YEARLY STATUS REPORT - 2022-2023

Part A	
Data of the Institution	
1.Name of the Institution	SONARPUR MAHAVIDYALAYA
• Name of the Head of the institution	Dr. UJJAL RAY
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	03324346987
• Mobile No:	9432643034
• Registered e-mail	sonarpurmahavidyalaya.naac@gmail.com
• Alternate e-mail	principal.sonarpurmahavidyalaya@gmail.com
• Address	Sahid Biswanatha Sarani,Rajpur
• City/Town	Kolkata
• State/UT	West Bengal
• Pin Code	700149
2.Institutional status	
• Affiliated / Constitution Colleges	Affiliated
• Type of Institution	Co-education
• Location	Urban

• Financial Status	**Grants-in aid**	
• Name of the Affiliating University	**University of Calcutta**	
• Name of the IQAC Coordinator	**Debjani Pathak**	
• Phone No.	**7003995488**	
• Alternate phone No.	**9830322160**	
• Mobile		
• IQAC e-mail address	**sonarpurmahavidyalaya.iqac@gmail.com**	
• Alternate e-mail address	**principal.sonarpurmahavidyalaya@gmail.com**	
3.Website address (Web link of the AQAR (Previous Academic Year)	http://www.sonarpurmahavidyalaya.com/SM_AQAR_2022-23.pdf	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	httt://www.sonarpurmahavidyalaya.com/academiccalendar_2012-23.pdf	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**Nil**	**2007**	**31/03/2007**	**30/03/2012**

6.Date of Establishment of IQAC	**03/07/2018**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	**Nil**	**Nil**	**Nil**	**Nil**

8.Whether composition of IQAC as per latest NAAC guidelines	**Yes**	
• Upload latest notification of formation of IQAC	[View File](#)	

9.No. of IQAC meetings held during the year	5	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

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

our college remains steadfast in its commitment to advancing academic excellence and administrative efficiency. The LMS serves as a multifaceted platform, not only simplifying the dissemination of learning materials but also fostering dynamic and engaging learning experiences. Through features such as online quizzes, discussion forums, and access to multimedia resources, students are provided with interactive tools that enrich their educational journey. Similarly, the e-Diary system empowers faculty members to effectively manage their tasks, freeing up valuable time that can be devoted to delivering high-quality education. Moreover, our collaborative efforts with various departments and the IQAC have yielded fruitful outcomes in the form of informative seminars. These events not only serve as platforms for knowledge exchange but also encourage interdisciplinary collaboration among faculty and students, enriching the academic environment. Beyond the confines of academia, our college places a strong emphasis on holistic development by promoting active participation in extracurricular activities. Whether it's sports competitions, cultural events, or community outreach initiatives, these activities offer students invaluable opportunities for personal growth and engagement with their peers and the broader community. Looking ahead, the IQAC remains dedicated to the ongoing enhancement of all facets of the college's operations, guided by the principles of quality assurance and accreditation. Building on the success of the LMS and the e-Diary system, we envision a future where technological innovations continue to support and elevate the educational experience for all

members of our college community.

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
The construction plan for an Institutional Quality Assurance Cell (IQAC) involves meticulous attention to detail to ensure the creation of a functional and conducive environment for quality enhancement in education. Beginning with a comprehensive needs assessment, the plan entails designing a space that fosters collaboration, innovation, and continuous improvement. Architects and planners work closely with stakeholders to develop a layout that accommodates administrative offices, meeting rooms, and resource centers, all strategically positioned to facilitate seamless communication and workflow. Emphasis is placed on integrating technology infrastructure to support data management and analysis, crucial for monitoring and evaluating institutional performance. Sustainable construction practices are often incorporated, reflecting a commitment to environmental responsibility. Throughout the process, the construction plan remains adaptable, allowing for flexibility in response to evolving educational priorities and emerging best practices. The result is not merely a physical structure but a dynamic hub of	While the construction plan for the Institutional Quality Assurance Cell (IQAC) has made significant progress, reaching approximately 80% completion, several outcomes have already begun to manifest. Despite not being fully finished, the partial completion has yielded tangible benefits for the institution. The partially constructed facility has provided a glimpse into the future functionality of the IQAC, showcasing its potential to become a central hub for quality assurance activities. Already, stakeholders have begun to utilize the available spaces for meetings, collaborative work sessions, and administrative tasks, fostering a sense of engagement and ownership in the quality enhancement process. The integration of technology infrastructure, though not fully implemented, has started to streamline data management processes, laying the groundwork for more efficient operations once construction is complete. Additionally, the commitment to sustainable construction practices has already begun to demonstrate the institution's dedication to environmental responsibility. As construction progresses towards completion, these early outcomes serve as promising indicators of the

