



## YEARLY STATUS REPORT - 2020-2021

### Part A

#### Data of the Institution

|  |  |                               |
|--|--|-------------------------------|
| <b>1.Name of the Institution</b>                     |  | <b>SONARPUR MAHAVIDYALAYA</b> |
| • Name of the Head of the institution                | <b>DR.UJJAL RAY</b>                              |                               |
| • Designation  | <b>PRINCIPAL</b>                                 |                               |
| • Does the institution function from its own campus? | <b>Yes</b>                                       |                               |
| • Phone no./Alternate phone no.                      | <b>03324346987</b>                               |                               |
| • Mobile No:   | <b>9831051952</b>                                |                               |
| • Registered e-mail                                  | <b>sonarpurmahavidyalaya.naac@gmail.com</b>      |                               |
| • Alternate e-mail                                   | <b>principal.sonarpurmahavidyalaya@gmail.com</b> |                               |
| • Address  | <b>SAHID BISWANATH SARANI</b>                    |                               |
| • City/Town  | <b>KOLKATA</b>                                   |                               |
| • State/UT   | <b>WEST BENGAL</b>                               |                               |
| • Pin Code   | <b>700149</b>                                    |                               |
| <b>2.Institutional status</b>                        |  |                               |
| • Affiliated / Constitution Colleges                 | <b>UNIVERSITY OF CALCUTTA</b>                    |                               |
| • Type of Institution                                | <b>Co-education</b>                              |                               |
| • Location   | <b>Urban</b>                                     |                               |

|  |   |                |                             |               |             |
|--|---|----------------|-----------------------------|---------------|-------------|
| • Financial Status   | Grants-in aid   |                |                             |               |             |
| • Name of the Affiliating University   | UNIVERSITY OF CALCUTTA  |                |                             |               |             |
| • Name of the IQAC Coordinator   | DEBJANI PATHAK  |                |                             |               |             |
| • Phone No.  | 9830322160  |                |                             |               |             |
| • Alternate phone No.  | 7003995488  |                |                             |               |             |
| • Mobile   | 9830322160  |                |                             |               |             |
| • IQAC e-mail address  | sonarpurmahavidyalaya.iqac@gmail.com  |                |                             |               |             |
| • Alternate e-mail address   | principal.sonarpurmahavidyalaya@gmail.com   |                |                             |               |             |
| <b>3.Website address (Web link of the AQAR (Previous Academic Year))</b>   | <a href="http://www.sonarpurmahavidyalaya.com/SM_AQAR19-20.pdf">http://www.sonarpurmahavidyalaya.com/SM_AQAR19-20.pdf</a>                         |                |                             |               |             |
| <b>4.Whether Academic Calendar prepared during the year?</b>   | Yes   |                |                             |               |             |
| • if yes, whether it is uploaded in the Institutional website Web link:  | <a href="http://www.sonarpurmahavidyalaya.com/academiccalendar_2020-21.pdf">http://www.sonarpurmahavidyalaya.com/academiccalendar_2020-21.pdf</a> |                |                             |               |             |
| <b>5.Accreditation Details</b>   |   |                |                             |               |             |
| Cycle  | Grade   | CGPA           | Year of Accreditation       | Validity from | Validity to |
| Cycle 1  | B   | 72.5           | 2007                        | 31/03/2007    | 30/03/2012  |
| <b>6.Date of Establishment of IQAC</b>   |   |                | 13/03/2014                  |               |             |
| <b>7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,</b> |   |                |                             |               |             |
| Institutional/Department /Faculty  | Scheme  | Funding Agency | Year of award with duration | Amount        |             |
| NIL  | NIL   | NIL            | NIL                         | NIL           |             |
| <b>8.Whether composition of IQAC as per latest NAAC guidelines</b>   |   |                | Yes                         |               |             |
| • Upload latest notification of formation of IQAC  |   |                | <a href="#">View File</a>   |               |             |

|   |                  |  |
|---|------------------|--|
|   |                  |  |
| <b>9.No. of IQAC meetings held during the year</b>  | <b>4</b>         |  |
| <ul style="list-style-type: none"> <li>• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?</li> </ul>  | <b>Yes</b>       |  |
| <ul style="list-style-type: none"> <li>• If No, please upload the minutes of the meeting(s) and Action Taken Report</li> </ul>  | No File Uploaded |  |
| <b>10.Whether IQAC received funding from any of the funding agency to support its activities during the year?</b>   | <b>No</b>        |  |
| <ul style="list-style-type: none"> <li>• If yes, mention the amount</li> </ul>  |                  |  |
| <b>11.Significant contributions made by IQAC during the current year (maximum five bullets)</b>   |                  |  |
| <p>- Following the onset of the COVID-19 outbreak, the institution underwent a mandatory shutdown, necessitating digital literacy among teachers to facilitate a seamless transition to online teaching and learning. - The IQAC took the initiative to raise awareness and organize various programs to facilitate this digital transition. Google Meet sessions were conducted to familiarize teachers with the platform and its technical aspects, resulting in a successful shift of classes to GMeets. - Despite the challenges posed by the pandemic, the IQAC continued its efforts through online seminars and programs aimed at academic and awareness-building initiatives. - The IQAC expedited the mentor-mentee relationship process, transitioning it online through regular GMeet interactions in response to the COVID-19 outbreak. - Given the significant number of students from rural areas enrolled in general degree courses, the institutional shutdown posed a challenge to their studies due to economic constraints. To address this, the IQAC initiated the creation of concise study materials by department teachers, disseminating them via WhatsApp groups (commonly used and active among rural students) and the official college website. - Additionally, the IQAC encouraged teaching staff to utilize various data-gathering tools like Google Forms to collect feedback from students and fellow teachers, ensuring a comprehensive understanding of their needs and challenges. - The college maintains an effective feedback system where students evaluate individual teachers based on their effectiveness as instructors and educators.</p> |                  |  |

**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  |
|---|--|
| <p>Considering the unprecedented circumstances of the pandemic-induced institutional shutdown, the college needed to adapt to the</p>   | <p>The IQAC implemented digital awareness campaigns aimed at educating faculty members on the effective utilization of digital platforms and resources.</p>    |
| <p>The IQAC enthusiastically promoted various departments to arrange seminars, fostering a vibrant academic atmosphere where students can engage in enjoyable learning experiences.</p>   | <p>Seminars were organized online.</p>   |
| <p>The IQAC oversaw students' academic advancement by ensuring that those who demonstrated excellence and noteworthy achievements were duly acknowledged and rewarded, thereby motivating others to emulate their academic endeavors.</p>   | <p>Students received annual recognition prior to the onset of Covid, and the college intends to reinstate this practice once the Covid situation subsides.</p> |
| <p>Because of our college's geographical proximity to coastal regions, a significant number of our students hailing from these areas were severely affected during the years 2020 and 2021. Two consecutive extreme weather events, namely Cyclone Amphan and Cyclone Yaas, caused widespread devastation in these regions. The IQAC facilitated the direct engagement of teachers in providing emergency assistance to the affected local communities to the best of the college's ability, despite the challenging circumstances.</p> | <p>IQAC took initiatives to carry out emergency services as per our capacity.</p>  |
| <p>The IQAC coordinated efforts to ensure that teachers across various departments actively</p>   | <p>The surveillance mechanism was implemented through the designated mentors assigned to</p>   |

