction Programmes** for the new comers, where they are made aware of the Programme Outcomes. The Programme Specific outcomes and the Course Outcomes are also explained in details by the faculty members in the class in each semester. Information regarding the programme outcomes and course outcomes of the above mentioned courses are uploaded in the college website (www.sonamukhicollegebankura.com and <https://sonamukhicollege.ac.in>), put up on notice boards and also disseminated in classes.

Other Courses

Skill Enhancement Programmes

Our Institute offers diploma course in Nursing Assistant from the academic session 19-20 along with the regular curriculum that will enable the students to have a successful career. The aim of this programme is mainly to develop abilities so that they become employable in the field of Health Sector.

Value Added Courses

The Distance Learning Centre of Netaji Subhas Open University (NSOU) of the college offers U.G. and P.G. programmes in different subjects. These programmes are helpful for those students who are unable to join college on a regular basis. Completion of these courses enables students to secure jobs and provide opportunity for career advancement for those who are already employed.

File Description	Document
Upload COs for all courses (examples from Glossary)	View Document
Upload any additional information	View Document
Paste link for Additional information	View Document

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

Response:

The major **Programme Outcomes** and **Course Outcomes** for undergraduate colleges is progression to higher education or some professional course. The institution tries to keep track of the progression of its students as to whether they have opted for further studies or have secured a place in the job market.

- The final outcomes of the Courses or Programmes are measured by the marks or grades obtained by the students in the University examinations. Whereas **Course Outcomes** can be judged at the end of a semester by the course results, the **Programme Outcome** is obtained by the programme result when the student has completed all six semesters.
- The **Academic Sub-Committee** as well as the individual departments meet regularly to discuss the results, how the students have progressed, and what is to be done for those lagging behind.
- Academic audit has been completed for the academic session 20-21 for the better assessment of overall academic progression of the institution.
- The overall feedback is received from the students of 6th semester through google form.
- Alumni of the college also provide various college related data as feedback.

File Description	Document
Upload any additional information	View Document
Paste link for Additional information	View Document

2.6.3 Average pass percentage of Students during last five years

Response: 65.86

2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
519	394	202	213	250

2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
553	542	478	338	435

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document
Paste link for the annual report	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response: 3.32**

File Description	Document
Upload database of all currently enrolled students (Data Template)	View Document

Criterion 3 - 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 last five years (INR in Lakhs)

Response: 9.01

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

2020-21	2019-20	2018-19	2017-18	2016-17
0.54000	8.466	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copies of the grant award letters for sponsored research projects / endowments	View Document

3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 1.15

3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

3.1.2.2 Number of departments offering academic programmes

2020-21	2019-20	2018-19	2017-18	2016-17
18	18	17	17	17

File Description	Document
Supporting document from Funding Agency	View Document
Institutional data in prescribed format	View Document

3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

Response: 35

3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
28	2	0	1	4

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.2 Research Publications and Awards

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

Response: 0.59

3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	9	7	9

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

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 0.99**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
23	6	4	15	5

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

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.****Response:**

The students who are perfectly educated must feel zeal to contribute something for the upliftment of the community, they belong to and they always hanker after their desire of fulfilling their social responsibility. To satisfy the earnest desire of our beloved students, our college has been organizing different extension programs with the help of its branches like NCC, NSS and Students' Forum.

To begin with, NSS units organize special camps in nearby adopted villages to create awareness on different social issues like illiteracy, child marriage, health hazards, sanitation and superstition. The days having tremendous social importance are observed regularly every year by NSS volunteers. They also organize social awareness programs on World AIDS Day, Anti-tobacco Day and International Day against Drug Abuse and Illicit Trafficking. The NSS units and NCC unit organize Blood Donation Camp separately at college premises in which students take part enthusiastically being motivated by the slogan, 'Blood donation is a noble deed'.

To conclude, extension programs not only create a strong enthusiasm for social work but also develop multidimensional skills among the students. Besides, these programs make the students responsible and dutiful. Again, the lesson of stretching helping hand to the needy and underprivileged people in the neighboring area is also the off-shoot of extension programs.

File Description	Document
Upload any additional information	View Document

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 3

3.3.2.1 Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	0	0	0

File Description	Document
Institutional data in prescribed format	View Document
e-copy of the award letters	View Document

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 68

3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
21	13	12	10	12

File Description	Document
Reports of the event organized	View Document
Institutional data in prescribed format	View Document

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

Response: 32.91

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., year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
744	897	812	507	508

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

3.4 Collaboration

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

Response: 11

3.4.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	3	2	2

File Description	Document
Institutional data in prescribed format	View Document
e-copies of linkage related Document	View Document

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

Response: 3

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

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	2	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
e-Copies of the MoUs with institution./ industry/ corporate houses	View Document

NAAC

Criterion 4 - 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.

Response:

The institution has more or less adequate number of classrooms, laboratories, computers, audio-visual aids to give the facility to the students admitted in UG courses.

- The number of students admitted in all UG programs is 2069 for the academic session 2020-21
- Total number of classrooms is 50 (fifty), total number of laboratories is 6 (six). Besides, there is 11 (eleven) ICT enabled classroom and 1(one) conference Hall equipped with modern facilities.
- All the departments have computer with internet facility. Computer Science and Mathematics departments are equipped with computer laboratories of their own. There are the facilities of xerox machines and scanners for preparation and dissemination of Study Materials, Questions of Internal Assessment and other similar activities.
- A zoological museum is maintained by Zoology department whereas a beautiful herbarium is nourished by Botany department for preservation of plant specimens and associated data. The medicinal plant garden is jointly maintained by the department of Botany and NSS units of our college.
- We have a central library with more than 30,000 (thirty thousand) text books, nearly 1,174 (One thousand one hundred and seventy four) reference books, few rare books, e-books, digital database, 6 (six) magazines and newspapers. Library books are well stacked in accordance with Dewey Decimal Classification System. Facilities for searching e-database from National Digital Library of India (NDL), INFLIBNET (N-LIST) are available. There is a browsing centre in the library.
- The separate common rooms for boys and girls are provided by the college. The common rooms are equipped with basic amenities of modern life like pure drinking water, toilet, TV, Newspapers, vending machines in Girls' common room and indoor games. On the other hand, the common room for teaching staff has also similar facilities.
- The laboratories of science departments are enriched with resource of chemicals, samples and instruments. To protect the laboratories from mishap there are the provisions of fire extinguisher and sufficient water supply. With the introduction of CBCS syllabus from the session 2017-2018, new and developed instruments have been purchased.
- There is a big play ground along with firings range and volley ball court inside the campus. There are one cycle stand and one motorcycle stand in the campus. There is enough space for four-wheeler parking. The gymnasium is enriched with modern equipments.
- The students for whom returning home daily is quite impossible, there are one running boys' hostel and a new college boys' hostel & one college girls' hostel have been constructed, yet to be started.
- In the institution, there is disabled-friendly ramp at the entrance of the college building and Library.
- In classrooms, laboratories, office rooms and staff room, LED tube lights are used and in toilets and in front of different blocks of college building LED bulbs are used to save the energy. There is the provision of two green generators in the college campus.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

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

There is the facility of indoor games like carom for boys.

The Seminar Hall and occasionally the large rooms and open spaces are used for different cultural activities. There is also a permanent stage inside the campus which is also used for cultural programs. The custom of arranging cultural programs in the presence of guests and resource persons on the eve of seminars is in vogue. Apart from that students perform cultural programs on various occasions.

REGULAR SPORTS & CULTURAL ACTIVITIES:

Regular Programmes:

- Ceremony on the Foundation day of the College.
- Observation of Independence Day
- Teachers' Day Celebration organized by the departmental students
- Freshers' welcome organized by Students' Union/Council
- Annual Cultural Competition
- Annual Sports cum prize Distribution Ceremony
- Friendly Cricket match between students and staff
- Observation of Netaji Subhas Chandra Bose's Birthday
- Observation of Republic Day
- Saraswati Puja
- Farewell Programmes
- International Yoga Day

Special Programme:

Celebration of Golden Jubilee of our Sonamukhi College was organized on 17th August, 2019 with colourful Rally and Cultural Programme.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

Response: 24.49

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 12

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste link for additional information	View Document

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 50.78

4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
91.183	41.633	12.079	2.036	35.274

File Description	Document
Upload audited utilization statements	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS)**Response:**

- With the help of Integrated Library Management System (ILMS), the central library of Sonamukhi College is fully automated. In the year of 2016 this version of software was installed. Since then the Accession, Cataloguing, Issue and Return of the library books, have been done through this software
- In addition to this software, the library has the facility of bar-coding machine to put bar-code in the library books.
- The library has institutional membership with NDL (National Digital Library) provide by IIT KGP and INFLIBNET (N-LIST).
- E-resources can be accessed through the **Library Tab** of the official website of Sonamukhi College.
- The availability of books in the library can be checked online via WEBOPAC.
- Facility of photocopying is provided to the students.
- Barcode issue-return system is practiced in the library for smooth issue-return of the library books.

