Yearly Status Report - 2018-2019

Part A	
Data of the Institution	
1. Name of the Institution	**SONAMUKHI COLLEGE**
Name of the head of the Institution	**DR. BAPPADITYA MANDAL**
Designation	**Principal**
Does the Institution function from own campus	**Yes**
Phone no/Alternate Phone no.	**03244275251**
Mobile no.	**7076289635**
Registered Email	**sonamukhicol@gmail.com**
Alternate Email	**iqacsonamukhicollege@gmail.com**
Address	**Sonamukhi College Road**
City/Town	**Sonamukhi**
State/UT	**West Bengal**
Pincode	**722207**

2. Institutional Status

Affiliated / Constituent	**Affiliated**
Type of Institution	**Co-education**
Location	**Rural**
Financial Status	**Self financed and grant-in-aid**
Name of the IQAC co-ordinator/Director	**Dr. Shuvra Kanti Sinha**
Phone no/Alternate Phone no.	**03244275251**
Mobile no.	**9123003425**
Registered Email	**sonamukhcol@gmail.com**
Alternate Email	**iqacsonamukhicollege@gmail.com**

3. Website Address

Web-link of the AQAR: (Previous Academic Year)	http://www.sonamukhicollegebankura.com/iqac_aqar.php

4. Whether Academic Calendar prepared during the year	**Yes**
if yes,whether it is uploaded in the institutional website: Weblink :	http://www.sonamukhicollegebankura.com/academic_calendar.php

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	**B**	**2.37**	**2016**	**05-Nov-2016**	**04-Nov-2021**

6. Date of Establishment of IQAC	**10-May-2013**

7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
No Data Entered/Not Applicable!!!		
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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
No Data Entered/Not Applicable!!!				
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9. Whether composition of IQAC as per latest NAAC guidelines:	**No**
Upload latest notification of formation of IQAC	**No Files Uploaded !!!**
10. Number of IQAC meetings held during the year :	**4**
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website	**Yes**
Upload the minutes of meeting and action taken report	View File
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?	**No**

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

Participation in NVNP Survey, Dept of Forests. By Dr.S.K.Sinha Opening of Study Centre Netaji Subhas Open University (NOSU), Code No.M08, Establishment of Firing Wall for NCC gun Practice New administrative building becomes fully functional for smooth student service Purchase of necessary books for central library (1408 books) Seminar organized and sponsored by IQAC Status survey of fishing catThe state animal of West Bengal Online OPAQ system for students in central library Green audit of college campus completed

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
No Data Entered/Not Applicable!!!	
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14. Whether AQAR was placed before statutory body ?	**Yes**

Name of Statutory Body	Meeting Date
Governing Body of the College	14-Sep-2020

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No
16. Whether institutional data submitted to AISHE:	Yes
Year of Submission	2019
Date of Submission	13-Feb-2019
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief descripiton and a list of modules currently operational (maximum 500 words)	A management information system (MIS) has been effectively designed in the college keeping in mind the necessity of the college administration where it can generate any report it requires to run the college. Various summarized information are available at fingertips to make fast decision and execution. Information such as: a. Students' merit list (several lists) at the time of admission of students, current admission status for all class, admission fee summary report etc. b. Categorization of students on the basis of gender, caste, differently abled students, General – Honours, students applying for Kanyashree benefits etc. c. Result of students / divisions obtained/ students availing institutional concessions obtained, stipend obtained from the state government and the central government, number of students asked for hostel facilities etc. d. Library books lent, reminder for last date of depositing the lent books, list of defaulters e. Office – up to date status of PF including interest received /salary certificates/ fees book generation are readily available as and when asked by the apex body of the college. These Actionable data help the administration as well as any stakeholder – right from students to Govts. Authorities can form opinion and undertake any decision needed in this regard.

