YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SONAMUKHI COLLEGE
• Name of the Head of the institution	DR. BAPPADITYA MANDAL
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03244275251
• Mobile No:	7076289635
• Registered e-mail	principal@sonamukhicollege.ac.in
• Alternate e-mail	sonamukhicol@gmail.com
• Address	Sonamukhi College Road
• City/Town	Sonamukhi
• State/UT	West Bengal
• Pin Code	722207
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Rural
• Financial Status	Grants-in aid

• Name of the Affiliating University	**Bankura University**
• Name of the IQAC Coordinator	**Dr. Jnanojjal Chanda**
• Phone No.	**03244275251**
• Alternate phone No.	**7029650432**
• Mobile	**9735336469**
• IQAC e-mail address	**iqac@sonamukhicollege.ac.in**
• Alternate e-mail address	**iqacsonamukhicollege@gmail.com**
3.Website address (Web link of the AQAR (Previous Academic Year)	https://sonamukhicollege.ac.in/
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://sonamukhicollege.ac.in/academic_calendar.php

5.Accreditation Details

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

6.Date of Establishment of IQAC	**10/05/2013**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	Grant for boys hostel (2nd installment)	UGC	2020 365	3200000
Institutional	Grant for girls hostel (2nd installment)	UGC	2020 365	3200000
Institutional	Building Grant	State Govt.	2019	7000000

8.Whether composition of IQAC as per latest NAAC guidelines	Yes	
• Upload latest notification of formation of IQAC	View File	
9.No. of IQAC meetings held during the year	03	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

1. 11 fulltime teachers promoted through CAS (the meeting of the screening committee done on 26/12/2020) 1. 6. 11 fulltime teachers promoted through CAS (the meeting of the screening committee done on 26/12/2020)

2. New 85 Cottah land purchased by the college authority to extend the student facilities.
3. Dept. of Education along with IQAC and Seminar on National Education Policy-2020 on 22/12/21
4. College Administrative Software Training Programme for Teaching and Non-teaching staff was done by Training and placement cell of our college
5. Mentoring system of 1stSem students introduced during this academic session.
12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
College has to take necessary actions regarding NAAC peer team visit	Peer team visited on 8.9.2022 and 9.9.2022 and accredited the college with B+ Grade (2.6 CGPA)
College has to take necessary initiatives for the academic and administrative updation	(i) New 85 Cottah land purchased by the college authority to extend the student facilities. (ii) IQAC organized two Career opportunities programme for the final year students
Timely completion of feedback analysis	Feedback on curriculum has been taken from different stake holder (Alumni, Teacher) and analyzed.
Training programme for the development of the faculty and Staff	College Administrative Software Training Programme for Teaching and Non-teaching staff was done by Training and placement cell of our college
Organizing Webinar on IPR through online during pandemic situation	Two webinars on IPR have been organized by IQAC in association with Seminar sub-committee on 11/11/2020 and 7/10/2021
Plan to publish book with ISBN Number	College published 3 books with ISBN number during this period
To initiate campus interview for the Commerce students	Campus interview for Commerce Department students has been conducted by XPRO INDIA Ltd on 17/7/2021.

13.Whether the AQAR was placed before statutory body?	**Yes**

- Name of the statutory body

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

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020-2021	22/02/2022

15.Multidisciplinary / interdisciplinary

The Vision of National Education Policy (NEP), to provide high quality education to develop humanresources in our nation as global citizens, is welltaken by Sonamukhi College. Discussions are heldwith the faculty members on the key principles ofNEP such as diversity for all curriculum andpedagogy with technological innovations in teachingand learning, encouraging logical decision making and innovation, critical thinking and creativity. Actually,academic programmes are redesigned byBankura University, our affiliating University to include Multidisciplinary /Interdisciplinary coursesas electives. All programmes are designed in such a way that students get maximum flexibility to chooseelective courses offered by other Departments. It can be said that Sonamukhi College is proactivelyworking towards implementation of the suggestionsgiven in the NEP.
Multidisciplinary/interdisciplinary:
In order to provide the holistic academic growthamong 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.

16.Academic bank of credits (ABC):

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.

17.Skill development:

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.

18.Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture,

using online course)
In order to promote /integrate the local language, art and culture, activities in the curriculum have been added and throughdiscussions/ interactions/symposiums etc. in local languages are made in fetching extra credit to the students. These initiatives have increased the employability opportunities for the learners. Frequent field trips to local heritage sites are valuing our culture and traditions.

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

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

Extended Profile

1.Programme

1.1   **584**

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

File Description	Documents
Data Template	View File

2.Student

2.1   **2069**

Number of students during the year

File Description	Documents
Data Template	[View File](#)

2.2   **963**

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

File Description	Documents
Data Template	[View File](#)

2.3   **519**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1   **67**

Number of full time teachers during the year

File Description	Documents
Data Template	[View File](#)

3.2   **74**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

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

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**2069**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**963**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**519**

File Description	Documents
Data Template	View File

3.Academic

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

File Description	Documents
Data Template	View File

3.2 Number of Sanctioned posts during the year	**74**

File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**49**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**61.137**
4.3 Total number of computers on campus for academic purposes	**87**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

To ensure the efficacy of curriculum development, proper emphasis on delivery, listing of topic, clarity, accuracy, completing in proper frequency with depth and pace are ensured by this institution.

Integrity, interdisciplinary nature of the curriculum as well as focus on conceptual ideas are also given emphasis by the faculty.

The time table, indicating rooms, allotted teachers for classes areshowing respective class hours, are distributed among the faculty members.

The CBCS syllabus has been introduced in all its affiliated colleges under Bankura University since the academic year2017-18.

Students' Seminars are also organized by various department on various topicsto enhance interactive powers, communication skill.

Many departments have the provisions for Excursion/Project work where students are provided with opportunities to link up their theoretical knowledge with practical experience, thus helping them to acquire experiential learning.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	**Nil**

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

The Academic Council prepares an academic calendar at the beginning of each session following schedule of academic activities and list of holidays. It becomes very useful to the teachers to successfully complete the modules of syllabi.

The examinations are also strictly conducted following the University examinations norms.

Students' merit is continuously evaluated internally and as a result of this their weakness are detected in comparison to other students in the class. End Semester Examinations are held at regular six (6) months interval. Along with these, college arranges class tests & students' seminars.

All kinds of academic activities from admission, registration, filling up forms, internal examinations to final examination including theory, practical etc. are conductedas per the Bankura University guidelines. The respective notices for the above are displayed on the college webpage.The Routine Committee drafts a Master timetable for the entire college, which is followed by all the departments.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	**Nil**

1.1.3 - Teachers of the Institution participate in following activities related to curriculum   **B. Any 3 of the above**

development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

33

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

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

00

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

1.3 - Curriculum Enrichment

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

The values of honesty, integrity and the virtues like compassion, empathy, tolerance etc. are the part and parcel for a man in the profession of teaching. With this objective in view every faculty in this institution tries to infuse in the students, the major stakeholders, some moral values along with imparting the routine teaching.

Teachings on human values, gender equity are imparted to our students through arrangements of webinars, workshopsetc.