File Description	Document
Upload any additional information	View Document
Paste link for Additional Information	View Document

4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

Response: B. Any 3 of the above

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 2.11

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

2020-21	2019-20	2018-19	2017-18	2016-17
2.439	1.117	4.331	1.779	.892

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

4.2.4 Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year**Response:** 0.05**4.2.4.1 Number of teachers and students using library per day over last one year****Response:** 1

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

4.3 IT Infrastructure**4.3.1 Institution frequently updates its IT facilities including Wi-Fi****Response:**

As now-a-days ICT classes are being mandatory in teaching-learning process for the real progress of the students and the students feel too much enthusiasm for ICT classes, the college authority has been giving top priority for the development of IT facility in the college campus. To purchase the required items to provide IT facility to the faculty members, librarians and office staffs, requisition is collected from different departments, central library and college office. As soon as requisition is collected, the necessary items are purchased through college Purchase Committee after approval of Finance Committee and finally GB. Maintenance are being done throughout the year. The wi-fi facility is available in all the departments, college office, library and in IQAC room. The Website Committee of our college monitors and frequently updates the official website of our college. The institute has purchased different software installed in Computer Lab, some departments, Library (OPAC) and office.

For better teaching-learning process, the college has the facility of ICT class room. To provide the new perspectives of teaching to students, the faculty members use power point presentation and utilize online text. For the preparation of teaching-learning material and power point presentation (PPT), all the departments have computer with high speed internet facility. Most of the departments have printers for academic use of teachers and students. The Central library is well equipped with IT infrastructure. Mathematics and Computer Science Departments have their own computer labs. Photocopy and scanning facility are available for preparation and dissemination of study materials etc. Facilities for searching e-database from National Digital Library of India (NDL), INFLIBNET (N-LIST) are also available. Even, the college website contains e-resources.

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

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

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 29.56

File Description	Document
Student – computer ratio	View Document

4.3.3 Bandwidth of internet connection in the Institution

Response: A. 750 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and

academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 4.15

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.775	7.336	0.44	3.576	4.348

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Audited statements of accounts	View Document

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.

Response:

Our college leaves no stone unturned for the proper utilization and allocation of different financial grants available for maintenance and up keeping of the different facilities by organizing different fruitful meetings of the sub-committees constructed for the same purpose.

Laboratory:

- Purchase Register has been maintained by the all lab based departments.
- To cope up with the newly introduced CBCS syllabus from the session 2017-2018, new instruments are purchased from time to time.
- Repairing of the instruments are done by self or professional technician if and when required.
- Instruction manual for performing the practical experiments properly are provided to the students.
- Microscopes are maintained periodically

Library:

- An account of visitor is maintained for keeping records for the students, teachers and different stakeholders who visit the library.
- To ensure easy return of the borrowed books, *No Dues Certificate* is issued to the students before filling the form for different end semester examinations.
- Library sub-committee meetings are held at regular intervals to take decision regarding purchase of new books and maintenance of existing books and to implement new rules and regulations for better management.
- Journal/Magazine, Periodicals ,Daily Newspapers, Employment oriented Newspapers are

subscribed on a regular basis and also kept properly

- Users are given awareness about digital database like NLIST(UGC-INFONET Digital Library Consortium, INFLIBNET) and NDL (National Digital Library, IIT Kharagpur).
- Library books are well stacked following the Dewey Decimal Classification System.
- Binding of old valuable books are done from time to time.
- Before a long vacation, pest control chemicals are applied in the library along with other Departments and laboratories. This practice was also practiced during the Covid-19 pandemic situation.

Sports:

In this institution, the senior most faculty of the Department of Physical Education and Dr Dipak Hens, Assistant Prof of Botany are jointly in-charge of Sports and Games. Modern sports equipments are purchased as and when required. Players and student athletes are provided with different essential playing kits and sports equipments from the college. The college has a big play ground and a well maintained Multi-Gym. Sports equipments are regularly washed and sanitized.

Computers:

Utilizing the college fund two computer labs have been established in the Department of Mathematics and Computer Sc. Besides these, Departmental computers are well up graded and protected by antivirus. The smart classroom/technology enabled rooms are provided with projector and laptop.

Classrooms:

The infrastructure of the college is well-maintained by the active role of the Building Sub-committee. After getting requisition from different departments, Principal forwards the plan of action to the building Sub-committee for quick execution. Generally, major construction works are done by Public Works Department/Zilla-Parisd, W.B. Minor repairs and renovation works are done with the help of college fund generally.

- There is a full time sweeper and also a casual sweeper for cleaning the whole campus.
- A full time casual electrician is engaged to maintain and serve different electrical connections and to operate generators when there is power cutoff.
- For watering, weeding, planting, and pruning as well as for the general maintenance of the garden and greenery, a fulltime casual gardener is also available.
- A staff is engaged as a caretaker to look after the repair and maintenance works as and when required.

For infrastructure augmentation expenditure around Rs 60/- lakhs (sixty lakhs), for expenditure of maintenance on academic facilities around Rs 18/- lakhs (eighteen lakhs), and for expenditure on physical facilities around Rs 25/- lakhs (twenty five lakhs) have been spent during the assessment period.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

NAAC

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 39.29

5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
1073	755	799	745	746

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	View Document
Institutional data in prescribed format	View Document

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 38.33

5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2020-21	2019-20	2018-19	2017-18	2016-17
58	1977	848	595	590

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: C. 2 of the above

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 4.47

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
462	0	0	0	0

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

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Response: B. 3 of the above

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View Document
Details of student grievances including sexual harassment and ragging cases	View Document

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0.74

5.2.1.1 Number of outgoing students placed year - wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	5	2	3

File Description	Document
Self attested list of students placed	View Document
Institutional data in prescribed format	View Document

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 36.78

5.2.2.1 Number of outgoing student progressing to higher education.

Response: 178

File Description	Document
Upload supporting data for student/alumni	View Document
Institutional data in prescribed format	View Document

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

Response: 80

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) year wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	6	4	0

5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	6	4	0

File Description	Document
Upload supporting data for the same	View Document
Institutional data in prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 7

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) year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
1	4	0	0	2

File Description	Document
Institutional data in prescribed format	View Document
e-copies of award letters and certificates	View Document

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)

Response:

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

Major activities of Students' Council/ Union are:

- to work harmoniously, the college office for administrative purpose, the faculty members for academic purpose and guardians & students move jointly for the overall improvement of the students.
- to identify and solve the problems faced by the students in the college campus.
- to develop caliber of leadership among the students.
- to create personal and collective interests for organizing different social and cultural events.

With the help of enthusiastic college teachers, the students are empowered with leadership qualities, soft skills etc, so that they can display their talents and understand rules and regulations. Their active and mandatory representation is ensured in various subcommittees such as, Cultural Committee, Sports & Games Committee etc. The Students' Council/Union also has sent their representative in the IQAC core committee and the Governing Body of the college. It immensely helps to give significant student centric inputs during decision making of the college's Academic Council. Students' Union/Council has been dissolved as per Govt. rule from 2019-20 academic session and it is now not functioning. But the students will participate in all college regular activities.

So far various important academic and extracurricular activities of the college are concerned, the students' council is very prompt and active.

In the Annual Cultural Function, cultural competitions are organized and prizes are distributed for academic and cultural excellence. Every year Freshers' Welcome is organized by the Students' Council/Union to give a hearty welcome to the new-comers. Again, a warm reception in the form of Freshers' Welcome is also given to the newly-admitted students from their respective departments.

The Students' Council/Union celebrates different memorable days like Rabindra Jayanti, Birthday of Vivekananda, Teachers' Day etc with proper decency and decorum. The Union/Council also organizes different social activities throughout the year.

Being motivated by the council, our students participated in different cultural programme and sports meet organized by the University and Govt of West Bengal time to time.

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

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 14.8

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

2020-21	2019-20	2018-19	2017-18	2016-17
22	17	12	12	11

File Description	Document
Report of the event	View Document
Institutional data in prescribed format	View Document

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

Response:

Our college has no registered alumni association. Though every department formed a Alumni Association and communication has also been made through whatsapp group. Very recent the college has taken initiative for the formation of formal College Alumni Association. For this, an Application (Appl. no. 12052901) has been submitted on 3/01/22 to complete the registration process. The college Alumni Association has been formed with 22 core committee members. The association has also conducted two meetings till now and suggestions are also being taken for up-gradation. Hope, we will receive the authenticate registration document very soon.

Activities of the Alumni Association in recent past:

- Participation in the meeting of Golden Jubilee Celebration Committee
- Submission of valuable feedbacks for the betterment of college
- Departmental alumni meet through Whatsapp group.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

5.4.2 Alumni contribution during the last five years (INR in lakhs)**Response:** E. <1 Lakhs

NAAC

Criterion 6 - 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

Response:

“learning is the ultimate goal” fostered by the institution and it is the emancipation which portrays the epitome of the institution’s vision.

Vision:

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

Mission:

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

Administrative Measure:

- The college has various committees to function the activities of academic, extracurricular and co-curricular activities of the college smoothly.
- At first, college groups the activities after identifying and classifying then assign it to concerned committees.
- To fiscal planning, accounting control and maintaining the financial stability, a budget is prepared before the commencement of every financial year starts.
- To avoid conflict and duplication, a good coordinating system is maintained in the college.
- Students’ admission process of this college is purely unbiased as it is done through online mode only.
- Student feedback system in online mode has been introduced from the session 2016-2017 (only for outgoing students)
- As most of the students are coming from poor economic background, the college provides fees waivers for students through Students’ Aid Fund.