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

As the CBCS system has already been introduced from the last academic session, efforts are being made to make the system more fruitful and effective. Though the course structure are made by Bankura University based on UGC guidelines of Choice Based Credit System (CBCS), the UGBS members from our college in different disciplines provided valuable modifications, suggestions to make the curriculum more worthy under the purview of the UGC syllabus guidelines . The syllabi for different Honours & Programme courses have following sections: 1) Core Course; 2) AECC-Ability Enhancement Compulsory Course; 3) SEC- Skill Enhancement Course; 4) GE- Generic Elective; 5) DSE- Discipline Specific Elective. A student has to study at least one Modern Indian Language course and Environmental studies for one semester. All students of Humanities and Social sciences need to study English language. Our College prepares a 'Master Routine' including all the possible combinations of subjects taught in any given semester. At the beginning of the session the whole course of a semester is subdivided among the teachers following the strength of teachers and their specializations. Numbers of classes required to complete the course, number of days the college will remain open are assessed beforehand in the departmental meeting at the beginning of the session, and loads are distributed keeping a balance between theory and practical classes. While distributing loads, College keeps a vigilant eye on the university recommended course schedule and the credits prescribed there in.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entreprene urship	Skill Development
No Data Entered/Not Applicable !!!					

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
No Data Entered/Not Applicable !!!		
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
No Data Entered/Not Applicable !!!		

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	0	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
No Data Entered/Not Applicable !!!		
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BSc	Geography (Socio Economic Survey)	24
BSc	Botany (Field Excursion)	22
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	No
Employers	No
Alumni	No
Parents	No

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution? (maximum 500 words)

Feedback Obtained
Feedbacks are obtained from the students through structured questionnaire and are statistically analyzed. Results are circulated among the teachers for course of action. The analyzed data of student satisfaction is uploaded in the college website under the menu bar student feedback.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BSc	Physics(H) in UG	23	302	15
BA	Education(H) in UG	37	154	34
BSc	Geography(H) in UG	37	565	31
BA	Philosophy(H) in UG	72	445	79
BSc	Economics(H) in UG	27	8	1
BA	Pol. Sc. (H) in UG	72	54	21
BA	History(H) in UG	90	235	61

BA	Sanskrit(H) in UG	90	565	80
BA	English(H) in UG	96	587	62
BA	Bengali(H) in UG	96	1058	86
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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018	2655	0	27	0	27

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Numberof smart classrooms	E-resources and techniques used
27	19	22	11	1	3
View File of ICT Tools and resources					
View File of E-resources and techniques used					

2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

Orientation Program has been held at the starting of each academic session in which the teaching faculties help the newly-admitted students to be oriented with the different subjects and papers of syllabus of Bankura University. Since there are still some confusion regarding CBCS system among students and parents , in this orientation program faculty members of each department, convince each student about the total syllabus in such a way that that they don't feel any hesitation to clear their confusion. They are also given pictorial explanation of their enquires. The faculties leave no stone unturned to make the students understood all those things. Students are much benefitted from this program.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
2655	27	1:99

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
37	27	10	0	13

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from	Designation	Name of the award, fellowship, received from

	state level, national level, international level			Government or recognized bodies
No Data Entered/Not Applicable !!!				
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
No Data Entered/Not Applicable !!!				
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

The college has very little scope to bring reforms in the CIE. But under the purview of new syllabus under CBCS system, college undertakes internal assessment of 10 marks for each paper in the course before end semester exam. This is arranged according to the time frame of evaluation procedure of the Bankura University. Besides this, teachers provide assignments for each chapter they are teaching in the class. Questions are set based on the syllabus of the University. Students are given an opportunity to interact with the teachers in their next class to understand/correct the weak points both in terms of data and style of writing of their answer scripts of the assignments. These tests benefit students to a great extends to appear in the final exam. A special attention is given to slow learners students through more interactions.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Academic calendar is prepared according to the guidelines provided by the Bankura University time to time. Not only the End Sem Examination but Internal Assessment dates are also fixed by affiliating University. However the Internal Assessment exams are conducted keeping in mind the University syllabus.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

http://www.sonamukhicollegebankura.com/academic_result.php

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
No Data Entered/Not Applicable !!!					
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2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

http://www.sonamukhicollegebankura.com/feedback_analysis.php

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
No Data Entered/Not Applicable !!!				

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
No Data Entered/Not Applicable !!!		

3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
No Data Entered/Not Applicable !!!				