The teachings on environmental issues are imparted in accordance with the Bankura University syllabus on Environmental studies. Some project works, workshops, training programmes, seminars/webinarsare also organised as prescribed in the syllabi for the said purpose.

Those faculties who are involved in research works are well aware of the bad impact of plagiarism. Our students are also imparted teaching on the topic of plagiarism and its bad impacts on their future.

Moreover, our NSS & NCC volunteers from different departments are communicated with the human values with focus on major moral social issues related to life inorder to discover a sense of oneness within themselves.

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

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

02

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	No File Uploaded
Number of courses that include experiential learning through project work/field work/internship (Data Template)	View File

1.3.3 - Number of students undertaking project work/field work/ internships

00

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sonamukhicollege.ac.in/feedback/1635092294_STUDENT%20SURVEY%20REPORT%20_2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2138

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

493

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Almost all the students who enrolled in this college are coming from very poor socio-economic background. So, their talent, wisdom, knowledge, efficiency, skill etc. vary to a great extent. In this regard, the college has taken few important measures to fulfill the dreams of students in higher education. These measures include- (i) Every departmental faculties plan to start teaching procedure after evaluating the existing knowledge of the students. As a result, the students easily gain knowledge without facing any difficulty. (ii) Special remedial classes are arranged for the slow learners to improve theirl evel of learning. Advanced learners are taken care of by the concerned faculty through assignments and peer group discussions. (iii) The students at the beginning of each academic year as well as each semester are provided with lots of academic information like academic calendar, class routine academic programmes etc. (iv) Counselling has been done to medium learners through mentoring. The faculty member act as mentor for the students allotted to him/her. Faculty counselors frequently interact with and help each students to improve their confidence as well as their marks.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	[View File](#)

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

Number of Students	Number of Teachers
2069	**67**

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Peer teaching is one of the means for which students are encouraged in both off-line and on-line modes. Students are given wider exposure to other institutions and teaching methods through faculty exchange programme. Inter college quiz competitions, Youth Parliament programmes train the students for speaking on a variety of topics. Seminars, workshops from Eminent academicians, students' seminars render the students' enormous scope for enhancing their communication skills, getting lucid ideas about the topics through interactive sessions. The final year students get ample opportunities in searching for placements through Career Counseling Cell of the college. In respect of soft skill development Webel Informatics Ltd. has been entrusted with the charges to train the students and staff of the college.Field excursions give the students impetus to write project reports.The college annual magazines and book published by staff and students of the college are other sources for participative learning. Knowledge of ecological status, conservation strategies for plants and animals is developed within the students through different field visit.

File Description	Documents
Upload any additional information	View File
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.3.1%20Sonamukhi%20Final_compressed.pdf

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

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

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

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

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

2.3.3.1 - Number of mentors

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	*View File*
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

72

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	*View File*
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	*View File*

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

16

File Description	Documents
Any additional information	*View File*
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	*View File*

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

2.4.3.1 - Total experience of full-time teachers

747

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	[View File](#)

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

In a classroom teaching continuous evaluation is a vital aspect. The college being affiliated under Bankura University, we are to abide by the end semester assessment pattern as laid down by the University. Following are the ways of evaluation: 1. Oral question-answer sessions. 2. Class tests. 3. Internal Assesments. 4. Students' feedbacks are taken regularly through a standard questionnaire including the questions on methods of evaluation. 5. Their feedback is discussed in the periodic departmental meetings and incorporated accordingly. 6. Home assignments are conducted by the respective faculty through the College ERP system.

7.Mentoring sessions are also there while monitoring during class, thus identifying students' learning needs and progress. 8. For the University End semester examination, a total of 10 marks (20% of the total marks) are allotted for internal assessment in each paper.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.5.1%20SONAMUKHI%20FINAL_compressed.pdf

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

Conduction of end/mid-session/semester examination forthe Undergraduateprogrammes is made in accordance with the Bankura

University guidelines. It is the University web portal through which online form fill up and generation of admit card is made. Examination Committee consisting of the Principal and some teachers along with non-teaching staff, conducts the examination at the centre other than the home college. However, during the COVID-19 pandemic period this process had been done through the on-line mode. Subsequently, evaluation of the answer scripts had been done by the subject teachers under the directives of the University. Students' grievances related to the examination is addressed by the examinations committee with their limit. If there is any discrepancy regarding registration, the matter is escalated to the Registrar. The scrutiny of reassessment of marks are done through the University web portal by paying the requisite fees. The experienced staff members handle the examination related issues in a transparent and efficient manner. Moreover, students' feedback mechanism (on-line) enables them to submit their grievances.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.5.2%20Sonamukhi%20final%20(2).pdf

2.6 - Student Performance and Learning Outcomes

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

Program outcomes, program specific outcomes and course outcomes for all programs are displayed on the college website. The aims of the Undergraduate (B.A, B.Sc, B.com) programmes are oriented towards Research, Invention, Industrial jobs, contribution in Nation building and benefit of mankind.

UG programmes in Humanities : 1. These enhance the students' ability in cultural aspects, sense of literature, History, Politics, Ethical qualities and religious devotion. 2. Students are upgraded to get themselves acclimatised in the changing scenario with critical evaluation.

UG programmes in Science : 1. The students are well trained in both theory and practical. 2. Aptitudes for Chemical and Material Science, Plant Science, Animal Science,Science of Economics and Mathematical analysis, Computer Science etc of the students are

developed. 3. The learners develop their aptitude of individual planning and habit of working in groups, field survey, literature review and other skills.

Communication mechanism : 1. Bankura University provides with the hard and soft copies of syllabi and learning outcomes are available in the departments. 2. Soft copies of the curriculum and learning outcomes are uploaded in the college website. 3. Orientation programmes as organized by the college and also by the departments.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sonamukhicollege.ac.in/images/uploads/2.6.1%20Sonamukhi%20College%20Merged.pdf
Upload COs for all courses (exemplars from Glossary)	No File Uploaded

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

Methods for attainment of Course Outcomes (CO) Direct Attainment – Criteria: - 1. Internal tests are conducted based on COs. 2. Class performance activities consisting of assignments/tutorials/experiments/quiz/ other activity related to COs. 3. External examinations marks are considered.

Indirect Attainment –

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sonamukhicollege.ac.in/images/uploads/2.6.2_Sonamukhi%20College%20Final.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

519

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

54000

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-

government agencies during the year

`00`

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

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

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

`27`

File Description	Documents
Report of the event	View File
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

`3`

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	View File

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

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

23

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.3 - Extension Activities

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

Sonamuhkhi College believes that the life of a college and that of the community are inextricably interlinked. NSS units of the college are dedicated to improving the quality oflife within and outside the campus, by creating socially sensitive students. They are vigilant about the community needs.The college students in collaboration with NSS volunteers and NCC cadets carry out the extension activities in the neighbourhood communities. During the COVID-19 pandemic period the NCC and NSS units paly a remerkable role.