Academic Measure:

- College publishes academic calendar in every calendar year so that every faculty may arrange their respective curriculum assigned him/her.
- Arrangement of field work/ field study by the concerned departmental faculty following the affiliating university curriculum.
- Internal Assessment are done frequently to judge or identify the lacuna of a student.
- Remedial classes are arranged to meet up the deficiency of the learner section.
- Special emphasis is given to those students who have more potential in the concerned subject.
- Introduction of new non-conventional course for the betterment of learner and society as a whole, college has introduced BSW (Bachelor of Social Work) course from the session 2019-20.
- The college has already adopted teaching learning methodology by providing laptop/desktops, projector and other ICT tools to most of the departments.

Student Related Measure:

- Freshers' Welcome Ceremony is held every year centrally. Besides, some departments organize it departmentally. In the last academic session most of the departments individually organized Freshers' Welcome Ceremony over google meet.
- Students are encouraged to participate in numerous extra-curricular activities like College Social, Sports, Cultural, Mock-Parliament etc.
- Career-Counseling and Placement assistance program is organized to give students a chance to explore career opportunities and to meet prospective employers.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

To ensure Institution's management system development and continuous improvement various committees and boards are formed.

The College adheres to Bankura University Statute and is governed by Regulations of Department of Higher Education, West Bengal.

- The administrative body of the college is the Governing Body (GB) which comprises of a President (Nominated/ Selected by Higher Education Dept. West Bengal), the Principal, representatives of teaching and non-teaching members, students' representative and a number of external members nominated by the affiliating University and the state government. The Principal works as the Secretary of the Governing body. Governing body meetings are held at regular intervals. Matters

related to academic affairs, infrastructure, development, financial management, administration and governance are discussed in detail and are implemented accordingly.

- Several Sub-Committees are formed to ensure decentralized and participative management to look after the curricular as well as co-curricular aspects.
- Office staffs extend their positive hands to provide day to day support services for both students and faculties beyond their routine activities.
- Besides, Principal is the chairman for all the committees involved in academic activities of the institution. He plays a vital role in motivating the teachers and teaches to scale greater heights.

Case Study: Admission Sub Committee

- Admission in UG courses is a yearly routine activity that highlights the principles of decentralization and participative management as followed by the college. There is an admission sub-committee which is involving the participation from all the stake holders. With the publication of Higher Secondary results, the admission sub-committee sketches the criteria of admission for different subjects and the details of publication of merit list in its meeting in compliance with the guidelines of Higher Education Department of state government as well as of the University to which the college is affiliated.
- A formal notice is published in the college website inviting application from the willing candidates. Applications are invited through online admission portal of the college website.
- To ensure complete transparency, the entire process of 'receiving and short listing of online application' is done online strictly. The reservation policy of the state government is strictly followed. Various payment gateways like BHIM UPI, Net Banking, Debit/Credit card are used to collect admission fees.
- After the expiry of last date of online application from the students merit lists are prepared on the basis of merit points. For provisional admission, a list is published in the college admission portal after careful verification.
- The provisionally admitted candidates are informed through SMS, Email and notice on the college website to attend college on specific dates for document verification. All teachers and non-teaching staff are employed in the verification process under the supervision of admission sub-committee. During the entire process, Admission Sub- Committee meets several times to take stock of the number of students admitted, number of vacant seats in different subjects, to decide on publication of supplementary merit lists etc. During pandemic all the process were done over google meet.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

The Strategic Plan provides a comprehensive road map that will lead the college forward for the next five years—serving as a blueprint for future, supporting the college mission, vision & values and ensuring the success of our students. The Institution has framed Strategic Plan for the improvement in the key areas of Education, Human Resources Section and Infrastructure.

The College is moving towards e-governance in all aspects of administration. The college undertook this herculean task for several reasons which are mentioned below:

- As part of administrative evolution process, e-governance helps in improving administrative efficiency of the college administration.
- It is in harmony with the DIGITAL INDIA flagship programme by the Government of India. It is a part of institution's mission for creating awareness among students, who are encouraged by example, to undergo a paradigm shift in their thought process and adopt digital processes by replacing physical transactions.
- The plan for e-governance aims to utilize state-of-the-art digital technologies from 'paper' to 'lesspaper' to a 'paperless', where it would be easier to store more information in digital form through modern e-storage services, replacing the long-standing practice of physical storage of information.

Initiatives:-

- Adopting **Online Admission** from 2016-17.
- **College Website** is converted to dynamic mode. This helps in constant updating of notice and information, and also lead to wider circulation.
- **Feedback System** has been started in online mode from the academic session 2016-17.
- "Sonamukhi College Facebook page" has started its journey with continuous update of college related notices, events etc.
- Diploma Course in Nursing Assistant has been introduced from 2019-20.
- Introduction of Library Management Software, OPAC, INFLIBNET-NLIST.
- For better co-ordination and management software CAMS is introduced.
- During pandemic period academic activities has been done through LMS.
- Biometric attendance has been introduced for teaching and non-teaching staff.
- Skill development programme for teaching and non-teaching staff has been introduced.
- Again College has decided to connect with MOU agreement for the betterment for our beloved students.

Online Feedback System

This system is particularly aimed at achieving the followings:

- Students find it more user friendly
- To provide confidentiality, the students can truly represent their opinion
- To rope in many stakeholders is possible
- Analysis is done promptly
- To ensure continuous up-gradation and modification of teaching quality
- To identify the shortcomings and learn to rectify them
- To allow opinion from all stakeholders of the institution

Outcome:

- This improved system ensured less time to generate feedback from students and other stakeholders as well to participate with ease.
- Students find it convenient to post responses with ensured confidentiality.
- Students acquire skills in providing crisp and clear feedback through a web-interactive process, thereby creating significant value-addition to their skill sets.

Addressing the Covid Pandemic adversity this System particularly became very helpful in the following ways:

- The system continued in full-swing even when the college remained close.
- Convenience of digital posting created enthusiasm among other stakeholders too, who, for the first time participated in the online feedback system.

File Description	Document
Strategic Plan and deployment documents on the website	View Document
Paste link for additional information	View Document

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

Response:

- The college functions under the guidelines of the rules and regulations laid down by the affiliating university and guidelines issued from time to time by the Higher Education Department of the Government of West Bengal.
- The college abides by orders, regulations and circulars from the Higher Education Department, Govt of WB and the Bankura University. The former provides guidelines with regard to the administration and the latter regarding the curriculum.
- Meetings are held among the Principals of the colleges and the Director of Public Instructions, Principal Secretary of Higher Education to discuss policies and other issues like grants.
- Meetings are also held between the Principals, Vice Chancellor, Registrar, Controller of Examination for smooth running of the system.
- Governing Body of the college with the Principal as its ex-officio Secretary as well as the DDO, draws the basic outlines of the administration and implementation of the recommendations made by the IQAC and different concerned committees from time to time.

Administrative Procedure: Principal and Support Team

- Principal is in-charge of overall administration. The team members helping in execution of the administration are the IQAC members who, draft the overall plans and policies and encourage good practices towards quality enhancement of the institution with clarity.

- There are several sub-committees like Finance, Purchase Sub-Committee etc which helps the Principal in proper execution of the decision.
- Academic, Routine and Examination sub-committees help the Principal in governing the entire academic system smoothly
- The college has a very active Library Sub-Committee with one Librarian and three support staff who manage the entire learning resource efficiently .
- There is a Head Clerk among the Non Teaching Staff. All other Non Teaching Staff work under his supervision and act as a strong extension office for the Principal.
- Preparation of departmental time tables, distribution of syllabus and other workloads are decided in individual departmental meetings.
- Co-curricular and extra-curricular activities like the sports and different cultural programmes are carried out by sports and cultural sub-committees.
- The campus provides counseling scopes in terms of career as well as wellness of students
- The activities of NSS & NCC both inside and outside the campus instill an idea of social welfare and patriotism among students. These activities have gained a lot of accolades in recent past.

Countering Pandemic:

During the lockdown period various online initiatives have been taken up as follows:

- Online curricular and extra-curricular classes.
- Online different Sub-Committees meeting as when needed giving prior intimation over concerned WhatsApp group.
- Relevant webinars were organized to boost up the students and staffs.
- Mentoring process was run sincerely by the concerned faculty over online mode.
- Various Special-Day celebrations like World Environment Day, World Yoga Day, Independence Day, Republic Day, Netaji Subhas Chandra Bose Janmajayanti, Rabindranath Tagore's Janmajayanti etc. were celebrated through online platform.
- NSS and NCC volunteers are worth mentioning as they extend their hands on various kinds of deeds during the pandemic situation. They have campaigned door to door, warned people about Covid 19 virus, observed International Women's Day by showing poster and so on.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document
Link to Organogram of the Institution webpage	View Document

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	View Document
Institutional data in prescribed format(Data template)	View Document
ERP (Enterprise Resource Planning) Document	View Document
Any additional information	View Document

6.3 Faculty Empowerment Strategies

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

Response:

Sonamukhi College offers several name worthy schemes to its teaching and non-teaching staff to boost their work culture, efficiency and support. They are as follows:

Advance salary: The institution has the provision of paying part of their salary as advance to the newly appointed staff until their pay fixation is received from West Bengal Higher Education Department and claim is done by the college.