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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
No Data Entered/Not Applicable !!!					

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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
00	0

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Geography	2	5.75
National	Economics	6	4.01

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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Chemistry	4

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3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/

Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
No Data Entered/Not Applicable !!!
No file uploaded.

3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
No Data Entered/Not Applicable !!!
No file uploaded.

3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Presented papers	0	5	0	1
Attended/Seminars/Workshops	4	3	1	0
View File

3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
No Data Entered/Not Applicable !!!
View File

3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
00	00	00	0
No file uploaded.

3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating agency	Name of the activity	Number of teachers participated in such activites	Number of students participated in such activites
00	00	00	0	0
No file uploaded.

3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Collaborative Research Work	Dr. Shuvra Kanti Sinha	Self	108
Student Exchange	Dr. Shuvra Kanti Sinha	Bharti Vidyapeeth Deemed University	180
Biodiversity Assessment	Dr. Shuvra Kanti Sinha	Department of Forest	12
[View File](#)			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
No Data Entered/Not Applicable !!!					
No file uploaded.					

3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of students/teachers participated under MoUs
Rural Education and Medical development Mission of India	09/03/2019	To start 2 year Diploma Course in Nursing Assistant	50
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
8.3	6.66

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Value of the equipment purchased during the year (rs. in lakhs)	Newly Added
[View File](#)	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
LMS	Fully	NIL	2016

4.2.2 – Library Services

Library Service Type	Existing	Newly Added	Total
No Data Entered/Not Applicable !!!			
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
No Data Entered/Not Applicable !!!			
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/ GBPS)	Others
Existing	34	0	16	0	0	11	28	30	0
Added	5	0	0	0	0	0	0	0	0
Total	39	0	16	0	0	11	28	30	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

30 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
No Data Entered/Not Applicable !!!	

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurredon maintenance of physical facilites
4.02	520724	2.76	389115

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

Laboratory: Laboratory Stock/Purchase Registers for instruments and chemicals are maintained on regular basis to keep a record of the number of instruments and to minimize the misuse or pilferage of chemicals. The companies who supplied the instruments are communicated whenever technical snags arise in the instruments. Library: The library books are kept in bookshelves in scientific manner. Whenever new books are purchased the subject teachers physically verify them before they are tagged and catalogued. The library is going through a modification process the authority has agreed to install library management software for smoothening off the operation of library. The library undergoes

for pest control twice a year. Book binding is done as and when needed. The students are allowed to keep maximum of 2 books for a period of 15 days. Teachers can borrow and keep maximum 3 books for a period of thirty days. Sports complex and Sports facilities: Weeds of the football ground are slashed and burned on regular basis. Sports equipments are kept in stock room under the supervision of sports-in- charge/game teacher. Gymnasium of the college is maintained under the supervision of the game teacher. A stock registered is maintained by the game teacher for the sports equipments and gym instruments. Both sports equipments and gym instruments are cleaned and greased yearly. Sports equipments and entry to the gym are made available to the students on the basis of their requisitions placed before the game's teacher. The bat and ball for cricket is maintained by the students' union of the college. Computers: A stock register for all the computers and computer accessories purchased, is maintained meticulously. The computers are repaired as and when required. New computers are purchased through proper tendering and analysing them in Finance Sub-committee meeting, if the finance of the college permits then tenders are asked through purchase subcommittee and required items are purchased by the supervision of the same committee. Classrooms: The college has a big campus with 31 class rooms and 8 laboratories. Two staffs are dedicated for cleaning and keeping the classrooms in order. A strict routine of "clean all the rooms twice a month" is maintained ritually and minutely. A standing electrician is there to look after the electrical disturbances as and when brought to the authority's notice by the departments. Power Supply: The college has the provision for uninterrupted power supply. There are two generators having 15 KVA AC power and 10 KVA AC power and they are used in case of loadshedding. As soon as there is load-shedding, the generator starts to work for the smooth running of administrative works as well as academic one. Routine Surveillance: The college is under strong CCTV surveillance for 24x7hours.The CCTVs are installed at almost all the sensitive places to monitor the unsocial and anti-social activities in the college campus. As a consequence, the unwanted activities within the college campus have almost been curbed.