- A number of programmes are arranged to create awareness among the people about the dangers of using plastic.
- Even cleanliness drives, cleaning the local water reservoirs, water awareness programmes, anti-drug campaign etc. are also made by our students from time to time. NSS Programme officersof the college play a vital role in sensitizing our students to such social issues and facilitating holistic developments.
- Programmes are organized by the college on different social andmedical issues like Health and Hygiene, Anti-Dowry Campaign, Bad Impacts of Child Marriage, Blood Donation Camps, ThalassemiaTests, Leprosy Awareness Programmes, Traffic Rules Awareness programmes etc.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/3.3.1%20NCC%20&%20NSS%20report.pdf
Upload any additional information	View File

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

00

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	View File
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

19

File Description	Documents
Reports of the event organized	View File
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	View File

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in

collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1787

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

3.4 - Collaboration

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

01

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has a campus of 8.11. Acres. It is fully secured with CCTV camera. It is equipped with modern facilities and learning resources to achieve academic excellence according to its vision. The infrastructure facilities and learning resources are mentioned bellow- 1. Total number of classrooms is 50, total number of laboratories is 6. Besides, there is 17 ICT enabled classroom and 1conference hall equipped with modern facilities. 2. All the departments have computer with internet facility. We have a central library with more than 30,000 text books, nearly 1,174 reference books, few rare books, ebooks, digital database, 6 magazines and newspapers. Facilities for searching e-database from National Digital Library of India (NDL), INFLIBNET (N-LIST) are available. There is a browsing centre in the library. 3. There are separate common rooms for boys and girls. 4. The students for whom returning home daily is quite impossible, there are one running boys' hostel and a new college boys' hostel & one college girls' hostel have been constructed, yet to be started. 5. In the institution, there is disabled-friendly ramp at the entrance of the college building and Library. There is the provision of two green generators in the college campus.

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

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

Our college provides the students with a number of facilities for cultural activities, games and sports. Cultural activities : Cultural activities like drama, recitation, singing, dancing is performed by the students of the college on different occasions. Cultural competitions are held every year. Our students take part in the Youth parliament competitions every year. NSS Units of the college arrange different programmesamong the children of the local adopted villages.

Games and Sports (Indoor and Outdoor) : SonamukhiCollege has a beautiful playground behind the College campus. College students practise Cricket, Football, Kabadi, Khokho, Volleyball, Badminton. The facilities of indoor games are Carrom, Table Tenis etc. The sports equipments of the college include Football, with Jersey and Pants, Volleyball, Cricket set (bat, ball, wicket, gloves, helmet, pads), Carrom board, Shot put,ball, Discus, Javelin, Measurement tapes.

Gymnasium : There is agymnasium with the facilities like Trade mill, Cycle, Gym ball, sixteen station, Stepper etc. Yoga centre : A yoga centre has recently been established to provide the facilities for conducting theory and practical classes for the yoga certificate course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.1.2%20The%20institution%20has%20adequate%20facility%2016022022.pdf

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

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.1.3%20percentage%20of%20class%20room%20update.pdf
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	View File

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

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

56,58,000

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

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

publisher etc.Barcode issue-return system is practiced in the library for smooth issue-return of the library books.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the **B. Any 3 of the above** **following e-resources e-journals e- ShodhSindhu Shodhganga Membership e- books Databases Remote access toe-resources**

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

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

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

2,43,900

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

16

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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

It is the CAMS (College Administration and Management System) software that is used and updated frequently to manage all kinds of office works of the college including accounts, auditing, students' admission, sending their data to the university for registration-cum-enrolment, on-line classes, examination, evaluation of answer scripts and sending of marks to the university. Salary billing of the staff is done through HRMS (Govt. of West Bengal) portal etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	**Nil**

4.3.2 - Number of Computers

83

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

4.3.3 - Bandwidth of internet connection in the Institution

B. 30 - 50MBPS

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

56,58,000

File Description	Documents
Upload any additional information	View File
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Governing Body is the highest body of the college. It constitutes the different committees like Finance Committee, Purchase Committee, Building Committee etc. by inducting some experienced members of the Governing Body, senior faculty members including the non-teaching staff and students' representatives of the college. The proposal of different departments for their respective requirements are submitted to the Principal. These are

subsequently placed in the GB meeting while finalizing the yearly Budget proposal of the college with due approval from the Government Body. For any kind of purchase like laboratory equipments, library books, computers, photocopier etc.Principal invites quotations through the college website. In case of expenditure of any Government grant (more than Rs 5.00 Lakh) Govt. rules are followed by inviting e-tenders with subsequent submission of utilization certificates. A minimum of 03 quotations are required for selection of the lowest one. All the resolutions of the Finance Committee and Purchase Committee are approved by the college GB.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1073

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

58

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

462

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

462

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

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

B. Any 3 of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

06

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

110

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

02

File Description	Documents
Upload supporting data for the same	View File
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

01

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	**No File Uploaded**
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The students' council and representation of students of the institution play a significant role in academic and administrative activities of the college. The students being the major stakeholders of a college, their welfare is of prime concern. The Students' Union/council elections have been suspended due to State Govt. The General Secretary of the Students' council, being an ex-officio member of the college Governing Body expresses his own views or opinion in favour of the students' interest. Students' representation in different committees of the college like Anti-Ragging cell, Grievance Redressal Cell, Internal Complaints Committee, Women's Cell, Admission Committee, Sports Committee, Cultural Committee etc help the college authority for smooth functioning of the college. The students' council of the college along with the NSS volunteers and NCC cadets take positive initiatives in arranging blood donation camps, cleaning of the college campus and cleanliness drive program at the adopted villages, tree plantation programs, AIDS and Dengue awareness programme etc.Thus, Students' council acts as a bridging link between the college authority and the general students ventilating the student's problem, grievances with a view to make quick solutions.

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

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

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

20

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

5.4 - Alumni Engagement

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

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

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

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

"Learning is the ultimate goal" fostered by the institution and it

is the emancipation which portrays the epitome of the institution's vision.

Vision:

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

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.

6.To encourage the students in Activity club, cultural programmes, Annual sports, wall magazines and college magazines.

7.Providing quality education and achieving excellence in Higher education with a focus to uplift the society in future.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization

and participative management.

Our College is an ideal example of the college's model of practising decentralization and participative management. Governing Body is the highest administrative body of the college as formed (tenure of 04 years).

All the vital decision related to finance, administrative and infrastructural developments are taken by the college GB. The Governing Body forms different committees likeFinance Committee, Purchase Committee, Building Committee, Internal Complaints Committee, Anti-Raging Cell, IQAC, NAAC Committee, Academic Council etc. Conveners of the respective committees are entrusted with the major responsibilities to convene the meetings and take decisions on their respective areas in a democratic manner.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

College future Plan :

- **To equip faculty with the blended mode of teaching and learning.**
- **More Academic Collaborations and Faculty Exchange Programmes with different educational institutions.**
- **To invite renowned facultiesfor giving extension lectures to the students and faculty of the college.**
- **Organize various science exhibitions for school students**
- **To introduce more certificate and Add-on courses.**
- **Train students towards progression to higher education and placement.**
- **To increase number of ICT enabled classrooms.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	Nil
Upload any additional information	No File Uploaded

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

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

GOVERNING BODY(GB):

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

GRIEVANCE REDRESSAL MECHANISM :

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

SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES :

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

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user interfaces	[View File](#)
Any additional information	[View File](#)
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

- **Effective welfare measures for the teaching and non teaching staff are one of the positive measures as taken by the college.**
- **Our College follows the Employees Provident fund Scheme of the Government for substantive teaching and non-teaching staff of the college.**
- **Sonamukhi College Employees' cooperative credit society as registered under the West Bengal State Cooperative society provide loan to our staff as and when required.**
- **The college provides festival advance.**
- **On duty leaves are allowed to the teachers for attending Faculty Development Programme, seminars/workshops/conferences.**
- **Medical facilities are provided to the substantial staff under the State Health Scheme, while the same is provided to the SACT and non-teaching contingency staff, under the West**

> Bengal 'Swasthya Sathi' scheme up to a limit of Rs. 5.00 Lakh.
- Governing Body of the college also extends cooperation to the casual non teachingstaff by providing PF, LIC, NPS etc from the college own fund.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

00

File Description	Documents
Upload any additional information	No File Uploaded
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

30

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

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

The institution has performance appraisal system for assessment of teaching staff. Every faculty member is provided with prescribed format (self Appraisal Dairy) for self appraisal. The faculty members are encouraged to make excellent performance in teaching.

