SONARPUR MAHAVIDYALAYA

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Annual Quality Assurance Report of the IQAC
2017-2018

Track ID: WBCOGN13298

Submitted To

THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL (NAAC) BANGALORE

The Annual Quality Assurance Report (AQAR) of the IQAC
(For Affiliated/Constituent Colleges)

Institutions Accredited by NAAC need to submit an Annual self-reviewed progress report i.e. Annual Quality Assurance Report (AQAR) to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the IQAC at the beginning of the Academic year. *The AQAR period would be the Academic Year.(For example, July 1, 2017 to June 30, 2018)*

Part – A

Data of the Institution
(data may be captured from IIQA)

1. Name of the Institution: **Sonarpur Mahavidyalaya**

- Name of the Head of the institution :   Dr.Ujjal Ray

- Designation: Principal

- Does the institution function from own campus: Yes

- Phone no./Alternate phone no.:   033 24346987

- Mobile no.: 9831051952

- Registered e-mail: sonarpurmahavidyalaya.naac@gmail.com

- Alternate e-mail :   principal.sonarpurmahavidyalaya@gmail.com

- Address   :   Sahid Biswanath Sarani, Rajpur

- City/Town   :   Kolkata

- State/UT   :   West Bengal

- Pin Code   :   700149

2. Institutional status:
- Affiliated / Constituent: **Affiliated**
- Type of Institution: Co-education/Men/Women : **Co-education**
- Location : Rural/Semi-urban/Urban: **Rural**
- Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing :Grants –in -aid

(please specify)

- Name of the Affiliating University: **UNIVERSITY OF CALCUTTA**
- Name of the IQAC Co-ordinator : **Dr.Karunesh Mishra**
- Phone no. : 7003995488

  Alternate phone no.: 9830322160

- Mobile: 9830322160

- IQAC e-mail address: **sonarpurmahavidyalaya.iqac@gmail.com**

- Alternate Email address: **principal.sonarpurmahavidyalaya@gmail.com**

3. Website address: **www.sonarpurmahavidyalaya.net**

Web-link of the AQAR: (Previous Academic Year):

http://www.sonarpurmahavidyalaya.com/SM_AQAR_2016-17.pdf

For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc

4. Whether Academic Calendar prepared during the year?

Yes/No..., if yes, whether it is uploaded in the Institutional website: **Yes**

Weblink:**http://www.sonarpurmahavidyalaya.net/academiccalendar_2017-18.pdf**

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	B		2007	from:2007 to:2012

6. Date of Establishment of IQAC: DD/MM/YYYY: **13/03/2014**

7**.** Internal Quality Assurance System

7.1Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	Number of participants/beneficiaries
First IQAC meeting	07/11/2017 3 hours	10
Second IQAC meeting	16/02/2018 2 hours	8
Third IQAC meeting	07/04/2018 2 hours	9

> *Note: Some Quality Assurance initiatives of the institution are:*
>   *(Indicative list)*
> - *Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback from all stakeholders collected, analysed and used for improvements*
> - *Academic Administrative Audit (AAA) conducted and its follow up action*
> - *Participation in NIRF*
> - *ISO Certification*
> - *NBA etc.*
> - *Any other Quality Audit*

8. Provide the list of funds by Central/ State Government-

UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
Nil	Nil	Nil	Nil	Nil

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: **Yes**

*upload latest notification of formation of IQAC

10. No. of IQAC meetings held during the year: **3**

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website:
Yes/No   **Yes**
  (Please upload, minutes of meetings and action taken report)
Weblink: **http://www.sonarpurmahavidyalaya.net/IQAC/Meet1_2017-18.pdf**
              http://www.sonarpurmahavidyalaya.net/IQAC/Meet2_2017-18.pdf
              http://www.sonarpurmahavidyalaya.net/IQAC/Meet3_2017-18.pdf

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?**Yes**

    If yes, mention the amount: **Rs. (10,000 + 50, 000)**   Year: **2017**

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

- Inculcation of value education through class lectures and eminent resource persons of the related field,
- Arranged blood donation camp and Student Health Checkup camp,
- Tree plantation under NSS,
- Organized special lecture and seminars on IPR, blood cancer and allied diseases,
- Annual sports and cultural fest.

13. 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
1. Promoting the Use of Technology	Most of the departments, office and library were allotted Laptop/desktop, with internet facility. LCD projector and screen were allotted to some departments. All official work has been fully automated using dedicated automation software. Fully Wi-Fi campus has been formed.
2. Promotion of Research	The college authorities provide all necessary infrastructural support including space for carrying out research work.
3. Environment Consciousness	The NSS volunteers regularly lead campaigns to prevent use of polythene and polythene products in the college campus. NSS unit actively participated in creating awareness of environmental hazards and of the urgent need to keep the environment clean, green and pollution free. More saplings were planted in the campus. Management of e-waste was done.
4. Infrastructure Renovation	Library upgradation has been completed.The Library has now been fully equipped to provide all modern facilities to teachers, and students. New floor (2nd floor) of the new building has been constructed. Ladies washroom has been increased in number within the existing structure of the new building.