http://www.sonamukhicollegebankura.com

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
No Data Entered/Not Applicable !!!			
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5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implemetation	Number of students enrolled	Agencies involved
No Data Entered/Not Applicable !!!			
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5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students for competitive examination	Number of benefited students by career counseling activities	Number of students who have passedin the comp. exam	Number of studentsp placed

No Data Entered/Not Applicable !!!
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5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
0	0	0

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Nameof organizations visited	Number of students participated	Number of stduents placed	Nameof organizations visited	Number of students participated	Number of stduents placed
00	0	0	00	0	0
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Depratment graduated from	Name of institution joined	Name of programme admitted to
2019	63	UG, Sonamukhi College	Bengali, English, Botany,Physics, Chemistry,Geography,Philosophy,Zoology,Mathematics,History,Sanskrit,Education,	Bankura University,Burdwan Unniversity,Vidyasagar University, Distance mode of The University of Burdwan and other Universities outside of West Bengal	MA, MSc, B.Ed
[View File](#)					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
NET	4
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
No Data Entered/Not Applicable !!!		
[View File](#)		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
No Data Entered/Not Applicable !!!						
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students election could not be conducted as of now and till further notification as per the new education bill 2017. However, this did not deter the college from conducting various extra-curricular activities with the help of active participation of the students. Different cultural activities of the college have not only been instrumental in flourishing social, cultural, environmental and physical awareness among the youths but also have provided a platform to the students, coming from not so advanced social background to overcome their shyness, develop confidence and express the creative potential that would otherwise have remained unnoticed perhaps. Needless to say that the untiring efforts of the Head of the institution, teaching and the non-teaching staff of the college, play a significant role in successful completion of these activities. • The college has a successful and a glorious history of showing good performance in Youth Parliament Competition. It performed well in both District as well as State Level Competitions. Credit goes to the Head of the institution, faculties and staff right from developing the script to selection of the students for specific roles along with providing other logistical support. • The college organizes cultural competition where a vast majority of students participate voluntarily. An automatic screening is done through this competition for the students who shall represent the institution in future in different inter college and other cultural competitions. • The college publishes its annual magazine every year. Digital magazine is also published. Write-ups on a wide variety of topics are collected from the students and faculty members and are scrutinized by the magazine's editorial board, comprising teachers of the college and are thereafter selected for final publication. The magazine offers a brilliant opportunity to the students to showcase their hidden talents besides the monotonous curriculum. • The Annual Sports of the college has always been an extravaganza, where all the departments take active participation. A college football team that is selected just after the Annual Sports undertakes regular practice under the stringent supervision of Physical Education teacher and puts up admirable performance at the University Level as well as at District Level Competitions. • Regular activities of the NCC and NSS include establishment of practice camps, visiting adopted villages, organising seminars, campus cleaning, creating environmental awareness programmes in villages, tree plantation, dengue and COVID-19 awareness programmes, online cultural and quiz competitions etc. • Birth anniversaries of eminent personalities, Independence Day, Republic Day etc. are celebrated in a befitting manner with the active support and help of the Head of the institution, teaching and the non-teaching staff of the college and the students. Condolence meetings and discussions regarding works and contributions of distinguished personalities in different spheres are held both by physical presence and via online platforms also. • Patient hearing is always given to the students grievances by the "Chair" and utmost effort is given to solve their problems as well.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

0

5.4.3 – Alumni contribution during the year (in Rupees) :

0

5.4.4 – Meetings/activities organized by Alumni Association :

0

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

> The college has a host of committees like Academic Sub Committee, Finance Sub Committee, UGC Sub Committee, NAAC Sub Committee, Teachers' Council to name a few. The members of the committees are entrusted with different responsibilities so as to ensure smooth functioning of the college. The committees function independently in consultation with the apex body of the college. The college conducts staff meetings from time to time and at regular intervals. These meetings being interactive in nature, often promulgates fruitful discussions and lead to culmination of ideas which again play a very crucial role for the overall holistic development of the institution.