The Appraisal report is made on the basis of Annual Performance of the employees, their academic, research and other extracurricular activities.

The data as furnished in the self-appraisal reports by the faculties are also helpful in their CAS.

In case of non-teaching casual staff incentives are allowed by the Governing Body for better performances.

However, overall report of the staff is reviewed by the college GB.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college follows the government guidelines in this regard. The Director of Public Instruction, Government of West Bengal nominates one Auditor every two years for external audit. The auditor checks thoroughly the accounts of the college.The library records of books/journals, Asset Register, Stock registers of different departments are also verified during the time of auditing. Before the process of External Auditing a four member team is formed to verify all the records as a process of internal audit.Whenever, the college gets any government grant a special audit is done by the Accountant General, West Bengal for verifying the process of utilization of those grants.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

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

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

4000

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

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

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

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

It is the Internal Quality Assurance Cell (IQAC) of the college which has contributed significantly to the quality assurance strategies and processes of the college. IQAC organize orientation programmes for newly admitted students,each year. Principal, IQAC coordinator, Departmental teachers deliver their motivational lectures in this programme, so that, students get encouraged to study their own subjects with full energy, devotion and love. IQAC meets every department at regular intervals to observe departmental academic activities, inconveniences, grievances of students and staff (if any), requirements, etc and tries to fulfil the same through approaching the college Governing Body (wherever needed), as far as practicable.IQAC motivates the departments to arrange students' seminars. To make the staff and students of the college well acquainted with the latest developments, current and burning topics IQAC arranges seminars, workshops etc. Overall interest, related to the teaching-learning, evaluation of feedback from all stakeholders are made under the supervision of IQAC.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

It is the IQAC along with Academic Council of the college that periodically reviews the teaching learning process and overall progress of the Institute.

- Proper documentation.
- Organisation of seminars.
- Encouragement for more ICT based teaching.
- Online feedback of students as recorded with proper documentation.
- Maintenance of batch wise, year wise and department wise results.
- Encouraging the students to take up free skill enhancement courses.

There are 13 ICT enabled classrooms, where teachers use PPTs, videos, movies, document viewers to make the subject more relatable to the students. Teachers share their interactive study

materials, videos with the students through the college website, WhatsApp study groups and YouTube lectures. A blended mode of learning has been implemented by the college even during the COVID-19 pandemic period.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender inequality is a global problem. The females are always neglected and dominated by the males causing a discord in society. The college always favours the promotion of gender equality. It considers the gender balance as of utmost importance. ICC cell of

the college plays an active role in looking after the matters related to the health and hygiene along with gender sensitive issues of the female students and staff of the college. Internal complaints committee as formed by the college Governing Body in accordance with the Vishaka Guidelines keeps a constant watch over the gender issues, so that, girls' students are not harassed at any cost. Equal opportunities to both the male and female students are offered by the college in different kinds of activities of the NCC, NSS, including cultural, games and sports, extensive programmes etc.

File Description	Documents
Annual gender sensitization action plan	Nil
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sonamukhicollege.ac.in/images/uploads/7.1.1%2021-22.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste management :-

Bins are kept at each floor, in laboratories, library. The solid and liquid wastes, as generated in the laboratories are collected separately with subsequent separate disposal. The solid wastes as collected from the garden and vegetable wastes are used in vermicomposting pit to generate manure, which is used in college

gardening purpose.

Liquid Waste Management :-

In some science departments like Chemistry, Zoology, Botany liquid wastes are generated. Special bins are kept in the laboratories where used Chemicals are disposed of and in another bin broken glasses are thrown.

E-waste Management :-

The waste computers and computer peripherals are first marked as scraps by the respective departments. The Purchase Committee with the help of department of Computer Sciencethe scraps are then kept in the E-waste room.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://sonamukhicollege.ac.in/images/uploads/7.1.3%20New%20Latest.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

1. **Restricted entry of automobiles**

2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

File Description	Documents
Geo tagged photos / videos of the facilities	[View File](#)
Any other relevant documents	No File Uploaded

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	**No File Uploaded**
Policy documents and information brochures on the support to be provided	**No File Uploaded**
Details of the Software procured for providing the assistance	**No File Uploaded**
Any other relevant information	View File

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

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

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations:

values, rights, duties and responsibilities of citizens

The constitutional obligations like values, rights, duties and responsibilities are encouraged in the staff and students of the college through different types of activities. They feel a sense of unity, nationalism whenever the memorable days like Independence Day, Republic Day, and birth days of our great national heroes and other personalities are observed at the college campus. National Anthem, as sung in these programmes, creates in us the sense in a greater extent. Teachers with their man making, character making and life building assimilation of ideas remind our students with their responsibilities and constitutional obligations. Three courses are run by the college like Political Science core courses, Generic Elective course and Programme course. NSS volunteers are sensitized to do extensive works in the adopted villages through cleaning the surrounding environment, AIDS awareness programmes, awareness against the misuse of water etc. Students from different departments have regularly participated in the events like Youth Parliament Competition organized in different institutions.

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

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

B. Any 3 of the above

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

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

Sonamukhi college commemorates the following days:

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

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

3. Republic day- On 26th January in every year Republic Day is celebrated. 4. RabindraJayanti- In remembrance of Rabindranath Tagore's birthday.

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

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

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

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

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

10. International Mother Language Day- This day is celebrated

every year on 21st February to promote the preservation and protection of all languages.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice 1 :- Awareness on COVID-19 Pandemic

Objective:- Ensure awareness and safety to fightglobal outbreak of COVID-19 Pandemic which caused death of millions of people in India and other countries.

The Practice:- A number of webinars on different aspects of COVID-19 pandemic had been organized by the IQAC along with different departments of the college. In addition, distribution of masks, sanitizers to the local residents have been taken by the NSS volunteers along with some students' representatives & NCC cadets of our college.

Best Practice 2:-

Completion of Academic Audit by Bankura University.

Sonamukhi College took the initiative of Academic audit for the session 2020-2021. Before commencement of academic session, the college completes its Academic Diary where the Academic, Cultural and Co-curricular Activities to be followed. Syllabus Breaking of Honours and Programme courses into different modules and distributingthese modules are also finished before the start of each session. Records of departmental meetings, departmental seminars, Students' Seminar, Internal Assessment are kept for future reference. Academic Audit puts hallmark of completion of all the above mentioned activities within the scheduled time.