14. Whether the AQAR was placed before statutory body?   Yes /No: **YES**

Name of the statutory body: **Governing Body**   Date of meeting(s): **03/07/2018**

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?
Yes/No: **NO**   Date:

16. Whether institutional data submitted to AISHE: Yes/No: **YES**   Year: **2017**

Date of Submission: **30/09/2017**

17.

Does the Institution have Management Information System?

Yes ☑

If yes, give a brief description and a list of modules currently operational.
(Maximum 500 words)

Data is the lifeline of every organization. So it is equally important for educational institute also. As a part of the processor developing the management information system (MIS) .Our College is trying to optimize the distribution of resource and services to yield the maximum benefits for students, teaching faculty and non-teaching faculty. Starting from the admission record and its pattern to financial records all data are equally important for us. We try to analysis all those data and generate report from it, So that the college can always keep it self-improvement process. The management information system is under continuous up gradation for betterment and smooth running of the system.

- Student admission and enrolment database management system to keep track of all student record through CMS software.

- Student fees collection, registration is also maintained using CMS software.

- Accounting management to maintain all financial record.

- PF management of all the employees.

- Pay roll system and bill generation through government software HRMS.

Part-B

CRITERION I – CURRICULAR ASPECTS
1.1 Curriculum Planning and Implementation
1.1.1

- University will communicate with the institution by sending the action plan for the academic year through "calendar of events" of every year to the affiliated colleges.

- Taking this in to account Principal will instruct to prepare college "calendar of events" after discussions with heads of the departments.

- The annual plan consists of commencement date and last working date, dates for conduction of the internal assessments, educational visits, mid-term and annual test examination, cultural events, sports, etc. and others planned events.

- The faculty members of various departments develop academic plans such as timetables, lesson plans, student database, laboratory manuals and course files, etc. for the academic year.

- Faculties are encouraged to plan in advance to impart the curriculum following innovative teaching methods such as presentations, assignments, expert technical lectures, discussions, educational tours etc. apart from regular lecture sessions and the same is taken for approval from their Head of Department and the Principal.

- Allocation of the subjects to the faculty is done taking into consideration, the faculty subject specialization, experience and their willingness.

- Regular mentoring is carried out by the faculties and grievances if any, suitable remedial measures are taken as and when necessary.

- The Principal discuss with the Head of the Departments regarding attendance and performance of the students, preparing question papers and evaluation processes.

- Periodical feedback is obtained from the students on aspects of teaching-learning process.

- The faculty is encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments and discussions.

- The academic review meetings are held twice in a year to review the progress of syllabus coverage and the effectiveness of the instruction delivery.

- Course files are prepared in detail by faculty which includes:

  - Vision, mission of the institution
  - Vision, mission of the department
  - Student list
  - Students profile
  - Syllabus copy with text books and reference books

- Calendar of events

- Course Time table

- Lesson plan

- Attendance registers

- Course Outcomes

- Lecture notes

- Question papers of Mid-term and annual Tests with scheme and solution

- Copies of PPTs slides, if any

- Previous year result analysis

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
Nil	Nil	Nil	Nil	Nil

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	**Date of Introduction**	**Course with Code**	**Date of Introduction**
B.Sc. Mathematics (Honours) MTMA	**3/01/2017**	**MTMA**	**03/01/2017**

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year.

Name of Programmes adopting CBCS	**UG**	**PG**	Date of implementation of CBCS / Elective Course System	**UG**	**PG**
B.Com (Honours)	**Yes**	**No**	**1/07/2017**	**Yes**	**NA**
B.Com (General)	**Yes**	**No**	**1/07/2017**	**Yes**	**NA**
Already adopted (mention the year)					

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

	Certificate	Diploma Courses
No of Students	Nil	Nil

1.3 Curriculum Enrichment

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

Value added courses	Date of introduction	Number of students enrolled
Nil	Nil	Nil

1.3.2 Field Projects / Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects / Internships
Geography excursion-field project	**29**

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students	2) Teachers	3) Employers	4) Alumni	5) Parents
Yes	Yes	No	Yes	No

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

There is a formal mechanism to obtain feedback from students. The feedback is also obtained from the students and the remaining stakeholders and their views are considered to bring in the appropriate timely changes in the system.

Both the tone of feedback and the context in which it is given have both been shown to be important for determining effectiveness. It helps learners to maximize their potential at different stages of training, raise their awareness of strengths and areas for improvement, and identify actions to be taken to improve performance. The most effective leaders actively seek feedback to enhance their performance. Feedback can also be highly motivating and energizing. It has strong links to employee satisfaction and productivity. People like to feel involved and identified with their organization. Effective leaders have good listening and emotional awareness – they understand the impact that their behaviour has on others. When staff receives little feedback they tend to be self-critical or self-congratulatory as they are relying upon events rather than specific feedback to measure their performance and impact.