Co-operative society: The institution has a registered Co-operative Society, Sonamukhi College Employees Co-operative Societies Limited, (Registration No 06 BK dtd 5/9/1978) where a substantive staff can avail loan in need promptly at reasonable interest rate.

Financial Support:

There is the provision for substantive employees to avail loans from Provident Fund. The college also advances a certain amount for the interested employees. The financial aids for celebration of Durga Puja & Eid, are provided to the full time interested staff. Even, financial aids are also provided by the college to the casual non-teaching staff by providing Ex-gratia bonus every year before the puja.

Welfare/facilities and its beneficiaries:

SL.NO	SCHEME	BENEFICIARIES
1	Provision of various leaves like Earned Leave, Medical Leave for all staffs and Maternity Leave, Child Care Leave for married female staffs. Again there is the provision for Paternity Leave for married male employees.	Teaching and non-teaching staff.
2	Provision of financial assistance by granting loan in need against Provident Fund as per government rules.	Teaching and non-teaching staff.
3	Provision of Pension Scheme for permanent teaching and non-teaching staff as per government rules.	Teaching and non-teaching staff.
4	Provision of employment to the survivor of non-teaching staff members who die in harness.	Non-teaching staff.

5	West Bengal Health Scheme for Grant-in-aid college and University Teachers, 2017.	Teaching staff.	
6	Provision of advanced salary for newly recruited staff.	Teaching and non-teaching	
7	Ex-gratia for casual non-teaching employees.	Non-teaching staff.	
8	Provision of leave for the permanent teaching faculty members for attending Orientation Programme/Faculty Induction Programme/Refresher Course/Academic Conference etc.	Teaching staff.	
9	Leave encashment for teaching and non-teaching staff as per government rules.	Teaching and non-teaching	
10	Promotional benefit for teaching and non-teaching staff as per government rules.	Teaching and non-teaching	
11	Sastha Sathi Scheme	Non teaching and SACT	
12	GSLI	Teaching and non-teaching	

Canteen Facilities: All stakeholders within the college premises can avail food at a reasonable rate.

Health and Gym: Gym and Health Centre helps to maintain physical fitness, mental peace and helps in wholesome development of student.

Regular Cleaning and Sanitization is undertaken to keep the campus clean and healthy through Disciple and Healthy Atmosphere sub-committee of our college.

File Description	Document
Paste link for additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the last five years.

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 0.6

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	1

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 16.79

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

2020-21	2019-20	2018-19	2017-18	2016-17
30	7	6	3	4

File Description	Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document

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

Response:

Teaching Staff:

- The Principal introduced a proforma for self-appraisal of the teaching staff since 2019-20, wherein, concerned staff records the details of his/her performance of duties and participation in the

activities assigned to him/her by the college.

- Biometric attendance started from 2019-20 session. Initially, the record received from online attendance is tallied with the hard copy of the General Attendance Register of every individual by the Principal at the completion of every month. Next, maintain general attendance register becomes optional.
- Career Advancement Scheme (CAS) for the teachers who become eligible for the promotion of different stages has been implemented following the guidelines laid down by UGC and Higher Education Department, Govt. of West Bengal. Academic performance of each individual teacher comes under serious scrutiny during this time.
- Principal holds meetings with the teachers and other members under the umbrella of different sub-committees in need.
- Principal confers regularly with IQAC Coordinator and Secretary, Teachers' Council (TCS) for discussion on implementation of any policies.
- Service Book and Leave sub-committees meet on regular basis & also special meet is organized to consider individual special case.

Non-Teaching:

- Biometric attendance started from 2019-20 session. Initially, the record received from online attendance is tallied with the hard copy of the General Attendance Register of every individual by the Principal at the completion of every month. Next, maintain general attendance register becomes optional.
- The Principal confers with the Head Clerk on all matters relating to Non-teaching Staff.
- The overall performance of the non-teaching staff is evaluated by the Principal.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

The institute regularly conducts external financial audit following the government rules. The Higher Education Department, Govt. of West Bengal plays a prime role to conduct the External Audit. It is the Finance Committee of the college that reviews the financial transactions and status of the college at regular basis. Considering properly the priority and financial liability, the committee approves different projects and schemes. As the finance committee reviews internally the financial transactions and financial status, so reviews give a greater opportunity to identify areas where necessary modifications are to be needed. The internal reviews and recommendations done by the finance committee, help the college to hold a healthier and more transparent. The External Audit is conducted on a regular basis by a Chartered Firm appointed by Higher Education Department. As soon as a financial year expires, the accounts are made ready finally to

face the external audit. The college itself cannot choose the auditors in this regard.

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

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response: 0

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Institutional data in prescribed format(Data template)	View Document
Any additional information	View Document

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The college is affiliated to Bankura University and is bound by the Statute of the University. Vide this statute the college has a structured governance system. The Governing Body is the highest policy making body through which adequate budgetary provisions are made for academic and administrative activities. The Principal is the Drawing and Disbursement Officer and has control over financial matters. The Governing Body and the Finance Sub Committee members assist in decision making and a complete transparent system is maintained regarding all financial transaction. Generally, at the beginning of each session the senior most faculty members prepare the requisition of their department which is then scrutinized and approved by the Finance Sub-Committee and fund is allocated accordingly. Purchase Sub-Committee carries out the necessary procedure for any purchase that is to be made. With effective plan, the institution is able to utilize the allocated funds in an optimal manner. Accounts are maintained by the

Accountant with the help of Cashier & Bursar and the Principal is accountable for all the financial transactions.

Government Funds:

The institution is vigilant in mobilizing funds from Government schemes, and has received Central Government funds such as the UGC XII Plan fund (2nd installment) which has been utilized to build two college hostels one for girls' named as "Haranath Kusum Kumai Chhatrinivas" and another one for boys' named as "Mohohar Das Chhatravas".

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

Other funds:

Beyond the normal/revenue expenditure, the college general fund is used for capital expenditure on the basis of priority prior to the approval of honourable GB.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

Since its inception IQAC has been vigilant about assurance and enhancement of quality of the institution. Regular meetings are held to discuss on policies and actions taken thereby to keep the assessment process continuous. Several programmes throughout the year are organized to augment and boost the quality of teaching learning process as well as academic environment of the institute.

1. **Academic Audit:** Internal academic audit is done regularly by the college authority. Recently, IQAC and Academic Council have taken initiative to conduct external academic audit by Bankura University. For that data accumulation and processing has been started.
2. **Introduction of new Courses:** In pursuance of enhancements of the job opportunity, the college introduced one Under Graduate (UG) courses in Bachelor of Social Work (BSW) and a Diploma course in Nursing Assistance from 2019-20 session.
3. **Extension & Seminar Lecture:** The college has organized several Extension and Seminar Lectures under the recommendation of the IQAC.
4. **Seminar Lecture** includes open to all interactive session on different contemporary popular topics from different disciplines which helps the students to update their knowledge. Erudite teachers and

scholars have delivered their brilliant lectures that have always enriched students and faculty members as well.

5. **Extension Lecture was delivered by** eminent teachers of different disciplines from the University and other Research Centre on topics within the curriculum. This contributed to the enrichment of the thought process of the student.
6. In pursuance of enhancement of quality teaching, college encourages to use ICT facilities extensively.
7. To enhance the efficiency college has installed user friendly software at library and also introduced INFLIBNET, NDL etc under the recommendation of IQAC.

Pandemic period:

During the lockdown period due to covid-19 pandemic, the IQAC organized different activities on virtual platform to continue with the academic procedure like webinars, workshops, mentoring etc. Conquering the difficulties of online platforms, several extra-curricular activities like Special Day celebrations like World Environment Day, World Yoga Day, Independence Day and Republic Day etc were celebrated.

IQAC also encouraged students to provide voluntary services in distributing relief and welfare to villages suffering from the pandemic, as well as areas devastated by cyclone Amphan. All these were done actively in cooperation with the NSS and NCC unit.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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 (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)

Response:

IQAC takes a continuous review of teaching learning process in the Institution. It comprises of Principal and senior most teachers of each department. This committee monitors class-wise, faculty-wise and subject-wise instruction delivery.

Review of Teaching Process:

At the beginning of each semester faculty members prepare the curriculum plan for the subject in which they are assigned.

To monitor and review the quality of teaching learning process periodically, structure and methodologies

of operation and learning outcomes are monitored under the stewardship of IQAC to improve and maintain the quality of education. IQAC also suggests for developing suitable infrastructure, new ways of using modern teaching aids and offering suggestion for the introduction of new courses.

Review of Learning Process & its outcome:

Self-appraisal by teachers, departmental meetings, students feedback mechanism, mentoring system for the students regarding academic and other issues linked to the college, students' seminar, remedial classes, implementing active involvement of ICT in the teaching learning process, internal assessment and home assignment, conducting Field Works/surveys by various departments, organizing several state/national/international level seminars and conferences, improving employability skills, e-learning resources in the college website, e-books and journals in the library, monitoring of attendance to maintain a substantial percentage of students are some of the measures which significantly contribute to the review process, conducted for quality sustenance and content of teaching.