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

7.3 - Institutional Distinctiveness

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

Sonamukhi College is one of the traditional colleges in the district of Bankura. Introduction of on-line activities in every academic as well as administrative field like admission, class teaching, examination, evaluation of answer scripts and uploading of marks to the University portal for timely publication of results is one such area of distinctiveness for its priority and thrust. Although many poor students could not attend the classes initially owing to lack of smart phones, teachers would pay special attention to them by taking special classes. Even individual academic help was also made during the COVID-19 pandemic situation. The arrangements of webinars by different departments in collaboration with IQAC have been made through the on-line system. Other official works related to accounts, audits, through CAMS software providing official data through 'West Bengal Government's 'Banglar Ucchasiksha Portal', leave account, pension benefits of the staff, providing data to AISHE portal, salary billing through HRMS portal, Library activitiesetc. are some of the examples of on-line activities of the college.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

To ensure the efficacy of curriculum development, proper emphasis on delivery, listing of topic, clarity, accuracy, completing in proper frequency with depth and pace are ensured by this institution.

Integrity, interdisciplinary nature of the curriculum as well as focus on conceptual ideas are also given emphasis by the faculty.

The time table, indicating rooms, allotted teachers for classes areshowing respective class hours, are distributed among the faculty members.

The CBCS syllabus has been introduced in all its affiliated colleges under Bankura University since the academic year2017-18.

Students' Seminars are also organized by various department on various topicsto enhance interactive powers, communication skill.

Many departments have the provisions for Excursion/Project work where students are provided with opportunities to link up their theoretical knowledge with practical experience, thus helping them to acquire experiential learning.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	Nil

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

The Academic Council prepares an academic calendar at the beginning of each session following schedule of academic

activities and list of holidays. It becomes very useful to the teachers to successfully complete the modules of syllabi.

The examinations are also strictly conducted following the University examinations norms.

Students' merit is continuously evaluated internally and as a result of this their weakness are detected in comparison to other students in the class. End Semester Examinations are held at regular six (6) months interval. Along with these, college arranges class tests & students' seminars.

All kinds of academic activities from admission, registration, filling up forms, internal examinations to final examination including theory, practical etc. are conductedas per the Bankura University guidelines. The respective notices for the above are displayed on the college webpage.The Routine Committee drafts a Master timetable for the entire college, which is followed by all the departments.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	Nil

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University	B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View File](#)
Any additional information	**No File Uploaded**

1.2 - Academic Flexibility

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

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

33

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	**No File Uploaded**
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

00

File Description	Documents
Any additional information	**No File Uploaded**
Brochure or any other document relating to Add on /Certificate programs	**No File Uploaded**
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

00

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

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00
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File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The values of honesty, integrity and the virtues like compassion, empathy, tolerance etc. are the part and parcel for a man in the profession of teaching. With this objective in view every faculty in this institution tries to infuse in the students, the major stakeholders, some moral values along with imparting the routine teaching.

Teachings on human values, gender equity are imparted to our students through arrangements of webinars, workshopsetc.

The teachings on environmental issues are imparted in accordance with the Bankura University syllabus on Environmental studies. Some project works, workshops, training programmes, seminars/webinarsare also organised as prescribed in the syllabi for the said purpose.

Those faculties who are involved in research works are well aware of the bad impact of plagiarism. Our students are also imparted teaching on the topic of plagiarism and its bad impacts on their future.

Moreover, our NSS & NCC volunteers from different departments are communicated with the human values with focus on major moral social issues related to life inorder to discover a sense of oneness within themselves.

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

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

02

File Description	Documents
Any additional information	**No File Uploaded**
Programme / Curriculum/ Syllabus of the courses	[View File]
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	**No File Uploaded**
MoU's with relevant organizations for these courses, if any	**No File Uploaded**
Number of courses that include experiential learning through project work/field work/internship (Data Template)	[View File]

1.3.3 - Number of students undertaking project work/field work/ internships

00

File Description	Documents
Any additional information	**No File Uploaded**
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File]

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	`C. Any 2 of the above`

File Description	Documents
URL for stakeholder feedback report	[View File](#)
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	[View File](#)
Any additional information(Upload)	[View File](#)

1.4.2 - Feedback process of the Institution may be classified as follows	`A. Feedback collected, analyzed and action taken and feedback available on website`

File Description	Documents
Upload any additional information	[View File](#)
URL for feedback report	https://sonamukhicollege.ac.in/feedback/1635092294_STUDENT%20SURVEY%20REPORT%20_2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2138

File Description	Documents
Any additional information	`No File Uploaded`
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

493

File Description	Documents
Any additional information	View File
Number of seats filled against seats reserved (Data Template)	View File

2.2 - Catering to Student Diversity

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

Almost all the students who enrolled in this college are coming from very poor socio-economic background. So, their talent, wisdom, knowledge, efficiency, skill etc. vary to a great extent. In this regard, the college has taken few important measures to fulfill the dreams of students in higher education. These measures include- (i) Every departmental faculties plan to start teaching procedure after evaluating the existing knowledge of the students. As a result, the students easily gain knowledge without facing any difficulty. (ii) Special remedial classes are arranged for the slow learners to improve theirl evel of learning. Advanced learners are taken care of by the concerned faculty through assignments and peer group discussions. (iii) The students at the beginning of each academic year as well as each semester are provided with lots of academic information like academic calendar, class routine academic programmes etc. (iv) Counselling has been done to medium learners through mentoring. The faculty member act as mentor for the students allotted to him/her. Faculty counselors frequently interact with and help each students to improve their confidence as well as their marks.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
2069	67

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

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

Peer teaching is one of the means for which students are encouraged in both off-line and on-line modes. Students are given wider exposure to other institutions and teaching methods through faculty exchange programme. Inter college quiz competitions, Youth Parliament programmes train the students for speaking on a variety of topics. Seminars, workshops from Eminent academicians, students' seminars render the students' enormous scope for enhancing their communication skills, getting lucid ideas about the topics through interactive sessions. The final year students get ample opportunities in searching for placements through Career Counseling Cell of the college. In respect of soft skill development Webel Informatics Ltd. has been entrusted with the charges to train the students and staff of the college.Field excursions give the students impetus to write project reports.The college annual magazines and book published by staff and students of the college are other sources for participative learning. Knowledge of ecological status, conservation strategies for plants and animals is developed within the students through different field visit.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.3.1%20Sonamukhi%20Final_compressed.pdf

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

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

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

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

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

2.3.3.1 - Number of mentors

67

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	[View File](#)
Circulars pertaining to assigning mentors to mentees	No File Uploaded
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

72

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	No File Uploaded
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

16

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

747

File Description	Documents
Any additional information	No File Uploaded
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

In a classroom teaching continuous evaluation is a vital aspect. The college being affiliated under Bankura University, we are to abide by the end semester assessment pattern as laid down by the University. Following are the ways of evaluation: 1. Oral question-answer sessions. 2. Class tests. 3. Internal Assesments. 4. Students' feedbacks are taken regularly through a standard questionnaire including the questions on methods of evaluation. 5. Their feedback is discussed in the periodic departmental meetings and incorporated accordingly. 6. Home assignments are conducted by the respective faculty through the College ERP system.