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Teaching and Learning	Apart from the regular chalk and talk method, new and advanced approaches of teaching and learning are adopted. These, among others include demonstration by power point presentations, conducting field trips so as to go beyond the text books and help students to gather first-hand experience and knowledge about various cross cutting issues.
Curriculum Development	The University is responsible for developing and framing of the curriculum. The institution does not have any role to play in this regard. However, there are some teachers who represent various subjects/disciplines in the UG Board of Studies of Bankura University. They can use this platform to convey their own as well as collective suggestions of the college to the competent authority.

Examination and Evaluation	Examinations of different semesters are notified and conducted by the affiliated colleges like that of us. The University issues guidelines on evaluation procedures and their decision regarding this is considered final and irrevocable.
Admission of Students	Admissions are purely on merit basis and there is no ambiguity in it. Students are to register themselves in the online portal of our college for admission in due course of time after the notification of new semester. Admission is purely governed by the guidelines issued by the Govt. of West Bengal and the Bankura University.
Library, ICT and Physical Infrastructure / Instrumentation	Keeping in view the needs of the students and the course module, the mentioned physical infrastructures are maintained and constantly improvised and upgraded.
Research and Development	In a bid to promote research and development, the institution constantly encourages and motivates teachers to conduct and also be a part of seminars, conferences, workshops and other such allied activities. It also motivates faculty members to take up MRP, other research projects, go for FDPs and publish papers in national and international journals of repute.
Industry Interaction / Collaboration	With respect to career counselling, exposure to industry and placements, the institution maintains a liaison and collaboration with the local corporate.
Human Resource Management	The paucity of teaching and non-teaching staff has never come in the way of timely completion of various tasks and assignments. The college has a culture of high motivational level. Every commendable performance is recognized by the authority with due credit.

6.2.2 – Implementation of e-governance in areas of operations:

E-governace area	Details
Administration	Student admission are done completely through online mode with step by step process widely circulated through Institute's website. • Every notice related to students is uploaded in the Website of the College to make them informed. • The important information is served among the students through SMS which is possible by our office

	software CAMS. • Instructions, notices to the departments and teachers are circulated through Emails and WhatsApp group. • E-tender is followed for execution of any project and necessary information is supplied for tenders and quotations through Website.
Finance and Accounts	MSS software is used for smooth and accurate functioning of our College's Finance and Accounts Section. All financial transactions are recorded through that software. All collections from the students are made through PayU Money gateway and every voucher is generated through software which each student can download from their college log-in using their user Id and password. Claims for grants from the Government are placed by online HRMS. College authority use their self-developed module to maintain the Pf accounts of the employees. The salary payments to the staff are made by online banking and HRMS software introduced by the Govt. of West Bengal.
Student Admission and Support	As per guidelines of the Government, admission of the students is conducted totally online. All information related to admission of students in different departments is provided through College website. Registration, submission of application for admission by students, preparation of merit list and submission of requisite fees for admission by the enlisted students are totally arranged through Software and Online. No physical attendance of students is necessary in College for any stage of admission process. As per guidelines of the Government, admission of the students is conducted totally online. All information related to admission of students in different departments is provided through College Website. Registration, submission of application for admission by students, preparation of merit list and submission of requisite fees for admission by the enlisted students are totally arranged through Software and Online. No physical attendance of students is necessary in College for any stage of admission process.
Examination	The End Semester (CBCS) and year wise final examinations (111) are conducted by affiliated Universities. Upto 18-19 academic session, all final exams are

	in offline mode. But starting from the filling up of Examination form/Enrolment form through the publication of results are prepared and published in online mode but the University. For students in CBCS format, they can download their admit card as well as their mark sheets from UniTrack portal of Bankura University.
Planning and Development	Our college has a Planning and Development committee. Though IQAC of our college plan and recommend different quality enhancement steps, planning and development committee is assigned to implement those recommendation once approved by Governing Body and Finance committee of our college. All the future course of actions are documented and stakeholders are made informed through properly circulated notice through college website.