|   |   |
|---|---|
| <p>monitored students' mental health using established methods and provided guidance on addressing psychological issues through counseling. Additionally, the IQAC ensured the ongoing assessment of the psychometric development of the students in question and offered tailored guidance as needed.</p>  | <p>each department.</p>   |
| <p>The IQAC initiated measures across all departments to categorize students into groups of slow learners and advanced learners.</p>  | <p>A database was compiled, and mentors were allocated accordingly to address the needs of the students.</p>  |
| <p>In-depth discussions regarding the efficiency and practical methods of implementing the CBCS were conducted across all disciplines.</p>  | <p>The college successfully maintained the CBCS framework across all fields of study. Additionally, the inaugural CBCS batch graduated from the institution with success.</p>                             |
| <p>The IQAC energetically promoted the use of various ICT tools in addition to traditional teaching methods, and the establishment of departmental data networks via LAN ensured that teachers had access to pertinent information when needed. The IQAC intended to execute this through the integration of smart classrooms, which would be utilized by different departments at regular intervals.</p> | <p>Because of Covid and the shift away from physical classrooms, teachers were encouraged to utilize online ICT tools to the extent possible within the limitations of the resources available to us.</p> |
| <p>The IQAC provided appropriate faculty training to enable them to conduct online exams with minimal systemic errors. Additionally, after the system was established, the IQAC also foresaw the potential for digitally conducting class</p>   | <p>All exams got digitally conducted.</p>   |

|   |   |
|---|---|
| tests.  |   |
| <p>The IQAC ensured the effective operation of the Women's Cell and the Anti-Ragging Cell, ensuring that teachers from various departments contributed to the available resources and directly involved themselves, if necessary, to enhance their support to students, especially in the constrained circumstances influenced by COVID-19.</p>   | <p>Several meetings were held.</p>  |
| <p>The IQAC actively motivated teachers from various departments to participate in Refresher Courses and Orientation Programs to stay updated with recent advancements in their respective fields. Simultaneously, individual Continuous Assessment Scores (CAS) were ensured. Furthermore, the IQAC diligently communicated the CAS-related regulations to every teacher, including any incremental changes, to facilitate uncomplicated and smooth promotional processes for all.</p> | <p>Numerous teachers effectively completed faculty development courses amid the pandemic.</p> |
| <p>The IQAC also involved itself in collecting pertinent feedback from students, their guardians, and other stakeholders, actively responding to their input to ensure a well-rounded functioning of the system. Furthermore, the IQAC organized regular parent-teacher meetings to address any grievances related to specific issues, ensuring a satisfactory and uninterrupted continuation of academic activities.</p>   | <p>Feedback from both students and teachers was earnestly considered and addressed.</p>       |

|   |                    |
|---|--------------------|
| <b>13. Whether the AQAR was placed before statutory body?</b>   | <b>Yes</b>         |
| <ul style="list-style-type: none"> <li>Name of the statutory body</li> </ul>  |                    |
| Name  | Date of meeting(s) |
| IQAC  | 11/11/2021         |
| <b>14. Whether institutional data submitted to AISHE</b>  |                    |
| Year  | Date of Submission |
| 2020  | 08/04/2022         |
| <b>15. Multidisciplinary / interdisciplinary</b>  |                    |
| <p>Sonarpur Mahavidyalaya, a general degree college, plays a crucial role in providing higher education to students both in its local community and in the remote Sundarbans region. Offering a diverse curriculum comprising Science, Arts, and Commerce streams, the college provides 28 programs under the University of Calcutta's CBCS system, serving around 3,500 students. Emphasizing the importance of interdisciplinary education, the college actively promotes exploration beyond students' primary streams. This means that Science students can take courses from Arts or Commerce disciplines, and vice versa, enhancing their overall learning experience.</p>   |                    |
| <b>16. Academic bank of credits (ABC):</b>  |                    |
| <p>Sonarpur Mahavidyalaya is proud to be affiliated with the prestigious University of Calcutta, following its curriculum and programs. Semester examinations are centrally conducted by the university, and marksheets are awarded based on faculty evaluations. However, the college currently lacks autonomy to implement an Academic Bank of Credits (ABC) program, which could enhance flexibility and mobility in higher education. Nonetheless, Sonarpur Mahavidyalaya is dedicated to providing high-quality education aligned with evolving academic needs. The institution explores innovative curriculum and pedagogy approaches to prepare students for success in a connected world. Through collaboration with the University of Calcutta, it aims to empower students to contribute meaningfully to society.</p> |                    |
| <b>17. Skill development:</b>   |                    |
| <p>Sonarpur Mahavidyalaya places a high value on providing its students</p>   |                    |



with a well-rounded education that goes beyond traditional academics. Recognizing the evolving demands of the job market and the need for practical expertise, the institution has integrated skill development initiatives into its academic framework.

The Choice Based Credit System (CBCS) curriculum, which forms the backbone of the academic structure, is designed to facilitate skill enhancement alongside theoretical learning. Through carefully crafted syllabi, students are exposed to practical applications of their studies, ensuring they graduate with a comprehensive understanding of their field and the ability to apply their knowledge in real-world scenarios.

In addition to the CBCS curriculum, Sonarpur Mahavidyalaya offers a range of certificate and add-on courses, free of charge, aimed at further augmenting students' skill sets. These courses are specifically tailored to address the demands of various industries and sectors, providing students with opportunities to develop specialized skills that complement their academic pursuits.

What sets Sonarpur Mahavidyalaya apart is the proactive involvement of each department in the design and implementation of these add-on courses. Departments take the initiative to identify relevant skills and competencies within their respective disciplines and develop courses that align with industry standards and emerging trends. This ensures that students receive targeted training that is directly applicable to their chosen field of study.

By integrating theoretical knowledge with practical skill development, Sonarpur Mahavidyalaya equips its graduates with the tools and capabilities necessary to succeed in today's competitive job market. Through its comprehensive approach to education, the college strives to empower students to become competent professionals capable of making meaningful contributions to society.

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

One of the college's standout features is its offering of Major languages like English and Bengali, which draw a considerable number of students to enroll. The college employs a bilingual teaching method, with instructors delivering lectures in both English and Bengali. Specifically, English-speaking students receive lectures solely in English. Additionally, students proficient in both Bengali and English benefit from lectures delivered in a bilingual manner.

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

The college is committed to equipping its students with the skills needed to succeed in today's competitive job market. To achieve this objective, the college actively offers Add-on courses designed to enhance students' abilities. These courses, developed as part of the University's Choice Based Credit System (CBCS) curriculum, closely align with the specified course outcomes.

Operating as an affiliated institution under the University of Calcutta and governed by the Government of West Bengal, the college has limited autonomy in modifying its core curriculum, except for certificate and add-on courses. Nevertheless, the college remains dedicated to ensuring that students meet the desired course outcomes.

To assess students' progress in achieving these outcomes, departments within the college utilize a mechanism established by the Internal Quality Assurance Cell (IQAC). This mechanism employs both direct and indirect evaluation methods, providing a comprehensive understanding of students' academic advancement and skill enhancement. Through this Outcome-Based Education (OBE) approach, the college aims to equip students with the requisite competencies to excel in their chosen fields upon graduation.

## 20.Distance education/online education:

Amid the recent pandemic, the college smoothly shifted to online teaching, ensuring uninterrupted education for its students. Furthermore, it has initiated Add-on courses for students in all departments, conducted online during non-standard college hours, to augment their skills. These courses, customized to each department's field of study, are provided at no cost and emphasize skill development. Looking ahead, the college intends to improve these courses by integrating an industry-oriented perspective, providing students with practical knowledge to enhance their employability in the competitive job market.