7.Mentoring sessions are also there while monitoring during class, thus identifying students' learning needs and progress. 8. For the University End semester examination, a total of 10 marks (20% of the total marks) are allotted for internal assessment in each paper.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.5.1%20SONAMUKHI%20FINAL_compressed.pdf

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

Conduction of end/mid-session/semester examination forthe Undergraduateprogrammes is made in accordance with the Bankura University guidelines. It is the University web portal through which online form fill up and generation of admit card is made. Examination Committee consisting of the Principal and some teachers along with non-teaching staff, conducts the examination at the centre other than the home college. However, during the COVID-19 pandemic period this process had been done through the on-line mode. Subsequently, evaluation of the answer scripts had been done by the subject teachers under the directives of the University. Students' grievances related to the examination is addressed by the examinations committee with their limit. If there is any discrepancy regarding

registration, the matter is escalated to the Registrar. The scrutiny of reassessment of marks are done through the University web portal by paying the requisite fees. The experienced staff members handle the examination related issues in a transparent and efficient manner. Moreover, students' feedback mechanism (on-line) enables them to submit their grievances.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://sonamukhicollege.ac.in/images/uploads/2.5.2%20Sonamukhi%20final%20(2).pdf

2.6 - Student Performance and Learning Outcomes

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

Program outcomes, program specific outcomes and course outcomes for all programs are displayed on the college website. The aims of the Undergraduate (B.A, B.Sc, B.com) programmes are oriented towards Research, Invention, Industrial jobs, contribution in Nation building and benefit of mankind.

UG programmes in Humanities : 1. These enhance the students' ability in cultural aspects, sense of literature, History, Politics, Ethical qualities and religious devotion. 2. Students are upgraded to get themselves acclimatised in the changing scenario with critical evaluation.

UG programmes in Science : 1. The students are well trained in both theory and practical. 2. Aptitudes for Chemical and Material Science, Plant Science, Animal Science,Science of Economics and Mathematical analysis, Computer Science etc of the students are developed. 3. The learners develop their aptitude of individual planning and habit of working in groups, field survey, literature review and other skills.

Communication mechanism : 1. Bankura University provides with the hard and soft copies of syllabi and learning outcomes are available in the departments. 2. Soft copies of the curriculum and learning outcomes are uploaded in the college website. 3. Orientation programmes as organized by the college and also by the departments.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sonamukhicollege.ac.in/images/uploads/2.6.1%20Sonamukhi%20College%20Merged.pdf
Upload COs for all courses (exemplars from Glossary)	**No File Uploaded**

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

Methods for attainment of Course Outcomes (CO) Direct Attainment – Criteria: - 1. Internal tests are conducted based on COs. 2. Class performance activities consisting of assignments/tutorials/experiments/quiz/ other activity related to COs. 3. External examinations marks are considered.

Indirect Attainment –

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

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sonamukhicollege.ac.in/images/uploads/2.6.2 Sonamukhi%20College%20Final.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

519

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

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

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

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

54000

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

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

00

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

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

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

27

File Description	Documents
Report of the event	[View File](#)
Any additional information	**No File Uploaded**
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

3.2.1 - Number of papers published per teacher in the Journals notified on UGC website during the year

3.2.1.1 - Number of research papers in the Journals notified on UGC website during the year

3

File Description	Documents
Any additional information	**No File Uploaded**
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.2.2 - Number of books and chapters in edited volumes/books published and papers

published in national/ international conference proceedings per teacher during the year

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

23

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

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

Sonamuhkhi College believes that the life of a college and that of the community are inextricably interlinked. NSS units of the college are dedicated to improving the quality oflife within and outside the campus, by creating socially sensitive students. They are vigilant about the community needs.The college students in collaboration with NSS volunteers and NCC cadets carry out the extension activities in the neighbourhood communities. During the COVID-19 pandemic period the NCC and NSS units paly a remarkable role.

- A number of programmes are arranged to create awareness among the people about the dangers of using plastic.
- Even cleanliness drives, cleaning the local water reservoirs, water awareness programmes, anti-drug campaign etc. are also made by our students from time to time. NSS Programme officersof the college play a vital role in sensitizing our students to such social issues and facilitating holistic developments.
- Programmes are organized by the college on different social andmedical issues like Health and Hygiene, Anti-Dowry Campaign, Bad Impacts of Child Marriage, Blood Donation Camps, ThalassemiaTests, Leprosy Awareness Programmes, Traffic Rules Awareness programmes etc.

File Description	Documents
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/3.3.1%20NCC%20&%20NSS%20report.pdf
Upload any additional information	[View File](#)

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

`00`

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	[View File](#)
e-copy of the award letters	**No File Uploaded**

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

`19`

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the last year (Data Template)	[View File](#)

3.3.4 - Number of students participating in extension activities at 3.3.3. above during the year

3.3.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

1787

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

3.4 - Collaboration

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

01

File Description	Documents
e-copies of linkage related Document	View File
Details of linkages with institutions/industries for internship (Data Template)	View File
Any additional information	No File Uploaded

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

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

01

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	**No File Uploaded**
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

The college has a campus of 8.11. Acres. It is fully secured with CCTV camera. It is equipped with modern facilities and learning resources to achieve academic excellence according to its vision. The infrastructure facilities and learning resources are mentioned bellow- 1. Total number of classrooms is 50, total number of laboratories is 6. Besides, there is 17 ICT enabled classroom and 1conference hall equipped with modern facilities. 2. All the departments have computer with internet facility. We have a central library with more than 30,000 text books, nearly 1,174 reference books, few rare books, ebooks, digital database, 6 magazines and newspapers. Facilities for searching e-database from National Digital Library of India (NDL), INFLIBNET (N-LIST) are available. There is a browsing centre in the library. 3. There are separate common rooms for boys and girls. 4. The students for whom returning home daily is quite impossible, there are one running boys' hostel and a new college boys' hostel & one college girls' hostel have been constructed, yet to be started. 5. In the institution, there is disabled-friendly ramp at the entrance of the college building and Library. There is the provision of two green generators in the college campus.

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

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

Our college provides the students with a number of facilities for cultural activities, games and sports. Cultural activities : Cultural activities like drama, recitation, singing, dancing is performed by the students of the college on different occasions. Cultural competitions are held every year. Our students take part in the Youth parliament competitions every year. NSS Units of the college arrange different programmesamong the children of the local adopted villages.

Games and Sports (Indoor and Outdoor) : SonamukhiCollege has a beautiful playground behind the College campus. College students practise Cricket, Football, Kabadi, Khokho, Volleyball, Badminton. The facilities of indoor games are Carrom, Table Tenis etc. The sports equipments of the college include Football, with Jersey and Pants, Volleyball, Cricket set (bat, ball, wicket, gloves, helmet, pads), Carrom board, Shot put,ball, Discus, Javelin, Measurement tapes.