As per recommendations of IQAC, all the departments are equipped with computers. Some of the departments have printers, scanners, LCD projectors, charts, models, maps as per requirement.

During the COVID-19 pandemic situation IQAC leaves no stone unturned to play active role in organizing webinars, academic and admission related meetings, sending students' data, preparing mechanism for Home Assignments, Internal Assessments, e-resources etc.

The IQAC also encourages the faculty members to attend seminars, workshops, conferences, OPs/FIPs, RCs and short term courses organized by various Academic Staff colleges now and UGC-HRDC to improve their professional skills.

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

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

6.5.3 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: C. 2 of the above

File Description	Document
Upload e-copies of the accreditations and certifications	View Document
Upload any additional information	View Document
Institutional data in prescribed format(Data template)	View Document
Paste web link of Annual reports of Institution	View Document

NAAC

Criterion 7 - 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 last five years.

Response:

1. Safety and Security: No discrimination of gender is allowed in the college. College is committed to give education following the idea of gender sensitization among the students. The whole college campus is under the surveillance of CCTV to prohibit any types of nuisance. The college authority issues identity cards to all the students and staff of this college for integrity and security. There are two security guards in the day shift, namely, Pradip Nag (permanent staff) and Biswanath Roy (Casual staff) and at the night shift two casual staffs Amaresh Bagdi and Pradip De. Outside the college campus there is a running boys' hostel named Indira Chhatrabas and another one boys' hostel is under construction. Again, there is a newly constructed girls' hostel named as Haranath Kusum Kumari Chhatrinivas, although it is yet to be functional due to Covid-19 pandemic. There are separate wash rooms for the girls and female staffs. For emergency and urgency one napkin-vending machine has been installed inside the Girls' Common Room. Although an Anti-ragging cell is prevailing in the campus, but yet no such incidence of ragging happened. There is a women cell (Vishakha Cell) to aware the girl-students about their legal rights and privileges.

2. Common Room: 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. Again, washrooms are available under the common room roof. A vending machine of napkins has been installed inside the Girls' Common Room. There are peons to cater small needs of the students.

3. Day Care centre: 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. Here, mother can feed their baby without any hesitations. Noted that, all the measures are taken for maintaining proper hygiene at all the time.

File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	View Document
Annual gender sensitization action plan	View Document

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation

5. Use of LED bulbs/ power efficient equipment**Response:** C. 2 of the above

File Description	Document
Geotagged Photographs	View Document

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

Response:

The functioning of the college exerts negligible stress on environment. This has been achieved owing to the consciousness programmes arranged periodically for the students and staff. These programmes have highlighted the influence of anthropogenic activities on the environment. Moreover, a number of practices have been initiated to reduce the generation of wastes.

1. Solid Waste:

Biodegradable waste products originate from college canteen generally, and these are stored in small pit for composting. After certain period, waste products are converted into compost and later it is used as compost fertilizer in plant garden. Soft weeds and waste from canteen are sometimes disposed in a digesting chamber for use in vermicomposting. College has set a vermicomposting unit and mushroom cultivation unit under the supervision of Department of Botany. Vermicomposting and mushroom culture technology are already in UG curriculum.

Non-degradable solid wastes are generated through routine activities. It includes plastics, glass, metals and packaging materials etc. These wastes are collected and segregated with greatest care at each level and source. Sweeping staff of our college collect such type of waste through their routine activities. They also take care in case of sudden store of waste at college premises.

Solid wastes are segregated to gather it in separate dustbins based on the recyclability and biodegradability. Cleanliness drives are also organized by NSS units regularly. The institution discourages plastic use in the campus for its betterment.

2. E-waste

As all the departments use electronic components mandatorily/ non mandatorily 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, cc tv cameras, photocopiers etc. These are stored in separate room, beside the general store room.

3. Liquid Waste

Liquid waste is mainly generated from science laboratories, and then it is released after proper dilution. It is also generated during food preparation from canteen. The college has well maintained drainage system connected with sonamukhi municipality sewage line by which waste is safely disposed off. Wash room produced liquid waste is disposed off in underground soak pit.

4. Biomedical Waste

Biomedical waste is generated primarily from the Department of Zoology during the time of practical classes. At first the biomedical wastes like needle, syringe, cotton etc. are dumped in a dustbin and these are disposed off later through biomedical waste collection transport.

5. Hazardous Chemical and Radioactive Management

Hazardous waste, mainly, empty containers of chemicals from the Chemistry, Zoology and Botany laboratories are dumped in a lid covered large chemical container and stored in a separate room beside the general store room.

6. Waste Recycling

The bio-degradable waste, generated in the college canteen and campus, is collected in vermicompost chamber to convert it into valuable compost. Later on it is used for gardening.

File Description	Document
Geotagged photographs of the facilities	View Document

7.1.4 Water conservation facilities available in the Institution:

1. Rain water harvesting
2. Borewell / Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

7.1.5 Green campus initiatives include:

- 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

Response: B. 3 of the above

File Description	Document
Geotagged photos / videos of the facilities	View Document

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

- 1.Green audit
- 2.Energy audit
- 3.Environment audit
- 4.Clean and green campus recognitions / awards
- 5.Beyond the campus environmental promotion activities

Response: C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	View Document

7.1.7 The Institution has disabled-friendly, barrier free environment

- 1.Built environment with ramps/lifts for easy access to classrooms.
- 2.Divyangjan friendly washrooms
- 3.Signage including tactile path, lights, display boards and signposts
- 4.Assistive technology and facilities for 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

Response: C. 2 of the above

File Description	Document
Geotagged photographs / videos of the facilities	View Document

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 500 words).

Response:

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

File Description	Document
Any other relevant information.	View Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View Document

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).
Response:

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

File Description	Document
Any other relevant information	View Document
Details of activities that inculcate values; necessary to render students in to responsible citizens	View Document

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.

- 1.The Code of Conduct is displayed on the website**
- 2.There is a committee to monitor adherence to the Code of Conduct**
- 3.Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4.Annual awareness programmes on Code of Conduct are organized**

Response: C. 2 of the above

File Description	Document
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 Document
Code of ethics policy document	View Document
Any other relevant information	View Document

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Sonamukhi college commemorates the following days:

1. Vivekananda Jayanti–The 12th day of January is celebrated as National Youth Day, also known as Vivekananda Jaynti to remember Vivekananda and to give his messages to the youth, ‘lets be human’.
2. Netaji’s Birth Day – Every year on 23rd January Subhas Chandra Bose’s Birthday is celebrated to make his birth anniversary and to honour his contribution in India’s freedom struggle through reminiscence.
3. Republic Day – On 26th January in every year Republic Day is celebrated as on this day the constitution of India came into effect and it signifies that, rather than a monarch the supreme power is held by the people and where the Head of the State is directly or indirectly elected by them.
4. Rabindra Jayanti – In remembrance of Rabindranath Tagore’s birthday the students’ observe Bengali

25th day of Baisakh as Rabindra Jayanti.

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

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

7. Independence Day – Every year on 15th August, the date that India gained independence is celebrated in this college to encourage harmony among the culturally and religiously diverse students.

8. Teachers’ Day – Every year Teachers’ Day is celebrated in this college to honour the memory of Dr. Sarvapalli Radhakrishnan on fifth of September and it is one of the most celebrated occasions as the teachers’ impart good values to students.

9. Gandhi Jayanti – At Sonamukhi College in each and every year on 2nd October Gandhi Jayanti is celebrated by the history department for the birth anniversary of M.K.Gandhi, who led against the British Raj through non-violent movement.

10. International Mother Language Day- This day is celebrated every year on 21st February to promote the preservation and protection of all languages. Generally, Bengali Department takes initiatives to celebrate this programme.

File Description	Document
Geotagged photographs of some of the events	View Document
Any other relevant information	View Document
Annual report of the celebrations and commemorative events for the last five years	View Document

7.2 Best Practices

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

Response:

Title of the practice

1. Sustainable Development and Supportable Domain

Objectives

Sonamukhi college has an ultimate and larger goal to achieve sustainability by introducing four pillars- (i) Human (ii) Social (iii) Economic and (iv) Environmental. But still it's a long way to go. But the college is now ready to access to basic services such as water, sanitation and sustainable energy. So, clearly to say that Sonamukhi College is now focusing and providing quality education, decent work, gender equality, good health and well being, clean water and sanitation, affordable and clean energy. It is working as support domain to the students. Apart from wifi, internet connection and ICT mode, there is INFLIBNET NLIST access for e-books and e-journals as support domain. Our project "Samadhan" is to fight for "Zero Hunger". our short term objective is to use recycled materials or renewable resources when building; and our long term objective and social responsibility is to ensure healthy lives, peace, prosperity and ultimately to take action to end poverty.