CRITERION II -TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Discipline	Number of seats available	Number of applications received	Students Enrolled	Demand Ratio
B.A. Honours (1+1+1 system)	BENGALI(HONOURS)	123	301	123	2.45:1
	EDUCATION(HONOURS)	26	108	25	4.3:1
	ENGLISH(HONOURS)	56	128	52	2.46:1
	HISTORY(HONOURS)	103	320	103	3.1:1
	PHILOSOPHY(HONOURS)	72	45	35	1.28:1
	POLITICAL SCIENCE(HONOURS)	55	85	53	1.6:1
B.Sc. Honours (1+1+1 system)	COMPUTER SCIENCE(HONOURS)	19	57	18	3.16:1
	GEOGRAPHY(HONOURS)	52	199	52	3.8:1
	PHYSIOLOGY(HON	27	85	26	3.26:1

	OURS)				
	MATHEMATICS(H ONOURS)	15	45	15	3:1
	B.COM(HONOURS)	75	35	23	1.5:1
	B.A GENERAL	782	1500	782	1.91:1
	B.COM GENERAL	116	42	28	1.53:1
	B.SC. GENERAL(PURE SCIENCE)	19	12	08	1.5:1
	B.Sc. GENERAL(GEOGR APHY)	46	33	17	1.94:1
	B.Sc. GENERAL(BIO.SCI ENCE)	26	49	25	1.96:1

2.2 Catering to Student Diversity

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

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	2735	Nil	24	Nil	Nil

2.3 Teaching - Learning Process

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

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
24	24	PPTs, YouTube videos	20	3 + 1 (Virtual classroom)	NLIST, INFLIBNET

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

Yes. Student Mentoring System is adopted in the Institution.

- This enables bridging gap between the Teachers and Students.

- This creates a better environment in the college, where students can approach teachers for both educational and personal guidance.

- It is happening quarterly (at interval of 3 months) and submitted report through Head of the Department each year to IQAC coordinator who acts as a mentor coordinator of the institution.

- Providing guidance/suggestions for the slow learners.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor: Mentee Ratio
2735	**24**	**1:114**

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with PhD
26	24	2	0	10

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

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
Nil	Nil	Nil	Nil

2.5 Evaluation Process and Reforms

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

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year- end examination	Date of declaration of results of semester-end/ year- end examination
		Semester-I	**18.01.2018**	**13.04.2018**
	B.Com.	**Semester-II**	**JUNE,2018**	**10.10.2018**
	B.A.	**Part-III**	**04.04.2018**	**14.08.2018**
UG	**B.Sc.**	**Part-III**	**04.04.2018**	**23.06.2018**

2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the University (UNIVERSITY OF CALCUTTA) rules and regulations the college conducts examinations and evaluations to enhance the knowledge and skills of the students.

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

(attached annexure –II)

2.6 Student Performance and Learning Outcomes

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

http://www.sonarpurmahavidyalaya.net/Result_2017-18.pdf

2.6.2 Pass percentage of students

Program	Programme	Number of students appeared in the	Number of students passed in	Pass Percentage

me Code	name	final year examination		final semester/year examination		
	B.A PART-III General	328		127		38.71
	B.A. PART-III Honours	139		133		95.7
	B.Sc. PART-III General	45		24		53.3
	B.Sc. PART-III Honours	45		45		100
	B.Com. PART-III General	22		9		40.9
	B.Com. PART-III Honours	7		6		85.7

2.7 Student Satisfaction Survey

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	Nil	Nil	Nil	Nil
Minor Projects	Nil	Nil	Nil	Nil
Interdisciplinary Projects	Nil	Nil	Nil	Nil
Industry sponsored Projects	Nil	Nil	Nil	Nil
Projects sponsored by the University/ College	Nil	Nil	Nil	Nil
Students Research Projects *(other than compulsory by the College)*	Nil	Nil	Nil	Nil
International Projects	Nil	Nil	Nil	Nil
Any other(Specify)				
Total	Nil	Nil	Nil	Nil

3.2 Innovation Ecosystem

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

Title of Workshop/Seminar	Name of the Dept.	Date(s)

Seminar: "Intellectual property rights and Indian patent system"	IQAC	31/05/2018

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

Title of the innovation	Name of the Awardee	Awarding Agency	Date of Award	Category
Nil	Nil	Nil	Nil	Nil

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

Incubation Centre	Name	Sponsored by
Nil	Nil	Nil

Name of the Start-up	Nature of Start-up	Date of commencement
Nil	Nil	Nil

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
Nil	Nil	Nil

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

Name of the Department	No. of Ph. Ds Awarded
NA	NA

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

	Department	No. of Publication	Average Impact Factor, if any
National	Bengali	3	**3.7985**
	Physiology	1	**0.385**
	History	1	**3.7985 (JCC)**
	Botany		
	English		
	Political Science		
International	Physiology	1	**3.038**