## Extended Profile

### 1.Programme

1.1 36

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

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

**2.Student**2.1 **3224**

Number of students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.2 **1074**Number of seats earmarked for reserved category as per GOI/ State  
Govt. rule during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

2.3 **758**

Number of outgoing/ final year students during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

**3.Academic**3.1 **44**

Number of full time teachers during the year

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

3.2 **44**

Number of Sanctioned posts during the year

## Extended Profile

### 1. Programme

|  |           |
|--|-----------|
| 1.1  | <b>36</b> |
| Number of courses offered by the institution across all programs during the year |           |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

### 2. Student

|                                    |             |
|------------------------------------|-------------|
| 2.1                                | <b>3224</b> |
| Number of students during the year |             |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|  |             |
|--|-------------|
| 2.2  | <b>1074</b> |
| Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year |             |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|   |            |
|---|------------|
| 2.3   | <b>758</b> |
| Number of outgoing/ final year students during the year |            |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

### 3. Academic

|  |           |
|--|-----------|
| 3.1  | <b>44</b> |
| Number of full time teachers during the year |           |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|  |    |
|--|----|
| 3.2  | 44 |
| Number of Sanctioned posts during the year |    |

| File Description | Documents                 |
|------------------|---------------------------|
| Data Template    | <a href="#">View File</a> |

|   |        |
|---|--------|
| <b>4.Institution</b>  |        |
| 4.1   | 50     |
| Total number of Classrooms and Seminar halls                      |        |
| 4.2   | 26.556 |
| Total expenditure excluding salary during the year (INR in lakhs) |        |
| 4.3   | 172    |
| Total number of computers on campus for academic purposes         |        |

## 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

For effective curriculum delivery, the institution meticulously plans and documents the process in the following ways:

- **Academic Year Calendar:**A special committee, formed by the principal, including IQAC, its members and heads of each department, creates a yearly calendar at the beginning of the year. This calendar shows the dates for all the important events.
- **Lesson Plan:**Each department creates a teaching-learning plan that assigns specific topics to teachers for each term.
- **Routine Sub Committee:** Led by the IQAC coordinator, this committee is responsible for creating the master schedule for the academic year.
- **Internal Examinations and tutorials:** Internal evaluations like a Class test, Mid-term test, and continuous internal evaluation (CIE) are conducted according to the Academic Calendar.

- **Semester Results Analysis Meetings:** Following the release of semester results, each department holds meetings with the Principal to analyze student performance.
- **Students' Attendance Register:** The student attendance register is prepared and maintained meticulously.
- **Measures undertaken during Pandemic:** The college adapted to the pandemic by offering classes online through Learning Management Systems (LMS), Google Meet, and Google Classroom.
- **Outcomes-Based Learning:** Aligning with the Choice Based Credit System (CBCS), the college has adopted an Outcome-Based Education (OBE) approach. This means learning goals are clearly defined at the program (POs), program-specific (PSOs), and course (COs) levels. All these outcomes are readily available for review on the college website.

| File Description                    | Documents                 |
|-------------------------------------|---------------------------|
| Upload relevant supporting document | <a href="#">View File</a> |
| Link for Additional information     | Nil                       |

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

- **Academic Calendar:** College prepares a customizable academic calendar, allowing for adjustments when needed. If unexpected events arise, any changes to the schedule will be communicated clearly, and the calendar will be updated accordingly.
- **Adoption of CBCS:** The university adopted the Choice Based Credit System (CBCS) for Arts and Science subjects starting June 2018, and for Commerce from 2017. Under this system, internal exams and tutorials are planned well in advance and included in the academic calendar, ensuring students are aware of their schedule.
- **Related Evaluations:** Since adopting the Choice Based Credit System (CBCS), the college has implemented Continuous Internal Evaluation (CIE). Under this system, each department schedules written exams throughout the semester. The results of these exams are analyzed and documented in departmental meetings. To help students plan ahead, the college includes probable dates for CIEs and Parent-Teacher Meetings (PTMs) in the academic calendar.
- **Introduction of Remedial Classes:** The college analyzes the results of ongoing assessments (CIEs) to identify students

who might benefit from extra support. These students are then offered remedial classes to help them improve their understanding and performance.

| File Description                     | Documents                 |
|--------------------------------------|---------------------------|
| Upload relevant supporting documents | <a href="#">View File</a> |
| 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**

C. Any 2 of the above

| File Description   | Documents                 |
|--|---------------------------|
| Details of participation of teachers in various bodies/activities provided as a response to the metric | <a href="#">View File</a> |
| 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**

36

| 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) | <a href="#">View File</a> |

**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)**

0

| 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 )                   | No File Uploaded |

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

0

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

0

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

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

Our institution takes a pioneering approach by integrating and supporting several cross-cutting issues directly within the curriculum. Some of these unique steps aidsin fostering well-rounded student development, are discussed below:

- In our Semester II curriculum, aligned with the CBCS framework, includes a mandatory Environmental Studies course (AECC-2) within the Ability Enhancement Compulsory Course (AECC) category. This course fosters an in depth understanding of the environment, encouraging proative



actions and practices towards protecting and preserving nature. For proper understanding with environmental issues, students undertake hands-on Environmental Studies Projects.

- The college observes important days each year such as International Women's Day on March 8th and World Environment Day on June 5th respectively.

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum | <a href="#">View File</a> |

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

36

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| Programme / Curriculum/ Syllabus of the courses   | No File Uploaded          |
| 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) | <a href="#">View File</a> |

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

2065

| File Description  | Documents  |
|---|--|
| Any additional information  | No File Uploaded   |
| List of programmes and number of students undertaking project work/field work/ /internships (Data Template)   | <a href="#">View File</a>  |
| <b>1.4 - Feedback System</b>  |  |
| <b>1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni</b> | <b>C. Any 2 of the above</b>                                     |
| File Description  | Documents  |
| URL for stakeholder feedback report   | <a href="#">View File</a>  |
| Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)                  | No File Uploaded   |
| Any additional information(Upload)  | No File Uploaded   |
| <b>1.4.2 - Feedback process of the Institution may be classified as follows</b>   | <b>B. Feedback collected, analyzed and action has been taken</b> |
| File Description  | Documents  |
| Upload any additional information   | <a href="#">View File</a>  |
| URL for feedback report   | Nil  |
| <b>TEACHING-LEARNING AND EVALUATION</b>   |  |
| <b>2.1 - Student Enrollment and Profile</b>   |  |
| <b>2.1.1 - Enrolment Number Number of students admitted during the year</b>   |  |
| <b>2.1.1.1 - Number of sanctioned seats during the year</b>   |  |
| 2000  |  |

| File Description                        | Documents                 |
|---|---------------------------|
| Any additional information              | No File Uploaded          |
| Institutional data in prescribed format | <a href="#">View File</a> |

**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**

616

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information                                    | No File Uploaded          |
| Number of seats filled against seats reserved (Data Template) | <a href="#">View File</a> |

## 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

Special programs are tailored for both advanced learners and slow learners to accommodate diverse learning needs. These programs aim to enhance the educational experience for students by providing targeted support and challenges according to their individual proficiency levels. Advanced learner programs typically offer enriched curriculum, accelerated courses, and opportunities for deeper exploration of subjects. Conversely, programs for slow learners may focus on remedial education, personalized tutoring, and additional support to help them catch up with their peers.