Context

As the college is situated in a rural area, the natural atmosphere keeps the whole campus calm and cool. The big trees spread their branches to give us adequate ambience. But the industrialization has led to uncontrolled increase in pollution in recent times harming not only the flora and fauna of the mother earth but also the air that we breathe, ultimately leads human life to adversity. The college has taken necessary steps and building up awareness in this issue. The NSS units of our college actively contribute in various kinds of environmental activities. It is our duty to save the world and we believe that every contribution from every corner can protect the world from its decay and destruction.

Practices

The college follows following practices regularly to maintain environmental sustainability. It is our duty as an education community. Efforts are being made to minimize carbon by planting trees. Our main focus behind this green campus program is to ensure the sustainability of sufficient water, materials and other resources for our future generation.

Tree Plantation: Calm and quiet nature prevails all the time to have lots of big trees around the magnificent college campus. Tree plantation programme by student and staff continues throughout the year. World Environment Day is celebrated every year. On that special day we make a remarkable commitment through tree plantation programme. In addition, 'Vanamohatsab' programme is also observed every year, the main aim of which is tree plantation.

Energy conservation: Energy conservation is a prerequisite for eco-friendly practices. The concern for energy conservation prevails among both the staff and the students. Special attention is given so that by the end of regular college hours, all electronic and electrical installations are immediately switched off and the devices are unplugged. The use of generators at the time of power cut and that of the emergency power supply is kept at an optimal level. We have started replacing old bulbs with LED bulbs and tube light for the sake of energy conservation.

Plastic free zone: Plastic free campus policy has been started to ensure sustainability. The college makes its campus 'no plastic zone'. NSS volunteers actively participate in cleaning the whole campus and at the same time they aware the people of adjacent villages about the negative impact of plastics. So, it is becoming a key responsibility of every citizen of our country not just to say "No to Plastics" but also to create awareness among the community as whole to stop this pollution.

Use of renewable energy: The solar photovoltaic (SPV) system has been installed at the roof-top of our

college. The prime objective is minimizing the use of conventional energy by generating energy through unconventional energy source. It also saves the money spent on electricity in our college. Uses of renewable energy in the form of installation of solar panel photovoltaic system result in the reduction of carbon footprint within the college premises and simultaneously reduce grid energy conservation.

Vending machine: Sanitary napkin vending machine has been set up in girls' common room and the facilities to be extended later. This sanitary napkin dispenser allows girls to avail sanitary pads at their disposal without any human contact whatsoever.

Drinking water: Drinking water is available in our college campus. Recently water filtration including cold water machines have been installed at seven blocks of the college campus respectively in Saktipada De block, Bishnupada De block, Gitanjali block, Basundhara block, S.N. Bose block, Monohar Aich block and APJ Abdul Kalam block.

Mushroom cultivation and vermicomposting: Sonamukhi College has set up a Mushroom cultivation unit and vermicomposting unit. Mushroom culture technology is a Skill Enhancement Course (SEC) paper in Botany UG curriculum and vermicomposting process is also included in another SEC paper in Botany UG curriculum. The main purpose is to manage biodegradable wastes generated in college campus and from college canteen.

Evidence of Success

The institution has remarkable outcomes in its way of practices. Though the college is located in the lap of nature, the increasing environment pollution is now major cause of concern due to urbanization. To contend with this issue, the college always builds awareness and spreads awareness to youth and public. Because the college firmly believes that the sensitization and practice of good environmental manner will ameliorate the present environmental condition. The NSS units of our college work hardly to adopt environmentally sound policies which will become a dominant force for sustainable environment. It is reflected through activities like door to door campaign, visits to adjacent adopted villages rally on 5th June and different awareness programmes etc. Through the various practices in college, a good environmental awareness and sensitization have been built among the students. It has enabled them to practice good habits of turning off switches of their respective classrooms, shutting down of computers when these are not being used, avoiding use of plastics by replacing paper or cloth bag, turning off the drinking water tap in a proper way etc.

Problems Encountered and Resources Required

A considerable rise of awareness among students has been observed. But this awareness lacks in wider horizon. Sensitization is needed at various levels of the community to make any environmental policy effective. The adjacent locality of our college is not so developed; people are not so well educated. It is not possible to sensitize and aware the people of its surrounding by students alone. The overall effort of to pave the path towards environmental sustainability can bring about significant positive changes in the pollution levels and ensure healthier lives for all of us.

Title of the practice

2. Enterprise Resource Planning (ERP)

Objectives of the Practice

Every planning has some fruitful objectives. Enterprise Resource Planning is no exception to this. The first and foremost objective of this planning is to manage and automatize all the academic and administrative activities of the college. Using the college software, all the admission related activities are done transparently. So far Accounts Management is concerned, all the accounts related activities are smoothly done with the aid of software. To accelerate the library related enterprises, it goes without saying that there is no alternative of college software.

The Context

Due to the increasing number of seats in different subjects of our college and as a consequence, thronging of students in queue in front of college hours after hours, the college authority following government order introduced online admission system in 2013. The current online software which is in vogue now is the offshoot of that reflection and it is in full swing from 2018-19 session.

Again, unknowingly it has bestowed another feather to the crown of the college as complete transparency is safeguarded in all spheres of academic and administrative activities for undertaking such massive planning.

To shield the college from different kinds of bizarre eventualities, the implementation of CCTV camera became a crying need.

For the fast and smooth account-related activities and financial jobs, it was realized that there is no alternative but to accept the ERP.

Finally, to search books, to issue books, to return books and to renew books in the Central Library, such kind of best practice has been introduced in this institution.

The Practice

Major modules of this practice namely ERP are as follows:

COUNSELLING & ADMISSION

STUDENT INFORMATION SYSTEM

FEES MANAGEMENT

ACCOUNTS MANAGEMENT

LIBRARY MANAGEMENT (LMS)

COUNSELLING & ADMISSION: All the steps of online admission system are performed with the support of college software. The prospectus of the college along with the eligibility criteria for taking admission in this institution is uploaded in the college website. Softcopy of Online Application Form is

also provided for the applicants. Though all the important dates regarding online admission are written in the brochure that is already in the college website, SMS and E-mails are sent time to time to alert the students and guardians about several prime issues. Then subject-wise and category-wise lists of students are published in college website. Collection of admission fees has become cashless only with the help of Online Payment Gateway.

STUDENT INFORMATION SYSTEM: Minute personal details of students remain updated in college software. Keeping stream-wise and subject-wise academic data of students has become hassle-free.

FEES MANAGEMENT: The students can witness different kinds of fees to be paid by them and they can deposit fees using Online Payment Gateway. On the other hand, the college management can get a detailed view of fees already collected using Payment Gateway.

ACCOUNTS MANAGEMENT: Different types of activities regarding Accounts Management like voucher entry, generation of ledger report, generation of cash book, daily fees collection report, generation of balance sheet, generation of receipt/payment A/C, generation of income/expenditure A/C are executed getting sufficient support from college software.

LIBRARY MANAGEMENT: Besides managing all types of library-related activities from the part of the librarian and other staff, the college software has also quickened the process of getting books and returning the same to the library, both for the students and teachers.

List of Major Modules on Website

Teacher Login: There are two main tabs in college website – “Teacher Login” and “Student Login” for the teachers and students respectively. By using the former, a teacher can upgrade his profile which is already in the website. There is another tab under Teacher Login namely Classroom Online which has multiple sub-tabs to be used for taking online classes, uploading study materials, giving assignments, taking assignments from students, checking attendance of students etc.

Student Login: Utilising “Student Login”, a student can check his personal profile, choose his subjects, view details of college fees, pay college fees, download study materials, upload assignments, join online class, etc.

Notice Board: All the relevant notices are uploaded in the ‘Notice Board’ tab of college website. Going to the website one can visualize the ‘Tender Notice’ also.

Feedback: Using college software there is the provision of providing feedback from the part of the students on Institution, faculty, and library service. The feedback from Alumni and Parents is also accepted in college software.

Academic: “Academic Calendar” of every year and “class routine” of every semester is also displayed in the college website on regular basis.

Important Links: Important links of Bankura University, The University Of Burdwan, University Grants Commission (UGC) and Department of Higher Education have their extant in the college software.

Evidence of Success

It was the pandemic period during which the institution derived the best result from such kind of best practice. During COVID-19 pandemic situation, this institute was not at its wit's end for the sudden and abrupt closure of the institution by the government. As college software had 'Study Materials' tab, the faculty members used to upload study materials for the running students of divergent semester. Again, all the online classes were taken smoothly utilizing college software.

There is a provision to record online classes and attendance of students in the college software. While financial audit is done, it becomes very untroubled for the Accountant Cashier and Head Clerk to carry on the audit as all the data are at hand in the college software.

Now finding a book in the central library is not a Mammoth task for a student and the credit of it must go to the college software.

For the presence of CCTV cameras in the campus of the college, there is hardly any evidence of indiscipline, harassment and unrest among the students.

The arrival and departure of the teaching and non-teaching staff are recorded biometrically and in this field our college in the pathfinder of the colleges under Bankura University. At present it has been suspended following the government order due to covid-19 pandemic.

Problems Encountered and Resources Required

Though the college software is perfectly in session from the session 2018-19, the institution didn't encounter any remarkable problem implementing such kind of best practice.

Due to technical glitches, sometimes; the faculties, students, teachers and office staff face some problem for sometime but that is surely negligible in respect of such kind of gigantic ventures.