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

Department	No. of publication
Nil	Nil

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the	Number of citations excluding

						publication	self citations
Exogenous interleukin-10 and ciprofloxacin treatment reduces inflammation and helps to improve cognitive behaviour in acute and chronic restrained mice infected with *Escherichia coli.*	ArnabMajhi	Indian Journal of Biochemistry and Biophysics	2017				
Ferulic acid (FA) abrogates gamma-radiation induced oxidative stress and DNA damage by upregulatingnuclear translocaion of Nrf2 and activation of NHEJ pathway	Amitava Khan	Free Radical Research	2017				
Towards Goraksha: Socio economic perspective of cow protection in India	Abdul Mojjafar Mondal	International journal of research in humanities, art and literature	2018				
MahaswetaDebirgalpeantyajanariprotibadeprotirodhe	MdAsfaqueAlam	Indian journal of research in humanities, art and literature	2017				
MahaswetaDebiruponyasenari : ucchobargerantyajaobosthanboyan	MdAsfaqueAlam	Indian journal of research in humanities, art and literature	2018				
Nazrulnanamatra : Nazrulprotivarbohukounikdarpan	MdAsfaqueAlam	Indian journal of research in humanities, art and literature	2018				

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

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self citations	Institutional affiliation as mentioned in the publication
Nil	Nil	Nil	Nil	Nil	Nil	Nil

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

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	06	37	Nil	Nil
Presented papers	06	10	Nil	Nil

Resource Persons	Nil	Nil	Nil	Nil

3.4 Extension Activities

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

Title of the Activities	Organising unit/ agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
Clean campus drive	NSS unit	**2**	**40**
Tree plantation programme	NSS unit	**2**	**36**
Awareness program on polythene free campus	NSS unit	**2**	**53**

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

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited

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

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers **coordinated** such activities	Number of students participated in such activities

3.5 Collaborations

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

Nature of Activity	Participant	Source of financial support	Duration

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

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration **(From-To)**	Participant

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

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

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

Budget allocated for infrastructure augmentation		Budget utilized for infrastructure development
Item	Proposed amount (Rs.)	Utilized amount (Rs.)
Computer and Laptops	8,00,000	8,26,653
Laboratory instruments	1,50,000	1,99,019
LCD Projectors	1,40,000	1,38,000
Library books	1,00,000	1,09,529
Photocopier	2,00,000	2,38,720
Sports equipment	50,000	46,000
Virtual classroom	2,98,067	2,98,067
Water purifier	50,000	43,980

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	7.56Acre	-
Class rooms	20	-
Laboratories	7	-
Seminar Halls	-	-
Classrooms with LCD facilities	20	
Classrooms with Wi-Fi/ LAN	15	
Seminar halls with ICT facilities		
Video Centre	1	
No. of important equipments purchased (≥ 1-0 lakh) during the current year.		One photo copier 2,38,720
Value of the equipment purchased during the year (Rs. in Lakhs)		18,97,406
Others		

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books+	8,358	8,13,263	215	84,256	8,573	8,97,519
Reference Books	2,397	3,25,671	78	25,273	2,475	3,50,944
e-Books						
Journals			52	3,012		
e-Journals	Subscription for NLIST		Renewed after a period of one year	5,900		5,900
Digital Database						
CD & Video						
Library automation	YES					
Weeding (Hard & Soft)						
Others (specify) Employment News, Karmasangsthan, Karmokhetra			29	188		188

4.3 IT Infrastructure									
4.3.1 Technology Upgradation (overall)									
	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width (MGBPS)	Others
Existing	62		62						
Added	10		10		2	4	4		
Total	72		72		2	4	4		

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

100MBPS

4.3.3 Facility for e-content	
Name of the e-content development facility	Provide the link of the videos and media centre and recording facility

4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e – content

4.4 Maintenance of Campus Infrastructure

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

Assigned budget on academic facilities		Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities		Expenditure incurred on maintenance of physical facilities
Academic expenses	43,00,000	41,75,927	Electrical charges	4,00,000	3,24,092
			Maintenance of campus infrastructure	35,00,000	32,15,415
			Maintenance of computer software	2,70,000	2,60,110
			Maintenance of equipments	1,00,000	50,979
			Telephone and Broadband services	1,50,000	1,35,519

4.4.2 Procedures and policiesformaintainingandutilizingphysical,academicand support facilities - laboratory, library, sportscomplex,computers,classrooms etc. *(maximum 500 words)* (information to be available in institutional Website, provide link)

Physical facility

In the policy making of the institution for enhancement of infrastructure to excel in the teaching & learning, the following stake-holder members are considered.

- Faculty
- Current Students
- Exit Students
- Alumni
- Governing Body

Sports, outdoor and indoor games, gymnasium

The institution has a huge sports ground. There are well equipped gym and sports kits. Students are encouraged to participate in various tournaments. Students are provided with various sports kits and equipment's. They participate in inter-collegiate and inter-University matches. Institute sport has following facilities:

• Cricket ground

• Long jump facility

• Volleyball track

• Football ground

To manage all sport activities, a well qualified physical education Instructor is appointed. The institute has a well equipped gym facility.

The infrastructure facilities meet the requirements of students with physical disabilities

• Provide the rest room for physically disabled students

• Preferential service is provided to physically disabled students

• Wheel chairs are provided to physically disabled students

• Wooden slants are fixed in front of toilets for physically disabled students

• Sitting chairs are provided for physically disabled students in all corridors.