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Link for additional Information   | Nil              |
| Upload any additional information | No File Uploaded |

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

| Number of Students | Number of Teachers |
|--------------------|--------------------|
| 3224               | 44                 |

| File Description           | Documents        |
|----------------------------|------------------|
| Any additional information | No File Uploaded |

### 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

Our College embrace student-centric methodologies like experiential learning, participative learning, and problem-solving approaches to enrich learning experiences. Experiential learning immerses students in hands-on activities, fostering practical skills and deeper understanding of concepts. Participative learning encourages active engagement through discussions, group projects, and peer collaboration, promoting critical thinking and communication skills. Problem-solving methodologies challenge students to analyze real-world issues, develop innovative solutions, and apply theoretical knowledge in practical scenarios, enhancing their problem-solving abilities and adaptability. By incorporating these student-centric approaches, our College prioritize holistic development, fostering a dynamic learning environment that empowers students to excel academically and professionally.

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Link for additional information   | Nil              |

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

Sonarpur Mahavidyalaya leverages a diverse range of ICT resources to enhance the teaching-learning process effectively. With a campus featuring Wi-Fi connectivity and smart classrooms equipped with laptops and projectors, students actively participate in interactive e-learning sessions. The library, automated with KOHA, facilitates easy access to both physical books and e-resources through INFLIBNET. Modern computer labs, tailored to departmental requirements, are regularly updated with specialized software. Students are encouraged to utilize MS Office tools for various assignments and presentations. Additionally, faculty members utilize WhatsApp to share educational materials, lesson plans, and administrative updates, fostering improved communication and

collaboration. This integration of ICT tools at Sonarpur Mahavidyalaya fosters a dynamic learning environment, enabling both students and faculty to excel academically.

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | <a href="#">View File</a> |
| Provide link for webpage describing the ICT enabled tools for effective teaching-learning process | Nil                       |

### 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

44

| File Description  | Documents                 |
|---|---------------------------|
| Upload, number of students enrolled and full time teachers on roll. | <a href="#">View File</a> |
| 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

44

| File Description   | Documents                 |
|--|---------------------------|
| Full time teachers and sanctioned posts for year (Data Template) | <a href="#">View File</a> |
| Any additional information                                       | No File Uploaded          |
| List of the faculty members authenticated by the Head of HEI     | No File Uploaded          |

#### 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**

13

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | No File Uploaded          |
| 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) | <a href="#">View File</a> |

**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**

351

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of Teachers including their PAN, designation, dept. and experience details(Data Template) | <a href="#">View File</a> |

**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.

Sonarpur Mahavidyalaya, affiliated with the University of Calcutta, meticulously follows the university's examination and evaluation regulations to ensure academic integrity and transparency [5]. Here's an elaboration on their assessment framework:

- 1. Comprehensive Academic Calendar:** At the beginning of each academic session, a detailed academic calendar is created, aligning with the university's schedule. This calendar includes essential dates for admission, class commencement, internal exams, and final exams.
- 2. Tailored Teaching Plans:** Departments devise customized

teaching plans, aligning assignments with the curriculum. This approach ensures that students receive targeted learning experiences tailored to their academic requirements.

3. **Internal Assessment under CBCS:** Following the Choice Based Credit System (CBCS), internal assessment constitutes 35% of the total marks. This assessment includes various components such as attendance (10%), internal assessment (10%), and tutorial projects (15%).
4. **Practical-Based Subjects Evaluation:** For practical-based subjects, both internal and external evaluations contribute 50% of the marks. In addition to attendance (10%) and internal assessment (10%), practical examinations carry 30% of the total marks.
5. **Ensuring Transparency and Robustness:** The internal assessment mechanism incorporates a balanced mix of attendance, internal assessment, and practical evaluations. This approach ensures transparency and fairness in evaluating students' academic progress and performance.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

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

Sonarpur Mahavidyalaya has implemented a transparent, time-bound, and effective mechanism to address internal examination-related issues. Dedicated Examination Committees oversee university exams each semester, managing any arising grievances. Students with medical conditions, physical limitations, or extracurricular engagements are accommodated fairly, with their requests receiving compassionate consideration. Accessible faculty and mentorship programs aid in promptly resolving queries regarding internal assessments. Additionally, candidates can formally petition the Controller of Examinations, CU, for re-examination within 15 working days of result publication. Sonarpur Mahavidyalaya diligently evaluates such appeals, promptly forwarding approved

requests for further processing by the University. This comprehensive framework ensures that internal examination grievances are managed transparently, efficiently, and with a commitment to equity at Sonarpur Mahavidyalaya.

| File Description                | Documents        |
|---------------------------------|------------------|
| Any additional information      | No File Uploaded |
| Link for additional information | Nil              |

## 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.

Sonarpur Mahavidyalaya maintains a robust system to disseminate Programme Outcome (PO) and Course Outcome (CO) information to both faculty and students. Various channels are utilized for accessibility and awareness: hard copies of syllabi and program-specific outcomes are readily available in departmental offices, and notice boards prominently display these outcomes. Furthermore, soft copies of the curriculum and outcomes are uploaded on the college website and shared via departmental WhatsApp groups, ensuring easy accessibility. The significance of COs, PSOs, and POs is emphasized in academic meetings for faculty and orientation programs for students. Through these comprehensive measures, Sonarpur Mahavidyalaya ensures that all stakeholders are well-informed about the anticipated outcomes of the programs offered, cultivating a culture of transparency and accountability in education delivery and assessment.



| File Description                                     | Documents        |
|--|------------------|
| Upload any additional information                    | No File Uploaded |
| Paste link for Additional information                | Nil              |
| 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.

Sonarpur Mahavidyalaya employs a rigorous evaluation process to assess the achievement of Programme Outcomes (POs) and Course Outcomes (COs). This process integrates both direct and indirect assessment methods: Direct assessments involve evaluating performances in class tests, tutorials, and external examinations, while the indirect method gathers feedback from students through structured forms. These forms, with a maximum score of 24 marks, offer insights into students' perceptions of their learning experiences. By combining 80% of the direct method score with 20% of the indirect method score, the institution computes attainment level scores for each course. These scores are then categorized as low, moderate, or high based on specific percentage ranges. This meticulous evaluation framework ensures a comprehensive understanding of student achievement and guides continuous improvement efforts aimed at enhancing educational outcomes at Sonarpur Mahavidyalaya.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for Additional information | Nil                       |

### 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

391

| File Description   | Documents                 |
|--|---------------------------|
| Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template) | <a href="#">View File</a> |
| Upload any additional information  | No File Uploaded          |
| 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://www.sonarpurmahavidyalaya.com/2020\\_21/feedback.pdf](https://www.sonarpurmahavidyalaya.com/2020_21/feedback.pdf)

## 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)**

0

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

**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**

0

| File Description  | Documents        |
|---|------------------|
| List of research projects and funding details (Data Template) | No File Uploaded |
| 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

02

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | No File Uploaded          |
| Any additional information                                     | No File Uploaded          |
| List of workshops/seminars during last 5 years (Data Template) | <a href="#">View File</a> |

### 3.2 - Research Publications and Awards

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

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

7

| File Description   | Documents                 |
|--|---------------------------|
| Any additional information   | No File Uploaded          |
| List of research papers by title, author, department, name and year of publication (Data Template) | <a href="#">View File</a> |

#### 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**

6

| File Description  | Documents                 |
|---|---------------------------|
| Any additional information  | <a href="#">View File</a> |
| List books and chapters edited volumes/ books published (Data Template) | No File Uploaded          |

**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

Sonarpur Mahavidyalaya's extension activities extend beyond student involvement to actively engage neighboring communities, promoting social responsibility and holistic development. The college's vibrant NCC and NSS units encourage student participation, fostering confidence and personal growth. These organizations have a notable track record of successful placements and community outreach, including voluntary blood donation drives, health awareness campaigns, and eco-friendly initiatives like waste management and tree planting. Regular community outreach programs and essential medical services benefit the local population. In response to the devastating Cyclone Amphan, NSS volunteers, led by faculty, led extensive relief efforts, providing vital assistance to climate refugees, offering medicine, clothing, food, and shelter. These endeavors underscore Sonarpur Mahavidyalaya's dedication to social involvement and humanitarian endeavors, enriching both students and the wider community.