To run the college website, financial strength is a basic priority. So to extract the best result from the college software, economic resource is mandatory.

To maintain the computers, CCTVs and other related gadgets, financial rewarding is must.

To crown it all, without any hesitation, it can be said that Enterprise Resource Planning (ERP) is a successful best practice prevailing in this institution.

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

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Sonamukhi College has been established with a view to flare higher education in the remote corner of the district. To spread education especially for the weaker section of the local community, few noble souls' endless dream started journey from the glorious year 1966 under the leadership of Late Anantalal Patra, founder Principal. He was a man of dynamic thinking, a visionary leader, an emphatic educationist and an altruistic person who made it possible to set up an institution in such a place with his timeless effort. From the day of its inception, a continuous flow of betterment made the institution profoundly dynamic and challenging in every academic and infrastructural domain. The college has been making strides for the introduction of new Honours course and placement oriented certificate course. Along with the increasing demand of academic varieties, 18 UG courses have been introduced till now. To cope with the demands for better infrastructure, additional buildings and classrooms have been extended continuously. New set-ups of office, library, science laboratories, etc. have been constructed. Furthermore, the college also works for strengthening the whole environment to make it unique at all levels. The below mentioned are reflection of institution's distinctiveness.

- **Departmental webinars** have been organized by most of the department during the Covid-19 pandemic situation. The speakers from different universities, colleges and organizations are generally requested to deliver their speech on a specific topic related to curriculum and extra-curricular activities. These webinars generally cover speech demonstration which is followed by a question-and-answer session that can significantly assists to lively discussions. As a result the students are much benefitted from the topic.
- **Mentor-Mentee programme** has been introduced from the academic year 20-21 in a documented way. The students are regularly encouraged to share their problems (Academic) with their mentors. This mentor-mentee relationship promotes the development and growth of the latter's skill and knowledge through the former's experience.
- **Cultural Competition:** The College organizes every year cultural competition of music, dance, essay writing, drawing, recitation, song, debate etc. by which the students get the scope of participative learning. There was no exception in Covid-19 pandemic situation. The students of our college actively participate in various kinds of cultural competition held over Google Meet platform.
- **Sports Activity:** The students have the facilities of being the part of extra-curricular activities encouraged by the college. The college arranges Annual sports competition and a good number of students take part in different sports competitions.
- **Students' Seminar:** Most of the departments have organized students' seminar programme. The students deliver lecture on a certain topic selected and prepared by them with power point presentation. Participation in this programme widely enables the students to learn new perception.
- **Community Involvement:** A noteworthy activity of NSS units of our college is adaptation of villages. Sonamukhi College takes Mushlo, Siberbhandh and Kochdihi villages as adopted villages. The NSS volunteers work towards awareness programme to facilitate access to better education, health and hygiene for the villagers. It enables them to build loyalty, to promote leadership quality and to build passion. This involvement of NSS volunteers make them effectively experienced with practical knowledge. The students are benefitted with the exposure to real world situation which would in turn develop their knowledge of social awareness and feeling of effective social living.
- **Women Empowerment Cell:** The College has formed a women empowerment cell

“VISHAKHA” to empower and safeguard the rights of female students of the college. It works to promote gender sensitivity and to restrain sexual harassment, to educate and sensitize both male and female students to produce harmonious atmosphere in the college campus. With a view to take up women’s’ issues and problems, the cell also aims at creating awareness of their rights and duties. Added to it, suggestions for upliftment and empowerment have been given.

- **Aids and Services:** Students from economically unprivileged families are access to educational and personal opportunities like half fees, full fees of tuition fees specially for those who haven’t get any kind of government or non government scholarships.
- **Collaborative activities:** College has signed MOUs with REMD, NSOU and Pragati Sangha as collaborative learning which empower students for their future endeavor.
- **Enterprise Resource Planning (ERP):** ERP systems in our college streamline and automate processes involving both academic and administrative activities for all the stake holders. ERP provides complete control over different activities of our college like, counseling and admission, student information system, fee management system, accounts management, library management etc.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

Sonamukhi College is one of the unique colleges of the Bankura District offering Science, Arts and Commerce streams to the students. Since its inception the college has been steadily surging ahead adapting to the changes in the world around it but invariably retaining its core values of service, integrity, discipline and decency. There are more than 50% female students in our college.

The college has a study centre for NSOU (Netaji Subhas Open University) which cater the need of the local people for the upward progress of education in the locality.

There is the provision of an effective leadership in parity with the vision and mission of the institution. The college strictly maintains utmost transparency in admission, examination and in administrative and financial matters.

The college also keeps a vigil on the environmental parameters of the premises and the surroundings. Solar panels are used to get double benefit- to reduce power consumption and to use renewable energy. Green Audits are done time to time.

In the near future to quench the demand of society and market, the college is willing to introduce new programs both at UG level and PG level. As the importance of skill development is increasing day by day, the introduction of many more effective and functional add-on courses is included in the agenda to serve the community on a larger scale.

Impact of Corona Virus from March 2020 and consequent lockdown came as a sudden jolt which affected the smooth running of the college. Through the continues commitment and dedication of teaching and non teaching staff the college adapted to 'New Normal System'. Gradually online class started on virtual platform (mainly through google meet) to facilitate the classes as per routine. Departmental and others important meetings were all held online. Several national international webinar were also held in to enrich the academic mind. Internal assessments were carried out through college portal and other platforms. All administrative work slowly geared up in online mode.

Concluding Remarks :

To spread the education among the people of Sonamukhi block and its adjacent blocks, some visionary enthusiastic people ventured to found Sonamukhi College. Since its foundation in 1966, this co-educational institution has been catering the skill-oriented, need-based, cost-effective, quality education to the students of that backward region to help them to develop into employable, responsible and competent Indian citizen. It has now become one of the demandable colleges of Bankura University for imparting quality education to more than 2000 Students in 18 UG courses. Surprisingly, the enrolment of girl students is increasing day by day. More than 50% of the total students are girls. Again, the college teaches a large number of students who are from backward classes, minority community and economically weaker sections and a substantial percentage of them are first generation learner.

As soon as the first assessment of NAAC in 2016 was finished, the college has been striving to excel in all

fronts – infrastructure for teaching-learning, good library resources, adequate sports and cultural facilities and a mighty student support system encompassing Mentoring, Students’-Feedback, Remedial-Coaching, Grievance-Redressal-Cell, Placement-Cell, Provision for Free-Studentship & Scholarships to ensure holistic education and a healthy academic environment for the learners. One UG course in Bachelor of Social Works (BSW) and one diploma course on Nursing Assistant have been introduced in 2019-2020 session. There is a study centre of Netaji Subhas Open University (NSOU) for the working students who are unable to carry on their study in regular mode. To strengthen the traditional teaching-learning method, there is the provision of ICT classes, Smart Classrooms and Internet Facilities. To keep the students and teachers updated, Seminars and Workshops are organized at regular intervals. To provide scope for learning through experiment; field surveys, project works are done. Students are sensitized on different social and environmental issues. Yet it is better to admit that the college has several limitations and it is always trying to overcome them. With an inspirational heritage and a basket of success stories under our umbrella we now strive to achieve a grade of excellence through NAAC.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																				
1.1.3	<p>Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years</p> <p>1. Academic council/BoS of Affiliating university 2. Setting of question papers for UG/PG programs 3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses 4. Assessment /evaluation process of the affiliating University</p> <p>Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: B. Any 3 of the above</p>																				
1.2.1	<p>Percentage of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented</p> <p>1.2.1.1. Number of Programmes in which CBCS/ Elective course system implemented. Answer before DVV Verification : 33 Answer after DVV Verification: 33</p>																				
1.2.2	<p>Number of Add on /Certificate programs offered during the last five years</p> <p>1.2.2.1. How many Add on /Certificate programs are offered within the last 5 years. Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>1</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>1</td><td>0</td><td>0</td><td>0</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	0	1	0	0	0	2020-21	2019-20	2018-19	2017-18	2016-17	0	1	0	0	0
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	1	0	0	0																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	1	0	0	0																	
1.2.3	<p>Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years</p> <p>1.2.3.1. Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>0</td><td>36</td><td>0</td><td>0</td><td>0</td></tr></table> <p>Answer After DVV Verification :</p>	2020-21	2019-20	2018-19	2017-18	2016-17	0	36	0	0	0										
2020-21	2019-20	2018-19	2017-18	2016-17																	
0	36	0	0	0																	

2020-21	2019-20	2018-19	2017-18	2016-17
0	35	0	0	0

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

1.3.2.1. Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
26	24	17	14	7

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	7	11	9

1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders

1) Students

2) Teachers

3) Employers

4) Alumni

Answer before DVV Verification : C. Any 2 of the above

Answer After DVV Verification: C. Any 2 of the above

1.4.2 Feedback process of the Institution may be classified as follows:

Options:

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website

Answer After DVV Verification: A. Feedback collected, analysed and action taken and feedback available on website

2.1.1 Average Enrolment percentage (Average of last five years)

2.1.1.1. Number of students admitted year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
973	995	1083	1135	1168

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
973	995	1083	1135	1168

2.1.1.2. Number of sanctioned seats year wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2138	2138	2007	1943	1928

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2138	2138	2007	1943	1928

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)**2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
493	572	568	483	492