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
No Data Entered/Not Applicable !!!						
View File						

6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
No Data Entered/Not Applicable !!!				
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
0	0	0	0

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
Provident Fund, Festival Advance, Employees Credit Cooperative Society, Maternity leave, Child Care Leave, Teachers council fund, GSLI	Provident Fund, Festival Advance, Employees Credit Cooperative Society, Maternity leave, Child Care Leave, Teachers council fund, GSLI	Full-free/ Half-free Students scholarship, Different State Govt. Scholarships, Swami Vivekananda Scholarship, Sitaram Jindal Scholarship

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

Internal Audit is conducted by in-house staff and External Audit is conducted by independent External Auditor appointed by the Govt. Of West Bengal.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	00
No file uploaded.		

6.4.3 – Total corpus fund generated

0

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No		No	
Administrative	Yes	Appointed by DPI, Govt. of West Bengal	No	

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

Participation in Plantation Programme. Providing valuable suggestions for future course of action.

6.5.3 – Development programmes for support staff (at least three)

1. Training for the use of MSS software for office staff provided by the support staff of the concerned vendor. 2. Training for E-Pension, provided by DPI Govt. of West Bengal, 3. Training for HRMS provided by DPI Govt. of West Bengal

6.5.4 – Post Accreditation initiative(s) (mention at least three)

1. Promotion of hygienic sense among the students with a special emphasis on girl students. 2. Automation of office. 3. Procurement of new books as per CBCS

	curriculum			

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b)Participation in NIRF	No
c)ISO certification	No
d)NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
		No Data Entered/Not Applicable !!!			

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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Observation of International Women's Day	08/03/2019	08/03/2019	41	27

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
1. Environmental (Green) Audit 2. Consciousness of misuse of water 3. Awareness regarding misuse of electricity consumption. 4. Plantation of saplings during Celebration of Áranya Saptah and Vanomohatsav. 5. Regular maintenance of the Solar Power Unit that has been installed in the year 2017-18.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Ramp/Rails	Yes	2
Scribes for examination	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
			No Data Entered/Not Applicable !!!				
			No file uploaded.				

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
No Data Entered/Not Applicable !!!		

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Observation of International Women's day	08/03/2019	08/03/2019	68

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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Environmental (green)Audit 2. The Campus is maintained as No Smoking Zone, 3. Tree Plantation and maintenance, 4. Campus cleaning, 5. Reduction in usage of plastic items

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Our college with an area of 29056.42 sq. mts. is the habitat of different types of flora and fauna. Its eco-friendly atmosphere, natural ambiance, location in the midst of nature far from the din and bustle of urbanity make it an ideal place of living of the animals. On the other hand, there are innumerable medicinal plants which bear immense value. The college leaves no stone unturned to protect those animals and plants from different kinds of perils. As a consequence, college has introduced to complete a green audit from the academic 18-19. The off-shoot of such a green audit is extremely positive. We have up-to-date data in our hand. It is a matter of tremendous pleasure that the number of flora and fauna is increasing day by day. The eye-soothing atmosphere, the dances of the leaves of trees and flowers of shrubs, the running of the harmless creatures on the college ground etc enhance the students' energy of learning in our college. In our upgraded office software, each student of our college can avail ERP system. She/he can select their preferred subject and pay college fees after log-into the software with User name and password provided by the college. Another remarkable achievement for our Institution is to install Napkin Vending Machine with the help of MP LAD fund of local MP.

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link
http://www.sonamukhicollegebankura.com/innovation.php

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

The institution is entrusted with the strong and outstanding vision of promulgating higher education among the rural masses of the adjoining areas of the college. In a bid to put momentum to this venture, the college has introduced honours courses in various disciplines at the undergraduate level. The primary consideration of the college has always been to impart education to those people who hail from lower socio-economic strata of the society. In addition to this, the college nurtures its plan of initiating technical education and mobilizing efforts to introduce some allied subjects in the near future.

Provide the weblink of the institution
http://www.sonamukhicollegebankura.com/

8.Future Plans of Actions for Next Academic Year

1. Purchase of some modern equipment for science departments to cope up with new CBCS system. 2. Open Access system of Library resources. 3. Online based feedback system and its analysis and its e-reporting, 4. Introduction of new UG courses,5. Parents Teachers meeting. 6. Construction of more class rooms, 7. Introduction of Certificate or Diploma course in near future.