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

### 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

0

| File Description  | Documents        |
|---|------------------|
| Any additional information  | No File Uploaded |
| Number of awards for extension activities in last 5 year(Data Template) | No File Uploaded |
| 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

0

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

### 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

50

| File Description   | Documents                 |
|--|---------------------------|
| Report of the event  | No File Uploaded          |
| Any additional information   | No File Uploaded          |
| Number of students participating in extension activities with Govt. or NGO etc (Data Template) | <a href="#">View File</a> |

### 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

0

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

0

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

## 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.

Sonarpur Mahavidyalaya boasts extensive infrastructure to facilitate effective teaching and learning processes. With 16 undergraduate departments offering courses, each department is equipped with WiFi-enabled cubicles and classrooms to accommodate students and faculty comfortably. The college provides 50 fully-functional classrooms, ensuring ample space for academic activities. Departments like Computer Science, Mathematics, Zoology, Botany, Physiology, Physics, and Geography feature dedicated laboratories equipped with advanced instruments. Additionally, well-maintained computer laboratories with WiFi/LAN connectivity offer students easy access to digital resources. The centrally located library houses a vast collection of books and e-resources, including journals and e-books through the N-LIST program. Moreover, a community hall serves as a venue for larger classes, cultural events, and academic seminars, enhancing the institution's academic and cultural vibrancy. Sonarpur Mahavidyalaya efficiently supports administrative and class-related activities, fostering an environment conducive to educational excellence.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| Paste link for additional information | Nil                       |

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

Sonarpur Mahavidyalaya offers extensive facilities for cultural activities, sports, and physical fitness, ensuring a comprehensive educational experience. Despite the challenges presented by the COVID-19 pandemic, the institution adapted by hosting various events online. Significant occasions such as the college foundation day, Rabindranath Tagore's birth anniversary, and Independence Day were celebrated virtually via Google Meet. Inter-departmental competitions, including online quiz contests, engaged students in both academic and cultural endeavors. Physical activities were also encouraged, with events like tree plantation programs organized by NSS and International Yoga Day celebrations. Additionally, the college ground served as a venue for Republic Day festivities, highlighting the institution's dedication to

patriotic observances. The vibrant cultural atmosphere was further enhanced by inter-college competitions and festivities such as Rabindra Jayanti. With provisions for both intellectual and physical pursuits, Sonarpur Mahavidyalaya promotes holistic development among its students.

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

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

10

##### 4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

10

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Paste link for additional information   | Nil                       |
| Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template) | <a href="#">View File</a> |

#### 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)

0.05101



| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Upload audited utilization statements   | No File Uploaded          |
| Upload Details of budget allocation, excluding salary during the year (Data Template) | <a href="#">View File</a> |

## 4.2 - Library as a Learning Resource

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

Sonarpur Mahavidyalaya has adopted modern technology through the implementation of an Integrated Library Management System (ILMS) to automate and streamline its library operations. With a collection comprising 11,652 books along with journal subscriptions, the ILMS efficiently handles various library functions like cataloging, circulation, acquisitions, and user management. This system enables the library to effectively organize its extensive array of resources and offer seamless access to users. By leveraging ILMS technology, Sonarpur Mahavidyalaya enhances its overall library services, demonstrating its commitment to embracing modern technology to enrich the learning experience and uphold academic excellence.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Upload any additional information     | <a href="#">View File</a> |
| 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**

**A. Any 4 or more of the above**

| File Description  | Documents        |
|---|------------------|
| Upload any additional information   | No File Uploaded |
| Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template) | No File Uploaded |

#### 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)

0

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

#### 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

0

| File Description                                  | Documents        |
|---|------------------|
| Any additional information                        | No File Uploaded |
| Details of library usage by teachers and students | No File Uploaded |

#### 4.3 - IT Infrastructure

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

Sonarpur Mahavidyalaya has recently upgraded its IT facilities, with a specific focus on enhancing campus-wide Wi-Fi services. This improvement highlights our ongoing dedication to creating a conducive learning environment for students and faculty. Through investment in our IT infrastructure, we aim to ensure seamless

connectivity and better access to digital resources for all members of our community. The upgraded Wi-Fi network enables students to conduct online research, access course materials, and collaborate more effectively. Similarly, faculty members benefit from improved connectivity for delivering online lectures, pursuing research activities, and managing administrative tasks. These enhancements significantly enhance the educational experience at Sonarpur Mahavidyalaya, empowering our community to excel in the digital era.

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

#### 4.3.2 - Number of Computers

172

| File Description                  | Documents        |
|-----------------------------------|------------------|
| Upload any additional information | No File Uploaded |
| Student – computer ratio          | No File Uploaded |

#### 4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

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

#### 4.4 - Maintenance of Campus Infrastructure

##### 4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic

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

5.85934

| File Description  | Documents                 |
|---|---------------------------|
| Upload any additional information   | No File Uploaded          |
| Audited statements of accounts.   | No File Uploaded          |
| Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates) | <a href="#">View File</a> |

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.

Sonarpur Mahavidyalaya maintains robust systems and protocols for the upkeep and utilization of its physical, academic, and ancillary facilities, spanning laboratories, libraries, sports complexes, computers, and classrooms. The administration diligently ensures the functionality of all equipment, promptly repairing or replacing items as necessary within budget constraints. Sports facilities are meticulously maintained under the oversight of Prof. Subhranshu Ray from the Department of History and the Department of Physical Education.

The institution invests in Tally Software and Annual Maintenance Contracts (AMCs) for antivirus software in computers, library automation software, and servers, essential for various administrative and academic functions, including college admissions and website maintenance. Contracts for water coolers, aqua guards, and broadband internet connectivity with Wi-Fi facilities are regularly renewed and managed by the Office and the bursar.

Decentralized administrative committees allocate responsibilities among faculty members, including those from the library department and non-teaching staff, ensuring the smooth operation of these systems. Moreover, cleanliness and maintenance of furniture are overseen by staff members, while laboratory assistants are tasked with maintaining functional equipment.

Through these established systems and procedures, albeit within

limited resources, Sonarpur Mahavidyalaya ensures effective management and optimal utilization of its facilities for the benefit of its stakeholders.

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Upload any additional information     | No File Uploaded |
| 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

222

| File Description   | Documents                 |
|--|---------------------------|
| Upload self attested letter with the list of students sanctioned scholarship   | No File Uploaded          |
| 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) | <a href="#">View File</a> |

#### 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

223

| File Description  | Documents                   |
|---|-----------------------------|
| Upload any additional information   | No File Uploaded            |
| Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)  | <a href="#">View File</a>   |
| <b>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</b> | <b>C. 2 of the above</b>    |
| File Description  | Documents                   |
| Link to institutional website   | Nil                         |
| Any additional information  | No File Uploaded            |
| Details of capability building and skills enhancement initiatives (Data Template)   | No File Uploaded            |
| <b>5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>  |                             |
| 0   |                             |
| <b>5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year</b>  |                             |
| 0   |                             |
| File Description  | Documents                   |
| Any additional information  | No File Uploaded            |
| Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)   | No File Uploaded            |
| <b>5.1.5 - The Institution has a transparent mechanism for timely redressal of student</b>  | <b>E. None of the above</b> |

**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**

| File Description   | Documents        |
|--|------------------|
| Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee | No File Uploaded |
| 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

0

| File Description                      | Documents        |
|---------------------------------------|------------------|
| Self-attested list of students placed | No File Uploaded |
| 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

47

| 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 | <a href="#">View File</a> |

**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**

0

| File Description                    | Documents        |
|-------------------------------------|------------------|
| Upload supporting data for the same | No File Uploaded |
| 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.**

0

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



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

At Sonarpur Mahavidyalaya, student representation and engagement are fundamental elements of campus life, facilitated through the active participation of the Students' Union. This elected body of representatives plays a vital role in various administrative, co-curricular, and extracurricular activities, ensuring that student perspectives are acknowledged and respected. From contributing to important decision-making forums like the Governing Body and the IQAC to aiding in events such as Freshers' welcome and the Annual College Fest, the Students' Union collaborates closely with the college administration and faculty members.