Computer facility including access to internet in the campus

Computer facility is provided with internet facility within campus hence they are access internet in the college main building. Computer and internet facility available in the campus on & off, for both students and faculty usage of labs, digital library and internet centre.

Internet and Wi-Fi facility

Internet facility is provided, WIFI with 100mbps speed,

Maintenance of Campus Facilities

The yearly budget is prepared according to the needs & requirements of the departments taking into consideration of annual intake of students, laboratory & infrastructure developments. Students, faculty & staff requirements and promotions and latest technologies etc,

Formal budget estimates will be prepared by each department and will be reviewed in HODs meeting with the Principal.

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees	
Financial support from institution	Concession provided to students on the recommendation of Student's Council	68	31,539	
Financial support from other sources				
a) National				
Funding Agency	Scheme	Number of Students	Amount in Rupees	
West Bengal State Government	Kanyashree	268	67,00,000	
West Bengal State Government	Post-Matric Scholarship for Minority	Greater than 50%	Lesser than 50%	Greater than 50%	Lesser than 50%
West Bengal State Government	Swami Vivekananda Scholarship			
West Bengal State	Nabanna	Data not available	Data not available	

Government	Scholarship						
Central Government of India	Government of India Post Matric Scholarship	SC	ST	OBC	SC	ST	OBC
		914	27	167	45,70,000	13,05,000	8,35,000
b) International	Nil	Nil			Nil		

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Nil	Nil	Nil	Nil

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
Nil	Nil	Nil	Nil	Nil	Nil

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
Nil	Nil	Nil

5.2 Student Progression

5.2.1 Details of campus placement during the year**Not applicable**

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
Nil	Nil	Nil	Nil	Nil	Nil

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2017-18	123	B.A.; B.Sc.; B.Com.	Bengali, History, Education, Philosophy, English, Computer Science, Physiology, Finance and	CU,NSOU,IGNOU ,RBU and others	M.A.; M.Sc.; M.Com.

			Accounting (Honours)		

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

Data not available.

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET		
SET		
SLET		
GATE		
GMAT		
CAT		
GRE		
TOFEL		
Civil Services		
State Government Services		
Any Other		

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

Activity	Level	Participants
College Annual Sports	College	Most of the students
College Cultural Meet	College cultural	Most of the students
Football Tournament	University	15 students
Football Tournament	Regional	20 students

5.3 Student Participation and Activities

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

Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
2017-18	Nil	Nil	Nil	Nil	Nil	Nil

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

- Blood Donation Camp and Eye Camp
- Medical Camp at Rural Area
- Book Distribution at Rural Area
- Celebration of Pollution Day through tree plantation and removal of plastics with in the camps
- Organizing districts football and crickets tournament
- Celebration of Teachers day, Independence Day, Republic Day, Saraswati Puja, etc.
- Organizing Annual Sports, Rock climbing course in collaboration with Sonarpur Arohi
- Organizing high altitude trek at Gochala, Sandakphu; expedition to Virgin Peak
- Organizing quiz contest, historical tour.

5.3 Alumni Engagement

5.3.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes, the institution has an Alumni Association named **"Praktoni"**. The association was established on **3/11/2006** having registration number **S/1L/40194**.Every year, 5th of June is celebrated as Alumni association Day. All the responsible members (President, Secretary and Office Bearers) of the association communicate with each other to be present on that day.

5.3.2 No. of enrolled Alumni: 223

5.3.3 Alumni contribution during the year (in Rupees) **:Nil**

5.3.4 Meetings/activities organized by Alumni Association **:**Once in a year

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

Decentralization

Institute has a mechanism for delegating authority and providing operational autonomy to all the various functionaries to work towards decentralized governance system.

1. Principal Level

The Governing Body delegates all the academic and operational decisions based on policy to the Academic Monitoring Committee headed by the Principal in order to fulfill the vision and mission of the institute. Academic Monitoring Committee formulates common working procedures and entrusts the implementation with the faculty members.

2. Faculty Level

Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic, co-curricular, and extracurricular activities.

For effective implementation and improvement of the institute following committees are formed. Other units of the institute like sports, library, store etc. have operational autonomy under the guidance of the various committees/cells.

Committee/Coordinator	Roles and responsibilities
Principal	Implementation and monitoring of academic and administrative system to cater to vision and mission of the college
Academic sub-committee	Academic development and monitoring

	progress of various teaching/learning processes
Examination committee	Internal & University examination activities
NSS Coordinator	NSS activities of the college
Training placement and career counselling cell	Training and placement activities
Cultural and sports committee	Planning, execution and supervision of cultural and sports activities of the college
Student grievances redressal committee	Attending and redressal of students problems
Accountant	Management of finance and account activities
Library Committee	Management of learning resources
Anti-ragging committee	Prevention and action against ragging cases

3. Student Level

Students are empowered to play an active role as a coordinator of co-curricular and extra-curricular activities, social service group coordinator.

Participative management

The college promotes a culture of participative management by involving the staff and students in various activities. All decisions of the institution are governed by management of facts, information and objectives. Both students and faculties allowed expressing themselves of any suggestions to improve the excellence in any aspect of the college.