Gymnasium : There is agymnasium with the facilities like Trade mill, Cycle, Gym ball, sixteen station, Stepper etc. Yoga centre : A yoga centre has recently been established to provide the facilities for conducting theory and practical classes for the yoga certificate course.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for additional information	https://sonamukhicollege.ac.in/images/uploads/4.1.2%20The%20institution%20has%20adequate%20facility%2016022022.pdf

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

13

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

13

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	<u>https://sonamukhicollege.ac.in/images/uploads/4.1.3%20percentage%20of%20class%20room%20update.pdf</u>
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	<u>View File</u>

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

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

56,58,000

File Description	Documents
Upload any additional information	<u>View File</u>
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	<u>View File</u>

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

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

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

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	**Nil**

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources | **B. Any 3 of the above** |

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

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

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

2,43,900

File Description	Documents
Any additional information	**No File Uploaded**
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

16

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

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

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

It is the CAMS (College Administration and Management System) software that is used and updated frequently to manage all kinds of office works of the college including accounts, auditing, students' admission, sending their data to the university for registration-cum-enrolment, on-line classes, examination, evaluation of answer scripts and sending of marks to the university. Salary billing of the staff is done through HRMS (Govt. of West Bengal) portal etc.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	Nil

4.3.2 - Number of Computers

83

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

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 – 50MBPS**

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

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

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

56,58,000

File Description	Documents
Upload any additional information	[View File](#)
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

The Governing Body is the highest body of the college. It constitutes the different committees like Finance Committee, Purchase Committee, Building Committee etc. by inducting some experienced members of the Governing Body, senior faculty members including the non-teaching staff and students'

representatives of the college. The proposal of different departments for their respective requirements are submitted to the Principal. These are subsequently placed in the GB meeting while finalizing the yearly Budget proposal of the college with due approval from the Government Body. For any kind of purchase like laboratory equipments, library books, computers, photocopier etc.Principal invites quotations through the college website. In case of expenditure of any Government grant (more than Rs 5.00 Lakh) Govt. rules are followed by inviting e-tenders with subsequent submission of utilization certificates. A minimum of 03 quotations are required for selection of the lowest one. All the resolutions of the Finance Committee and Purchase Committee are approved by the college GB.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	Nil

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

1073

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	No File Uploaded
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

58

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

C. 2 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

462

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

462

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

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**B. Any 3 of the above**

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

06

File Description	Documents
Self-attested list of students placed	[View File](#)
Upload any additional information	**No File Uploaded**

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

110

File Description	Documents
Upload supporting data for student/alumni	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of student progression to higher education	[View File](#)

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

02

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	**No File Uploaded**

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

01

File Description	Documents
e-copies of award letters and certificates	View File
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The students' council and representation of students of the institution play a significant role in academic and administrative activities of the college. The students being the major stakeholders of a college, their welfare is of prime concern. The Students' Union/council elections have been suspended due to State Govt. The General Secretary of the Students' council, being an ex-officio member of the college Governing Body expresses his own views or opinion in favour of the students' interest. Students' representation in different committees of the college like Anti-Ragging cell, Grievance Redressal Cell, Internal Complaints Committee, Women's Cell, Admission Committee, Sports Committee, Cultural Committee etc help the college authority for smooth functioning of the college. The students' council of the college along with the NSS volunteers and NCC cadets take positive initiatives in arranging blood donation camps, cleaning of the college campus and cleanliness drive program at the adopted villages, tree plantation programs, AIDS and Dengue awareness programme etc.Thus, Students' council acts as a bridging link between the college authority and the general students ventilating the student's problem, grievances with a view to make quick solutions.

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

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

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

20

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

5.4 - Alumni Engagement

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

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

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

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

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

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

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

Vision:

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

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.

6. To encourage the students in Activity club, cultural programmes, Annual sports, wall magazines and college magazines.

7. Providing quality education and achieving excellence in Higher education with a focus to uplift the society in future.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

Our College is an ideal example of the college's model of practising decentralization and participative management. Governing Body is the highest administrative body of the college as formed (tenure of 04 years).

All the vital decision related to finance, administrative and infrastructural developments are taken by the college GB. The Governing Body forms different committees likeFinance Committee, Purchase Committee, Building Committee, Internal Complaints Committee, Anti-Raging Cell, IQAC, NAAC Committee, Academic Council etc. Conveners of the respective committees are entrusted with the major responsibilities to convene the meetings and take decisions on their respective areas in a democratic manner.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

College future Plan :

- **To equip faculty with the blended mode of teaching and learning.**
- **More Academic Collaborations and Faculty Exchange Programmes with different educational institutions.**
- **To invite renowned facultiesfor giving extension lectures to the students and faculty of the college.**
- **Organize various science exhibitions for school students**
- **To introduce more certificate and Add-on courses.**

- **Train students towards progression to higher education and placement.**
- **To increase number of ICT enabled classrooms.**

File Description	Documents
Strategic Plan and deployment documents on the website	[View File](#)
Paste link for additional information	**Nil**
Upload any additional information	**No File Uploaded**

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

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

GOVERNING BODY(GB):

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

GRIEVANCE REDRESSAL MECHANISM :

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

SERVICE RULES, PROCEDURES, RECRUITMENT AND PROMOTION POLICIES :

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

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	**Nil**
Upload any additional information	[View File](#)

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	[View File](#)
Screen shots of user interfaces	[View File](#)
Any additional information	[View File](#)
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	[View File](#)

6.3 - Faculty Empowerment Strategies

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

- **Effective welfare measures for the teaching and non teaching staff are one of the positive measures as taken by the college.**
- **Our College follows the Employees Provident fund Scheme of the Government for substantive teaching and non-teaching staff of the college.**
- **Sonamukhi College Employees' cooperative credit society as registered under the West Bengal State Cooperative society provide loan to our staff as and when required.**
- **The college provides festival advance.**
- **On duty leaves are allowed to the teachers for attending Faculty Development Programme, seminars/workshops/conferences.**
- **Medical facilities are provided to the substantial staff under the State Health Scheme, while the same is provided to the SACT and non-teaching contingency staff, under the**

- West Bengal 'Swasthya Sathi' scheme up to a limit of Rs. 5.00 Lakh.
- Governing Body of the college also extends cooperation to the casual non teachingstaff by providing PF, LIC, NPS etc from the college own fund.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

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

00

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	[View File](#)

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

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

02

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

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

30

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

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

The institution has performance appraisal system for assessment of teaching staff. Every faculty member is provided with prescribed format (self Appraisal Dairy) for self appraisal.

The faculty members are encouraged to make excellent performance in teaching.

The Appraisal report is made on the basis of Annual Performance of the employees, their academic, research and other extracurricular activities.

The data as furnished in the self-appraisal reports by the faculties are also helpful in their CAS.

In case of non-teaching casual staff incentives are allowed by the Governing Body for better performances.