Furthermore, the union plays a significant role during annual sports events, providing support and encouragement to students participating in inter-college and university-level competitions. Through their dedicated endeavors, the Students' Union acts as a channel for student representation, enriching the overall student experience at Sonarpur Mahavidyalaya.

| 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**

0

| 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) | No File Uploaded |

#### 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

Sonarpur Mahavidyalaya boasts a registered Alumni Association known as the Praktani Alumni Association, Sonarpur Mahavidyalaya. However, owing to the demographic dynamics of the region, upon graduation, students predominantly prioritize supporting their families, resulting in reduced involvement in the college's academic and administrative affairs. Additionally, the college does not collect any subscription fees from its alumni.

| 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

Sonarpur Mahavidyalaya's vision is to offer skill education and knowledge to students of all backgrounds, enabling them to realize their full potential for a prosperous future. The college's leadership and governance are dedicated to creating an environment conducive to achieving this vision and mission. This is facilitated through participative management and decision-making processes, focusing on the following key vision areas:

- Dedication to Equality
- Expansion of Access and Empowerment
- Embrace of Holistic Education

**Mission Statement:** Sonarpur Mahavidyalaya is dedicated to providing a comprehensive education encompassing formal, technical, and values-based learning, as well as promoting excellence in sports, music, and art. Our mission extends beyond academics to include the holistic development of students through skill enhancement programs, preparing them for various employment opportunities. We embrace students from diverse backgrounds, religions, and economic statuses, fostering an inclusive environment where everyone has equitable access to opportunities. Our institutional policies are meticulously crafted to uphold this mission.

| File Description                      | Documents                 |
|---------------------------------------|---------------------------|
| Paste link for additional information | Nil                       |
| Upload any additional information     | <a href="#">View File</a> |

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

At Sonarpur Mahavidyalaya, effective leadership is demonstrated through institutional practices like decentralization and participative management. The college administration diligently upholds the democratic nature of administrative processes and duties. Department Heads (HODs) are empowered to make decisions regarding academics and individual student attendance within their respective departments. These decisions are then reported to the Academic Council, which comprises faculty members democratically selected from various departments and oversees inter-departmental routines and examination schedules. Formal meetings with the Institutional Quality Assurance Cell (IQAC) coordinator ensure comprehensive examination and consensus on all matters.

In cases where convening formal council meetings is impractical, the convener of the Academic Council, in consultation with the IQAC coordinator, takes on the responsibility of academic decision-making. Subsequently, significant decisions are communicated to the esteemed Principal. The college cultivates a culture of participative management by involving all staff in administrative activities, promoting collective responsibility and shared governance.

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

## 6.2 - Strategy Development and Deployment

### 6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

At Sonarpur Mahavidyalaya, the institutional Strategic/Perspective Plan is efficiently implemented in alignment with government policies set forth by the Department of Higher Education, Government of West Bengal. This comprehensive plan encompasses vital components including:

- Annual Calendar
- Annual Academic Plan
- Annual Quality Assurance Report (AQAR)
- Memorandum of Understanding (MOU) with various academic institutions
- Departmental Action Plans
- Students' needs assessment
- Future plans of the college

The actual expenditure for the maintenance of academic facilities (excluding salaries for human resources) totaled approximately INR 2,600,000.

| File Description                                       | Documents        |
|--|------------------|
| Strategic Plan and deployment documents on the website | No File Uploaded |
| 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.

The efficient operation of institutional bodies at Sonarpur Mahavidyalaya is evident through clearly defined policies, a streamlined administrative structure, and comprehensive appointment and service regulations. Institutional procedures closely adhere to guidelines set by the university and government, ensuring both compliance and effectiveness.

The Institutional Quality Assurance Cell (IQAC) plays a crucial role in reviewing the institutional strategic plan, which guides academic objectives, financial strategies, and overall aims. Committees within the institution comprise diverse stakeholders, ensuring broad representation and inclusive decision-making processes.

In accordance with regulations, essential cells such as the IQAC Cell, Students' Scholarship Cell, and Anti-Ragging Cell are established. Recruitment procedures adhere to university norms, promoting transparency and fairness. Both teaching and non-teaching staff benefit from various entitlements including Provident Fund (PF), Gratuity, Group Insurance, and coverage under the West Bengal Health Scheme.

Transparent promotion policies are enforced through the use of Academic Performance Indicators (API), facilitating equitable advancement opportunities for all staff members. Regular collection of student feedback contributes to the enhancement of the teaching-learning process, enabling continuous improvement.

A Grievance Redressal Committee, consisting of the Principal, Heads of Departments (HODs), and teacher representatives, effectively addresses grievances raised by staff, students, and other stakeholders. This fosters a supportive and conducive environment for all members of the institution.

| File Description                              | Documents        |
|---|------------------|
| Paste link for additional information         | Nil              |
| Link to Organogram of the Institution webpage | Nil              |
| Upload any additional information             | No File Uploaded |

### 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   | No File Uploaded          |
| Screen shots of user interfaces   | No File Uploaded          |
| Any additional information  | No File Uploaded          |
| Details of implementation of e-governance in areas of operation, Administration etc (Data Template) | <a href="#">View File</a> |

### 6.3 - Faculty Empowerment Strategies

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

- Sonarpur Mahavidyalaya demonstrates a steadfast commitment to the welfare of its teaching and non-teaching staff.
- Initiatives include participation in the West Bengal Health Scheme for Grant-in-College & University Teachers.
- The institution implements the Group Savings Linked Insurance Scheme (GSLIS) for all staff members.
- Adherence to government directives ensures the timely release of Recovery Based Advance of Festival Bonus.

| 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**

0

| 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) | No File Uploaded |

**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**

0

| 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  | No File Uploaded |
| Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template) | No File Uploaded |

**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**

13

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

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

Sonarpur Mahavidyalaya maintains a strong dedication to academic excellence, as reflected in its robust Performance Based Appraisal System (PBAS) designed for both teaching and non-teaching staff. Aligned with UGC guidelines and institutional objectives, this system promotes continuous enhancement and accountability across all levels.

#### For Teaching Staff:

- 1. Academic Diary:** The Academic Diary meticulously records teachers' activities throughout the academic year, encompassing elements such as Individual Time Tables, Annual Teaching Plans, Examination duties, Co-curricular involvement, Research contributions, and Awards received.
- 2. Annual Self-Assessment (API):** Teachers undergo an annual self-assessment process covering various aspects of teaching, learning, co-curricular engagement, extension activities, and professional development.
- 3. Verification and Approval:** The Institutional Quality Assurance Cell (IQAC) and the Principal diligently verify and approve each teacher's API annually, ensuring fairness and objectivity.
- 4. Monitoring and Feedback:** Department Heads and the Principal consistently monitor the Academic Diary, offering



constructive feedback to support professional development.