Strategic Level

The principal, academic co-coordinator and staff members are involved in defining the policies and procedures, framing guidelines and rules & regulations pertaining to admission, placement, discipline, grievance, counseling, training & development, and library services etc., and effectively implementing the same to ensure smooth and systematic functioning of the institute. For the various programs to be conducted by the institute all the staff members will meet, discuss, share their opinion and plan for the event and form various committees involving students and coordinate with others.

Staff members are also involved in deciding academic activities and examinations to be conducted by the college.

Functional Level

At functional level the faculty members participate in sharing the knowledge by discussing on the latest trends in technology during faculty meeting. Staff members are involved in preparation of annual budget of the institute. They also correspond and follow the rules and regulations of the University of Calcutta, West Bengal Higher Education Department and University Grants Commission.

Operational level

The principal of the institution is a member secretary of the GB. The GB gives suggestions and monitors the procurement, introduction of new programs and welfare activities. The Principal of the institution is responsible for academic, nonacademic and administrative activities of the institution. On behalf of the institution, he interacts and corresponds with University of Calcutta, West Bengal Higher Education Department and University Grants Commission.

The budget is earmarked for staff members and students to participate in various programmes organized by the institute. All the staff members actively participate in implementing the policies, procedures, and framework designed by the Governing body in order to maintain and achieve the quality standards. Office staffs are involved in executing day to day support services for both students and faculties.

LEVELS OF PARTICIPATIVE MANAGEMENT

Teaching Staff	Non-Teaching Staff	Students	External Representation
Governing Body	Governing Body	Governing Body	Governing Body
IQAC	IQAC	Alumni committee	IQAC
Grievances Redressal Cell	Admission committee	Anti-ragging committee	
Women Grievance Redressal Cell	Alumni committee	Student's Union	
Anti-ragging committee	Examination committee	Grievances Redressal Cell	
Examination committee	Anti-ragging committee	Women Grievance Redressal Cell	
Alumni committee	Women Grievance Redressal Cell		
Website committee	Website committee		
Admission committee	Grievances Redressal Cell		

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

Yes/No/Partial:**Yes**

- Student admission and enrolment database management system to keep track of all student record through CMS software.

- Student fees collection, registration is also maintained using CMS software.

- Accounting Management to maintain all financial transaction record and report generation.

- PF management of all the employees.

- Pay roll system and bill generation through government software HRMS.

6.2 Strategy Development and Deployment	
6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each)**:**	
Curriculum Development	The institution is affiliated to The University of Calcutta. The curriculum will be framed by the University.

Teaching and Learning	We are using LCD, ICT tools to enhance the quality of teaching and learning. **1. Examinations Pre-commencement Preparations** Departmental Routine Lecture plans Topic learning Objectives and Outcomes Lecture notes Updating the library with appropriate books as suggested by the faculty Modifying the laboratories to cater for the needs of revised syllabus and new technology. **2. Monitoring the teaching process through** Manual feedback from students Result analysis at the end of examination. **3. Addressing issues of individual student** Additional classes for slow learners Personal guidance to students approaching with difficulties **4. Addressing issues related to course** Extra lectures are allocated in the time table for courses of difficult nature. Lectures are conducted on prerequisite topics Assignments are given to students to get additional knowledge supporting to curriculum **5. Addressing issues of faculty** Course assignment as per Competency. Mentoring and guidance to faculty for a course handled by him/her by senior/competent faculty
Examination and Evaluation	The institution will follow the rules and regulations framed by the University to conduct examination and Evaluation.
Research and Development	The faculty members have published research papers related to their research work in various national and international conferences and UGC enlisted journals.

	The collegeallocates budgets for research activities every year.
Library, ICT and Physical Infrastructure / Instrumentation	The volume of new journal, conference and curriculum related books are added to library. The college boosts a well-stocked and digitalized central library with college and department-wise division to ensure easy, quick and efficient access to desired data. Wi-Fi campus. KOHA Software is provided for personal assistance to each and every user while accessing the library books Some departments has individual air-conditioned seminar hall with LCD projector, system with internet connection. E-library and E-journals resources through NLIST.
Human Resource Management	
Admission of Students	Admission 2017-2018 details

Discipline	Intake	Enrolled
BENGALI(HONOURS)	123	123
EDUCATION(HONOURS)	26	25
ENGLISH(HONOURS)	56	52
HISTORY(HONOURS)	103	103
PHILOSOPHY(HONOURS)	72	35
POLITICAL SCIENCE(HONOURS)	55	53
COMPUTER SCIENCE(HONOURS)	19	18
GEOGRAPHY(HONOURS)	52	52
PHYSIOLOGY(HONOURS)	27	26
MATHEMATICS(HONOURS)	15	15
B.COM(HONOURS)	75	23
B.A GENERAL	782	782
B.COM GENERAL	116	28
B.SC. GENERAL(PURE SCIENCE)	19	08
B.Sc. GENERAL(GEOGRAPHY)	46	17
B.Sc. GENERAL(BIO.SCIENCE)	26	25

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

Planning and Development	College Management System (CMS) package is used.
Administration	College Management System (CMS) package is used.
Finance and Accounts	College Management System (CMS) package and Tally is used.
Student Admission and Support	Integrated College Management System (ICMS) package is used.