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
425	450	447	418	408

2.3.3 Ratio of students to mentor for academic and other related issues (Data for the latest completed academic year)**2.3.3.1. Number of mentors**

Answer before DVV Verification : 69

Answer after DVV Verification: 60

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

2.4.2.1. Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
16	16	13	13	14

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
15	16	13	13	14

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

2.4.3.1. Total experience of full-time teachers

Answer before DVV Verification : 747.25

Answer after DVV Verification: 747.25

2.6.3 Average pass percentage of Students during last five years

2.6.3.1. Total number of final year students who passed the university examination year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
519	394	202	213	250

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
519	394	202	213	250

2.6.3.2. Total number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
553	542	478	338	435

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
553	542	478	338	435

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

3.1.1.1. Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0.54000	8.46600	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.54000	8.466	0	0	0

3.1.2

Percentage of departments having Research projects funded by government and non government agencies during the last five years

3.1.2.1. Number of departments having Research projects funded by government and non-government agencies during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	1	0	0	0

3.1.2.2. Number of departments offering academic programmes

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
18	18	17	17	17

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
18	18	17	17	17

3.1.3

Number of Seminars/conferences/workshops conducted by the institution during the last five years

3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
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28	2	0	1	4
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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
28	2	0	1	4

3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

3.2.1.1. Number of research papers in the Journals notified on UGC website during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	9	7	9

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	9	7	9

3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

3.2.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
23	6	4	15	5

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
23	6	4	15	5

3.3.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

3.3.2.1. Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.

Answer before DVV Verification:

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2020-21	2019-20	2018-19	2017-18	2016-17
0	3	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	0	0	0

3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
21	13	12	10	12

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
21	13	12	10	12

3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

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., year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
744	897	812	507	508

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
744	897	812	507	508

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

3.4.1.1. Number of linkages for faculty exchange, student exchange, internship, field trip, on-job training, research etc year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	3	2	2

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	3	2	2

3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	2	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	0	2	0	0

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)

4.1.3.1. Number of classrooms and seminar halls with ICT facilities

Answer before DVV Verification : 12

Answer after DVV Verification: 12

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
12.99	30.18	6.66	2.01	8.73

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
91.183	41.633	12.079	2.036	35.274

4.2.2	<p>The institution has subscription for the following e-resources</p> <p>1. e-journals 2. e-ShodhSindhu 3. Shodhganga Membership 4. e-books 5. Databases 6. Remote access to e-resources</p> <p>Answer before DVV Verification : B. Any 3 of the above Answer After DVV Verification: B. Any 3 of the above</p>																				
4.2.3	<p>Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)</p> <p>4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>2.439</td><td>1.119</td><td>4.329</td><td>1.779</td><td>.892</td></tr></table> <p>Answer After DVV Verification :</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>2.439</td><td>1.117</td><td>4.331</td><td>1.779</td><td>.892</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	2.439	1.119	4.329	1.779	.892	2020-21	2019-20	2018-19	2017-18	2016-17	2.439	1.117	4.331	1.779	.892
2020-21	2019-20	2018-19	2017-18	2016-17																	
2.439	1.119	4.329	1.779	.892																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
2.439	1.117	4.331	1.779	.892																	
4.2.4	<p>Percentage per day usage of library by teachers and students (foot falls and login data for online access) during the latest completed academic year</p> <p>4.2.4.1. Number of teachers and students using library per day over last one year</p> <p>Answer before DVV Verification : 1 Answer after DVV Verification: 1</p>																				
4.3.3	<p>Bandwidth of internet connection in the Institution</p> <p>Answer before DVV Verification : A. 750 MBPS Answer After DVV Verification: A. 750 MBPS</p>																				
4.4.1	<p>Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)</p> <p>4.4.1.1. Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year-wise during the last five years (INR in lakhs)</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17															
2020-21	2019-20	2018-19	2017-18	2016-17																	

5.87	14.46	9.1	3.44	10.04
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Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1.775	7.336	0.44	3.576	4.348

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

5.1.1.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1073	755	799	745	746

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1073	755	799	745	746

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

5.1.2.1. Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
58	1977	848	595	590

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
58	1977	848	595	590

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills

3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: C. 2 of the above

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
462	0	0	0	0

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
462	0	0	0	0

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

5.2.1 Average percentage of placement of outgoing students during the last five years

5.2.1.1. Number of outgoing students placed year - wise during the last five years.

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6	8	5	2	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
4	3	5	2	3

5.2.2 Average percentage of students progressing to higher education during the last five years

5.2.2.1. Number of outgoing student progressing to higher education.

Answer before DVV Verification : 182

Answer after DVV Verification: 178

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (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) year wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	5	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	6	4	0

5.2.3.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	2	2	5	3

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	1	6	4	0

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**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) year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	3	0	0	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	4	0	0	2

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
20	19	12	12	11

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
22	17	12	12	11

6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	0	0	0	1

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes,

Orientation / Induction Programmes, Refresher Course, Short Term Course).

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
31	6	6	3	4

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
30	7	6	3	4

6.5.3

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality initiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: C. 2 of the above

7.1.2

The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: C. 2 of the above

7.1.4

Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Answer before DVV Verification : C. 2 of the above

Answer After DVV Verification: C. 2 of the above

7.1.5	<p>Green campus initiatives include:</p> <ol style="list-style-type: none"> 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 <p>Answer before DVV Verification : A. Any 4 or All of the above Answer After DVV Verification: B. 3 of the above</p>
7.1.6	<p>Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:</p> <ol style="list-style-type: none"> 1. Green audit 2. Energy audit 3. Environment audit 4. Clean and green campus recognitions / awards 5. Beyond the campus environmental promotion activities <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above Remark : DVV recommended input considered</p>
7.1.7	<p>The Institution has disabled-friendly, barrier free environment</p> <ol style="list-style-type: none"> 1. Built environment with ramps/lifts for easy access to classrooms. 2. Divyangjan friendly washrooms 3. Signage including tactile path, lights, display boards and signposts 4. Assistive technology and facilities for 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 <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above</p>
7.1.10	<p>The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.</p> <ol style="list-style-type: none"> 1. The Code of Conduct is displayed on the website 2. There is a committee to monitor adherence to the Code of Conduct 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized <p>Answer before DVV Verification : C. 2 of the above Answer After DVV Verification: C. 2 of the above</p>

2.Extended Profile Deviations

ID	Extended Questions																				
1.1	<p>Number of courses offered by the Institution across all programs during the last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>584</td><td>584</td><td>456</td><td>298</td><td>223</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>576</td><td>568</td><td>442</td><td>293</td><td>222</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	584	584	456	298	223	2020-21	2019-20	2018-19	2017-18	2016-17	576	568	442	293	222
2020-21	2019-20	2018-19	2017-18	2016-17																	
584	584	456	298	223																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
576	568	442	293	222																	
1.2	<p>Number of programs offered year-wise for last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>33</td><td>33</td><td>34</td><td>34</td><td>19</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>33</td><td>33</td><td>35</td><td>35</td><td>19</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	33	33	34	34	19	2020-21	2019-20	2018-19	2017-18	2016-17	33	33	35	35	19
2020-21	2019-20	2018-19	2017-18	2016-17																	
33	33	34	34	19																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
33	33	35	35	19																	
2.1	<p>Number of students year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>2069</td><td>2147</td><td>2180</td><td>2005</td><td>2094</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>2069</td><td>2147</td><td>2180</td><td>2005</td><td>2094</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	2069	2147	2180	2005	2094	2020-21	2019-20	2018-19	2017-18	2016-17	2069	2147	2180	2005	2094
2020-21	2019-20	2018-19	2017-18	2016-17																	
2069	2147	2180	2005	2094																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
2069	2147	2180	2005	2094																	
2.2	<p>Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years</p> <p>Answer before DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>963</td><td>963</td><td>849</td><td>785</td><td>773</td></tr></table> <p>Answer After DVV Verification:</p> <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>963</td><td>963</td><td>849</td><td>785</td><td>773</td></tr></table>	2020-21	2019-20	2018-19	2017-18	2016-17	963	963	849	785	773	2020-21	2019-20	2018-19	2017-18	2016-17	963	963	849	785	773
2020-21	2019-20	2018-19	2017-18	2016-17																	
963	963	849	785	773																	
2020-21	2019-20	2018-19	2017-18	2016-17																	
963	963	849	785	773																	

2.3

Number of outgoing / final year students year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
519	394	202	213	250

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
484	558	479	342	432

3.1

Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
69	71	44	44	46

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
68	70	43	43	45

3.2

Number of sanctioned posts year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
75	75	73	73	73

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
74	74	72	72	72

4.1

Total number of classrooms and seminar halls

Answer before DVV Verification : 49

Answer after DVV Verification : 49

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
56.58382	94.66000	76.15000	83.73000	83.01000

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
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	61.137	94.6600	76.15900	83.73200	83.01100
4.3	Number of Computers Answer before DVV Verification : 83 Answer after DVV Verification : 87				
4.4	Total number of computers in the campus for academic purpose Answer before DVV Verification : 70 Answer after DVV Verification : 70				

NAAC