#### For Non-Teaching Staff:

Non-teaching staff members are evaluated through Confidential Reports maintained by the institution. These reports assess performance across multiple areas, including administrative efficiency, teamwork, communication skills, and adherence to institutional policies.

The evaluation criteria for non-teaching staff are transparent and based on measurable outcomes, ensuring fairness and impartiality throughout the appraisal process.

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

### 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

Sonarpur Mahavidyalaya maintains a thorough system of financial audits, both internal and external, to ensure transparency and accountability in its operations. These audits include:

1. **Internal Auditor's Review:** Carried out by the Institutional Quality Assurance Cell (IQAC), the Internal Auditor identifies discrepancies and communicates them during the audit.
2. **External Auditor's Assessment:** Conducted by the firm Mamata Agarwal and Co., external audits are completed within one week of each period, with final queries submitted to the Principal.
3. **Identification of Control Issues:** Auditors highlight control issues to prevent future errors.
4. **Prompt Action:** Immediate measures are taken upon receiving audit objections to prevent recurrence.

5. Remedial Actions: All objections from internal and external audit reports are addressed within a specified timeframe.
6. Settlement Meetings: Meetings are convened as necessary to effectively resolve pending audit objections.
7. Implementation of Suggestions: Transactions are rectified based on the auditor's recommendations.

This systematic approach ensures swift resolution of audit objections, reinforcing financial integrity and efficiency across Sonarpur Mahavidyalaya.

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

#### 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)

443500

| 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) | <a href="#">View File</a> |

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

- Sonarpur Mahavidyalaya implements institutional strategies to mobilize funds and optimize resource utilization.
- This process involves identifying essential resources for development, implementation, and continuity of organizational initiatives.
- The institution adopts a multifaceted approach, including

both financial and in-kind support.

- Key steps include:
  - Development of a Resource Mobilization Strategy to leverage various sources of support.
  - Proposal Submissions to Donor Agencies such as UGC and SERB for financial assistance.
  - Diversification of Revenue Streams through rental income from facilities like NSOU and collection of in-kind contributions.
  - Utilization of Existing Assets, optimizing resource usage by leveraging rental income from NSOU.
- These strategies ensure effective mobilization of funds and efficient resource utilization to support educational endeavors and institutional development at Sonarpur Mahavidyalaya.

| 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

The Internal Quality Assurance Cell (IQAC) plays a pivotal role in establishing quality assurance strategies and procedures at Sonarpur Mahavidyalaya. Key initiatives led by the IQAC include:

1. **Implementation of Learning Management System (LMS):** Introducing an LMS streamlines the creation, delivery, and monitoring of learning materials, ensuring seamless dissemination of academic resources like lecture notes, videos, and course content to students.
2. **Integration of Online Meeting Platforms for Classes:** Several departments have adopted platforms such as Gmeet, Zoom, and WhatsApp for conducting classes and addressing queries, guaranteeing uninterrupted learning, particularly during challenging circumstances.
3. **Provision of Overhead Projectors:** Classrooms are equipped with overhead projectors, with portable alternatives available for rooms lacking permanent installations. Faculty

members are encouraged to utilize these resources effectively for teaching purposes.

4. **Encouragement of Research and Publication:** Faculty members are incentivized to undertake research projects, pursue doctoral studies, and publish articles in academic journals, fostering a culture of scholarly inquiry within the institution.
5. **Promotion of Seminar Participation:** Faculty members are encouraged to actively engage in seminars hosted by various institutions, facilitating professional growth and knowledge exchange.

These initiatives led by the IQAC have significantly elevated the standard of education and overall excellence at Sonarpur Mahavidyalaya.

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

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

At the end of each academic session, the IQAC requests comprehensive departmental profiles detailing admissions, class workload, curriculum execution, experiential learning approaches, examination results, extracurricular engagements, and faculty research contributions.

Thoroughly scrutinizing departmental performances, the IQAC provides constructive criticism to improve internal quality and establish higher standards to address emerging challenges. Additionally, it conducts reviews of teaching-learning outcomes by collecting online feedback from students on curriculum delivery and execution.

Moreover, the IQAC spearheads infrastructural enhancements, including the construction of classrooms and laboratories, ensuring the continuation of certificate courses and supplementary

programs to enrich student experiences. Departments are encouraged to host seminars on pertinent educational topics to encourage forward-looking growth.

The IQAC advocates for innovative pedagogical methods like projects, field trips, student-led seminars, and workshops. It also facilitates the acquisition of new laboratory equipment, books, and educational resources, including Learning Management Systems (LMS) and online competitive exam tools, to provide students with up-to-date knowledge.

Furthermore, the institution promotes collaboration between industry and academia, offering students opportunities for job placements post-graduation. Through these collaborative endeavors, Sonarpur Mahavidyalaya consistently improves its teaching-learning processes, operational frameworks, and educational outcomes, evident in the documented incremental advancements across various activities.

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

**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)**

**D. Any 1 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) | No File Uploaded |

## 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

Sonarpur Mahavidyalaya is committed to cultivating a culture of gender parity and inclusiveness within its campus community through a range of initiatives:

**Facilities:** The institution ensures equal access to comfortable and inclusive spaces for both male and female students by providing dedicated common rooms furnished with recreational amenities. Moreover, the installation of CCTV cameras throughout the campus enhances the overall safety and security of all students, fostering an environment conducive to learning.

**Addressing Grievances:** To promptly address any concerns related to sexual harassment, Sonarpur Mahavidyalaya has established an Internal Compliance Committee and an Anti-Sexual Harassment Cell. These measures are in place to ensure a supportive atmosphere where every student feels heard and respected.

**Sensitization Programs:** Collaborating with the IQAC and NSS, the college organizes various activities to raise awareness and promote gender equality among students. Interactive sessions and engaging activities are conducted to educate students on gender norms, empowerment, and inclusivity. Additionally, partnerships with the NSS committee facilitate student involvement in social awareness initiatives, such as International Environment Day on June 5th, fostering holistic development and a sense of social responsibility.

Sonarpur Mahavidyalaya aims to foster an environment where gender

equity, empowerment, and social consciousness flourish among its diverse student body.

| 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 | Nil       |

**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**

D. Any 1 of the above

| File Description               | Documents        |
|--------------------------------|------------------|
| Geo tagged Photographs         | No File Uploaded |
| 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

Sonarpur Mahavidyalaya is dedicated to upholding its environmental sustainability commitment through the "Clean Campus, Green Campus" initiative, led by the NSS unit. The institution orchestrates regular awareness campaigns focusing on several crucial area

- **Liquid Waste Management:**
  - Utilization of a well-developed drainage system and pipelines to manage liquid waste.
  - Proper disposal into designated drains or ponds to minimize environmental impact.
- **Solid Waste Management:**

- Implementation of effective waste segregation practices with designated bins in classrooms, laboratories, and restrooms.
- Responsible disposal of waste through collaboration with the Sonarpur-Rajpur Municipality Waste Disposal unit.
- **E-Waste Management and Recycling:**
  - Adoption of measures for responsible handling and recycling of electronic waste materials.
- **Hazardous Chemicals and Radioactive Waste Management:**
  - Avoidance of hazardous solid chemicals and promotion of green methodologies in laboratory practices.
  - Strict prohibition of radioactive materials to ensure environmental safety and community well-being.

| File Description  | Documents        |
|---|------------------|
| Relevant documents like agreements/MoUs with Government and other approved agencies | No File Uploaded |
| Geo tagged photographs of the facilities  | Nil              |
| Any other relevant information  | No File Uploaded |

|  |                              |
|--|------------------------------|
| <b>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</b> | A. Any 4 or all of the above |
|--|------------------------------|

| File Description                                  | Documents                 |
|---|---------------------------|
| Geo tagged photographs / videos of the facilities | <a href="#">View File</a> |
| Any other relevant information                    | No File Uploaded          |