Examination	University has introduced software.

6.3 Faculty Empowerment Strategies

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

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
NIL	**NIL**	**NIL**	**NIL**	**NIL**

6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	Dates (from-to)	No. of participants (Teaching staff)	No. of participants (Non-teaching staff)
NIL	**NIL**	**NIL**	**NIL**	**NIL**	

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

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Refreshers course in Teachers Education	Debjani Pathak (01)	06/03/2018 to 26/03/2018

6.3.4   Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
30	24	11	10

6.3.5 Welfare schemes for

Teaching	**NIL**
Non teaching	**NIL**
Students	**NIL**

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

 (with in 100 words each**)**

Internal and external financial audits are conducted regularly in the college. The grants and Aids which come toward our college is utilized on a regular basis and the utilization certificates are attempted to be submitted in due time.

The college has a water body under its disposal which is rented out on lease basis. For getting the highest bid the college calls a tender maintaining the norm and regularities required for it and the highest bidder is allotted the lease right for a tenure of three years. The last tender was called on December 2015 and the lease was granted for an amount of Rs. 3, 30,000 for three years.

6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies

during the year(not covered in Criterion III)		
Name of the non government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
IABCD(Indian association of Blood cancer and allied Diseases) and AIPA(Asian institute of Poverty Alleviation)	**10,000**	**To develop innovative computer APP**
PC Chandra and Sons	**50000**	**Up gradation of Library**

6.4.2 Total corpus fund generated

Corpus fund generated: Nil

6.5 Internal Quality Assurance System

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

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	Governing Body
Administrative	No	NA	Yes	Governing Body

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

Each department in the institution conducts **parent teachers** meeting thrice in a semester to obtain the feedback of their Ward's to improve the quality of education.
Mentor meeting is conducted for the students by the individual faculty to ensure the improvement in academics and co-curricular activities. The purpose of this meeting is to conduct the SWOT (Strength, Weakness, Threats and Opportunities) analysis of students.

6.5.3 Development programmes for support staff (at least three)

Nil

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

6.5.5

a. Submission of Data for AISHE portal   : **Yes**

b. Participation in NIRF   : **No**

c. ISO Certification   : **No**

d. NBA or any other quality audit   : **No**

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from-----to------)	Number of participants
2017	Special lecture on blood cancer and allied diseases	10.11.2017	10.11.2017	200
2017	Student Health Camp	02.12.2017	02.12.2017-15.12.2017	300
2018	International Women's Day Celebration and Awareness Programme	08.03.2018	08.03.2018	185
2018	Alumni meeting	15.04.2018	15.04.2018	156
2018	Seminar on Intellectual Property Rights (IPR)	31.05.2018	31.05.2018	60

CRITERIONVII –INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

Title of the programme	Period (from-to)	Participants	
		Female	Male
Women Empowerment program for class D staff	2/8/2017	62	30
Women Empowerment program for Supporting Staff	25/8/2017	41	19
Women Empowerment program for faculty and students	8/2/2017	40	20
Talk on awareness rules and act on sexual harassment Elimination	23/3/2018	40	20
Women's day celebration	08/03/2018	185	42

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:
Percentage of power requirement of the College met by the renewable energy sources

i) Environmental Consciousness and Sustainability:
Green day celebrated on 01/4/2018 on the occasion of green day celebration, plantation was done in the college premises and felicitated the gardeners of the college for Maintaining the better Environment inside the college
ii) Sustainability/Alternate Energy initiatives:
Solar power plan is under progress.

7.1.3 Differently abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	1
Provision for lift	yes	-
Ramp/ Rails	No	-
Braille Software/facilities	No	-
Rest Rooms	Yes	1
Scribes for examination	No	-
Special skill development for differently abled students	No	-
Any other similar facility	Wheel chairs are provided for the Physically disabled people	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address	Number of initiatives taken to engage with	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and

locational advantages and disadvantages	and contribute to local community					staff
Nil	Nil	Nil	Nil	Nil	Nil	Nil

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

Title	Date of Publication	Follow up (maximum 100 words each)
SMV Handbook, Prospectus and College Magazine	**August 2017**	Every year handbook and Annual Prospectus will be distributed to the students on orientation day of the academic year, which includes syllabus for that academic year, facilities provided in the institution and role of each committee of the college. Role of anti-ragging committee, safety of the students will be highlighted. Magazine will be published at the end of the academic year which includes institution development, achievements student activities, curriculum and Co-Curriculum of that academic year

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Blood Donation Camp	**26/08/17**	**214**
AIDS awareness programme	**16/02/18**	**187**
Awareness programme on Thalassemia	**06/04/18**	**350**

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

Energy conservation
- Some rooms of the buildings are fitted with glass windows for maximum utilization of natural light.
- Lights and fans are switched off when not required.
- Air-conditioners are used only at essential places.
- Energy efficient compact fluorescent tubes and ceiling fans of higher star ratings are used in most of the places to ensure energy conservation.
- Staggering of classes has been done to reduce peak load.
- Energy saving awareness program has been initiating among the staff and students.
- The UPS Batteries were maintained in good condition which reduces charging current of batteries.
- The college has gradually moved on from normal light bulbs (least required wattage) to tube lights, slim lights, CFLs, LEDs and the college also replaced most of the CRT Monitor from LCD/LED monitors thus conserving energy to the extent required.