However, overall report of the staff is reviewed by the college GB.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	[View File](#)

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college follows the government guidelines in this regard. The Director of Public Instruction, Government of West Bengal nominates one Auditor every two years for external audit. The auditor checks thoroughly the accounts of the college.The library records of books/journals, Asset Register, Stock registers of different departments are also verified during the time of auditing. Before the process of External Auditing a four member team is formed to verify all the records as a process of internal audit.Whenever, the college gets any government grant a special audit is done by the Accountant General, West Bengal for verifying the process of utilization of those grants.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	View File

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

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

4000

File Description	Documents
Annual statements of accounts	**No File Uploaded**
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

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

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

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

It is the Internal Quality Assurance Cell (IQAC) of the college which has contributed significantly to the quality assurance strategies and processes of the college. IQAC organize orientation programmes for newly admitted students,each year. Principal, IQAC coordinator, Departmental teachers deliver their motivational lectures in this programme, so that, students get encouraged to study their own subjects with full energy, devotion and love. IQAC meets every department at regular intervals to observe departmental academic activities, inconveniences, grievances of students and staff (if any), requirements, etc and tries to fulfil the same through approaching the college Governing Body (wherever needed), as far as practicable.IQAC motivates the departments to arrange students' seminars. To make the staff and students of the college well acquainted with the latest developments, current and burning topics IQAC arranges seminars, workshops etc. Overall interest, related to the teaching-learning, evaluation of feedback from all stakeholders are made under the supervision of IQAC.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	[View File](#)

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

It is the IQAC along with Academic Council of the college that periodically reviews the teaching learning process and overall progress of the Institute.

- Proper documentation.
- Organisation of seminars.
- Encouragement for more ICT based teaching.
- Online feedback of students as recorded with proper documentation.
- Maintenance of batch wise, year wise and department wise results.
- Encouraging the students to take up free skill enhancement courses.

There are 13 ICT enabled classrooms, where teachers use PPTs, videos, movies, document viewers to make the subject more relatable to the students. Teachers share their interactive study materials, videos with the students through the college website, WhatsApp study groups and YouTube lectures. A blended mode of learning has been implemented by the college even during the COVID-19 pandemic period.

File Description	Documents
Paste link for additional information	Nil
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender inequality is a global problem. The females are always neglected and dominated by the males causing a discord in society. The college always favours the promotion of gender equality. It considers the gender balance as of utmost importance. ICC cell of the college plays an active role in looking after the matters related to the health and hygiene along with gender sensitive issues of the female students and staff of the college. Internal complaints committee as formed by the college Governing Body in accordance with the Vishaka Guidelines keeps a constant watch over the gender issues, so that, girls' students are not harassed at any cost. Equal opportunities to both the male and female students are offered by the college in different kinds of activities of the NCC, NSS, including cultural, games and sports, extensive programmes etc.

File Description	Documents
Annual gender sensitization action plan	**Nil**
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sonamukhicollege.ac.in/images/uploads/7.1.1%2021-22.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	**C. Any 2 of the above**

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

Solid Waste management :-

Bins are kept at each floor, in laboratories, library. The solid and liquid wastes, as generated in the laboratories are collected separately with subsequent separate disposal. The solid wastes as collected from the garden and vegetable wastes are used in vermicomposting pit to generate manure, which is used in college gardening purpose.

Liquid Waste Management :-

In some science departments like Chemistry, Zoology, Botany liquid wastes are generated. Special bins are kept in the laboratories where used Chemicals are disposed of and in another bin broken glasses are thrown.

E-waste Management :-

The waste computers and computer peripherals are first marked as scraps by the respective departments. The Purchase Committee with the help of department of Computer Sciencethe scraps are then kept in the E-waste room.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://sonamukhicollege.ac.in/images/uploads/7.1.3%20New%20Latest.pdf
Any other relevant information	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

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

B. Any 3 of the above

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

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

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7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	D. Any 1 of the above

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

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	C. Any 2 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	No File Uploaded
Policy documents and information brochures on the support to be provided	No File Uploaded
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	View File

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

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

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	No File Uploaded
Any other relevant information	No File Uploaded

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

The constitutional obligations like values, rights, duties and responsibilities are encouraged in the staff and students of the college through different types of activities. They feel a sense of unity, nationalism whenever the memorable days like Independence Day, Republic Day, and birth days of our great national heroes and other personalities are observed at the college campus. National Anthem, as sung in these programmes, creates in us the sense in a greater extent. Teachers with their man making, character making and life building assimilation of ideas remind our students with their

responsibilities and constitutional obligations. Three courses are run by the college like Political Science core courses, Generic Elective course and Programme course. NSS volunteers are sensitized to do extensive works in the adopted villages through cleaning the surrounding environment, AIDS awareness programmes, awareness against the misuse of water etc. Students from different departments have regularly participated in the events like Youth Parliament Competition organized in different institutions.

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

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	B. Any 3 of the above

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

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

Sonamukhi college commemorates the following days:

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

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

3. Republic day- On 26th January in every year Republic Day is celebrated. 4. RabindraJayanti- In remembrance of Rabindranath Tagore's birthday.

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

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

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

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

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

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

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

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

Best Practice 1 :- Awareness on COVID-19 Pandemic

Objective:- Ensure awareness and safety to fightglobal outbreak of COVID-19 Pandemic which caused death of millions of people in India and other countries.

The Practice:- A number of webinars on different aspects of COVID-19 pandemic had been organized by the IQAC along with different departments of the college. In addition, distribution of masks, sanitizers to the local residents have been taken by the NSS volunteers along with some students' representatives & NCC cadets of our college.

Best Practice 2:-

Completion of Academic Audit by Bankura University.

Sonamukhi College took the initiative of Academic audit for the session 2020-2021. Before commencement of academic session, the college completes its Academic Diary where the Academic, Cultural and Co-curricular Activities to be followed. Syllabus Breaking of Honours and Programme courses into different modules and distributingthese modules are also finished before the start of each session. Records of departmental meetings, departmental seminars, Students' Seminar, Internal Assessment are kept for future reference. Academic Audit puts hallmark of completion of all the above mentioned activities within the scheduled time.

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

7.3 - Institutional Distinctiveness

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

Sonamukhi College is one of the traditional colleges in the district of Bankura. Introduction of on-line activities in every academic as well as administrative field like admission, class teaching, examination, evaluation of answer scripts and

uploading of marks to the University portal for timely publication of results is one such area of distinctiveness for its priority and thrust. Although many poor students could not attend the classes initially owing to lack of smart phones, teachers would pay special attention to them by taking special classes. Even individual academic help was also made during the COVID-19 pandemic situation. The arrangements of webinars by different departments in collaboration with IQAC have been made through the on-line system. Other official works related to accounts, audits, through CAMS software providing official data through 'West Bengal Government's 'Banglar Ucchasiksha Portal', leave account, pension benefits of the staff, providing data to AISHE portal, salary billing through HRMS portal, Library activitiesetc. are some of the examples of on-line activities of the college.

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

7.3.2 - Plan of action for the next academic year

- To introduce more certificate and Add-on courses like Fashion Designing, Land measurement, etc. for equipping our students with new skills and preparing them for job oriented market.
- More Academic Collaborations and Faculty Exchange Programmes with different educational institutions of repute.
- To invite renowned scholars from different parts of India and abroad for giving extension lectures to the students and faculty of the college.
- Academic and cultural exchange programmes with other institutions.
- Organize various science exhibitions/ camps for school students.
- To maintain a Digital Library to support research activities and provide learing resources.
- Purchases of new books from the college fund for the college library as per CBCS syllabus.
- To increase number of ICT enabled classrooms.
- To enhance the sports facility for the students