#### 7.1.5 - Green campus initiatives include

|  |                              |
|--|------------------------------|
| <b>7.1.5.1 - The institutional initiatives for</b> | A. Any 4 or All of the above |
|--|------------------------------|



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

| File Description                             | Documents                 |
|--|---------------------------|
| Geo tagged photos / videos of the facilities | <a href="#">View File</a> |
| 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**

A. Any 4 or all 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**

A. Any 4 or all of the above

| of reading material, screen  | reading                   |
|--|---------------------------|
| 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   | <a href="#">View File</a> |
| 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).  |                           |
| <p>Sonarpur Mahavidyalaya prioritizes the creation of an inclusive environment for its students, as evidenced by several significant initiatives:</p> <p><b>Blood Donation Camp:</b> Annually organized by the College and Student Union, the blood donation camp serves as a platform to raise awareness and instill a sense of social responsibility among students. This collective effort not only contributes to saving lives but also fosters a culture of community service and solidarity among the student body.</p> <p><b>International Women's Day:</b> On March 8th, 2022, the college commemorates International Women's Day, dedicating this occasion to celebrating and highlighting the remarkable contributions and achievements of women. Through various events and discussions, the college underscores the importance of gender equality, empowering students to appreciate and respect the diversity within their community.</p> <p><b>Yoga Day Celebration:</b> Sonarpur Mahavidyalaya hosts vibrant Yoga Day celebrations as part of its commitment to promoting holistic student well-being. These festivities include a range of activities such as yoga sessions, meditation practices, and workshops designed to enhance both physical and mental wellness among students. By emphasizing these initiatives, the college creates a supportive and inclusive environment that nurtures the overall development of its student community</p> |                           |

| 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

At Sonarpur Mahavidyalaya, a comprehensive approach is taken to sensitize students and employees to their constitutional obligations, values, rights, duties, and responsibilities. Several initiatives contribute to this endeavor:

- **Orientation Sessions:** New students participate in orientation sessions introducing them to societal responsibilities, the college's code of conduct, and national duties, fostering civic awareness from the outset of their academic journey.
- **Celebration of National Days:** Independence Day and Republic Day are enthusiastically celebrated with flag hoisting, march past, and cultural programs. These events serve as platforms for senior faculty members to deliver speeches reinforcing constitutional obligations.
- **Academic Courses:** The college offers Political Science Core Course and Political Science Generic Elective courses, providing students with comprehensive knowledge of the Constitution of India. Activities like mock parliaments and debates further enhance their understanding of parliamentary democracy.
- **College Prospectus:** The Fundamental Duties of Indian citizens are prominently included in the College Prospectus, serving as a constant reminder to students and staff about their responsibilities towards the nation and society.

These initiatives collectively contribute to fostering a sense of responsibility, citizenship, and civic engagement among the Sonarpur Mahavidyalaya community, nurturing individuals committed to upholding constitutional values.

| 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           |
| <b>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>           | <b>A. All of the above</b> |
| 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           |
| <b>7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals</b>  |                            |
| <p><b>Sonarpur Mahavidyalaya actively participates in and celebrates a diverse array of national and international commemorative events, enriching the campus environment with cultural vibrancy and meaningful engagements:</b></p> <ol style="list-style-type: none"> <li><b>1. Republic Day and Independence Day: The college observes these significant national holidays with fervor and pride, conducting flag hoisting ceremonies, cultural performances,</b></li> </ol> |                            |

and speeches that instill a deep appreciation for freedom and democracy among students.

2. **International Women's Day:** Sonarpur Mahavidyalaya recognizes the invaluable contributions of women by celebrating International Women's Day on March 8th. Through various activities and events, the college promotes gender equality and empowerment.
3. **College Foundation Day:** On September 6th, the college celebrates its Foundation Day with a sense of pride and reflection. This occasion is marked with festivities that commemorate the institution's journey, achievements, and future aspirations.
4. **World Environment Day:** Sonarpur Mahavidyalaya emphasizes environmental stewardship by observing World Environment Day through tree plantation drives, awareness campaigns, and eco-friendly initiatives aimed at nurturing a sustainable campus environment.
5. **International Mother Language Day:** Various departments collaborate to celebrate International Mother Language Day on February 21st, recognizing the importance of linguistic diversity and cultural heritage.

| File Description  | Documents        |
|---|------------------|
| Annual report of the celebrations and commemorative events for the last (During the year) | No File Uploaded |
| Geo tagged photographs of some of the events  | 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 - I: Community Outreach Programs for Holistic Development**

Title: Engaging the Community for Comprehensive Growth

Objective:

1. Foster holistic development within the neighboring community.
2. Bridge the gap between the institution and society.
3. Establish collaborative efforts with the community.

Practice:

1. Students actively participate in community service initiatives aimed at raising awareness about diseases like AIDS and dengue.
2. The NCC and NSS departments spearhead road safety awareness campaigns such as 'Safe Drive Save Life'.
3. NCC and NSS units extend support and assistance during events like the Sonarpur Boi Mela.
4. Students enthusiastically engage in activities like tree plantation drives, contributing to environmental sustainability and community welfare.

Best Practice - II: Recognition of Student Excellence in Academics, Culture, and Sports

Title: Celebrating Student Achievement Across All Fronts

Objectives: a. Publicly acknowledge and appreciate student excellence. b. Motivate students to excel in academics, cultural pursuits, and sports. c. Nurture well-rounded individuals with diverse talents and achievements.

Practice: The college annually hosts an Award Giving Ceremony to commend students' exceptional accomplishments in academics, culture, and sports. This ceremony serves as a platform for the institution to publicly honor and celebrate student excellence, inspiring them to continue striving for success across all facets of their college experience.

These exemplary practices underscore Sonarpur Mahavidyalaya's dedication to community engagement, holistic student development, and the promotion of excellence in various spheres.

| 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

Sonarpur Mahavidyalaya is distinguished by its unwavering dedication to holistic education and inclusive development. While achieving excellence across various fields, its most notable achievement lies in delivering a comprehensive education that goes beyond traditional academics. Through a range of learning opportunities encompassing formal education, technical skills training, and values-based learning, the institution fosters individuals who excel not only in academic pursuits but also in sports, music, and art. Additionally, its inclusive atmosphere embraces students from diverse backgrounds, religions, and economic statuses, ensuring equitable access to opportunities and promoting diversity. Moreover, Sonarpur Mahavidyalaya's proactive approach to skill enhancement programs equips students with the abilities required for a variety of employment opportunities, further cementing its position as a leader in holistic education and empowerment.

| 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

1. The plan focuses on implementing various systems and initiatives for the effective management of academic and extracurricular activities at the college:

- Learning Management System (LMS):
  - Training sessions for staff and faculty.
  - Regular updating and monitoring of student engagement.

- Continuous improvement based on feedback.
- e-Diary System:
  - Comprehensive training and protocol establishment.
  - Data analysis for performance assessment.
  - Implementation of improvement measures.
- Informative Seminars:
  - Collaboration for relevant topics selection.
  - Inviting expert speakers and evaluating impact through feedback.
- Extracurricular Activities Management:
  - Coordination for planning and compliance.
  - Monitoring participation and feedback collection.
- Gradual Resumption of In-person Activities:
  - Phased transition planning with communication and safety measures.
  - Monitoring and adjustment to ensure community well-being.