Use of renewable energy
- It is planning to use the renewable energy in the campus.
- The college has planned to install Solar (PV) panels and this will be used as forms of renewable energy

Water harvesting

- It is planning to harvest rainwater in the campus. However, Waste water recycled and used for garden.
- There is enough extent of plantation to reduce evaporative loss and soil erosion

Efforts for Carbon neutrality
- The College has been nurturing a large number of plants and trees which can absorb carbon dioxide. The Institute restricted the usage of plastic bags in the campus.
- Routine inspection of college generator set and other equipment ensures
- Lowest possible emission and pollution free environment thereby neutralizing the carbon effect. Other than this the green lawns and plantation is also helpful in fixation of carbon content present in environment and helps in making pollution free environment.
- Provision of convenient and easy to use Scan to Email facility to each department to keep Documents in electronic format.
- Working towards making office and committee work paperless, wherever possible.
- Usage of plastics is strictly discouraged.
- Waste segregation is done at source; with separate bins for dry and wet wastes.
- One Diesel generators is situated in the college campus of capacity 62.5KVA which is approved by West Bengal State Pollution Control Board. Emission norms are followed and the generator is provided with Silencers/Mufflers to reduce noise pollution.

Plantation
- Different plants are planted and nurtured with care. The College drives into the space for trees, Garden and open spaces to protect the campus in GREEN.

E-waste management
The obsolete computers and other wastes generated from the electronic equipment's are auctioned to waste dealers and the hazardous materials in that equipment's are removed and disposed as per norms. The old computers are also exchanged with new computer.

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the
institution as per NAAC format in your institution website, provide the link

follow the link: **http://www.sonarpurmahavidyalaya.net/IQAC/bestpractices2018.pdf**

7.3 Institutional Distinctiveness

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

follow the link **http://**www.sonarpurmahavidyalaya.net/**IQAC/Distinctiveness**2018.pdf

8.Future Plans of action for next academic year (500 words)

1. Provide air-condition facility to all the classrooms and laboratories.
2. Advise the faculties to increase their participation in research-oriented activities and organize student's seminars, excursions/educational tours;
3. Organise seminar, symposium and workshop in various departments.
5. Construction of new science building, auditorium, laboratories to resolve space related difficulties.
6. Full automation of college will be installed.
7. Strengthen student's support activities, particularly the grievance and counselling cells, and undertake more outreach programmes.
8. Implement the computerization of the administrative and financial works with the customized administrative software.
9. Software Training programmes for office staff
10. Open Gender sensitizing cell and organise programme
11. Motivating students to use library and user orientation programmes
12. To allocate separate IT laboratory for the Department of Commerce.
13. Prepare Report for AISHE
14. Prepare AQAR 2018-2019
15. Carryout internal Academic Audit under Governing Body
16. Take Feedback reports from students as well as from parents
17. To form a proper system for waste management.
18. To install solar panel for alternative renewable energy support.
19. To form ATM within the college campus.
20. To develop an integrated App for the college.

Dr. Karunesh Mishra   **Dr. Ujjal Ray**

Name _____   *Name* _____

Principal
SONARPUR MAHAVIDYALAYA
S.B. Sarani, Rajpur, Kol-149

_____   _____

Signature of the Coordinator, IQAC   *Signature of the Chairperson, IQAC*

CO-ORDINATOR
I Q A C
SONARPUR MAHAVIDYALAYA

Abbreviations:

CAS	-	Career Advancement Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution

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Annexure- II: ACADEMIC CALENDER

MONTH	EVENTS
JULY	Admission and commencement of classes
AUGUST	Admission Process completed.
SEPTEMBER	C.U. Registration along with continuation of classes.
OCTOBER	Vacation/Local or Field Excursion
NOVEMBER	Mid-term exams
DECEMBER	a) Guardian Teacher / Principal's Meeting (Concern with each Department). b) Publication of Mid-term result.
JANUARY	a) Part - III Test Exam. b) Publication of result of Part-III Test Exam.c) Filling up of Part-III C.U. Forms
FEBRUARY	a) Part-II Test Exam. b) Publication of result of Part-II Test Exam.c) Filling up of Part-II C.U. Forms
MARCH	a) Part-I Test Exam. b) Publication of result of Part-I Test Exam. c) Filling up of Part-I C.U. Forms. d) Part I compulsory exam.
APRIL	a) Part – III C.U. final exam
MAY	C.U. Part-III and Part-II Exam + Summer Recess
JUNE	Final Exams (Part I and part II)

For Communication with NAAC

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