excellence, poised to drive ongoing enhancement in academic quality and institutional effectiveness.	transformative impact the fully operational IQAC will have on advancing academic quality and institutional effectiveness.
Ensuring access to safe potable water involves guaranteeing that the water available for consumption meets stringent quality standards, free from contaminants or pollutants that could pose health risks. This essential process entails implementing rigorous purification and treatment methods to remove impurities and harmful substances, safeguarding public health and well-being. It involves the deployment of advanced filtration systems, disinfection techniques, and quality monitoring protocols to maintain the purity of the water supply. The provision of safe drinking water underscores a commitment to protecting human health, promoting sanitation, and mitigating the spread of waterborne diseases.	The implementation of measures to ensure safe drinking water has resulted in tangible improvements in public health and well-being. By adhering to rigorous purification and treatment processes, water quality standards have been elevated, significantly reducing the presence of contaminants and pollutants in the drinking water supply. Advanced filtration systems and disinfection techniques have effectively removed harmful substances, safeguarding consumers from waterborne illnesses and health risks associated with poor water quality. The implementation of comprehensive quality monitoring protocols has enabled authorities to promptly identify and address any issues, ensuring ongoing compliance with safety standards. As a result, communities now have access to clean, safe drinking water, promoting better health outcomes and enhancing overall quality of life.
Water conservation and management involve the responsible and efficient utilization of water resources to ensure their sustainable use for current and future generations. This encompasses a range of strategies aimed at reducing water waste, promoting efficiency in water use, and	The outcomes of water conservation and management initiatives have led to significant improvements in the sustainable utilization of water resources and the protection of ecosystems. Through the implementation of various conservation measures, such as the adoption of water-saving

protecting water quality. Conservation efforts focus on minimizing water consumption through practices such as implementing water-saving technologies, fixing leaks, and promoting public awareness about the importance of water conservation. Management strategies involve the careful allocation and distribution of water resources, taking into account factors such as population growth, climate variability, and competing demands for wate	technologies and public awareness campaigns, there has been a noticeable reduction in water consumption across different sectors. This reduction in water use has helped alleviate pressure on water sources and ecosystems, preserving their integrity and promoting biodiversity.
The Institutional Quality Assurance Cell (IQAC) takes a leading role in promoting faculty development through active encouragement of participation in Refresher Courses and Orientation Programmes. This initiative aims to keep faculty members updated with the latest advancements in their respective fields, directly contributing to their eligibility for Career Advancement Scheme (CAS) promotions. The IQAC is committed to ensuring that all teachers are well-informed about the details of CAS regulations, including any revisions or updates. This dedication results in a simplified and hassle-free promotion process for all faculty members, fostering a conducive environment for professional growth and advancement	To further encourage continuous learning among faculty members, several individuals actively engaged in professional development courses such as Orientation Programmes (OP), Refresher Courses (RC), and Short-Term Courses (STC). These initiatives provided valuable opportunities for educators to enhance their knowledge and skills, staying current with the latest advancements in their respective fields. Additionally, as a testament to their dedication and commitment to professional growth, nine teachers successfully met the requirements for the Career Advancement Scheme (CAS). This achievement underscores the effectiveness of the institution's efforts to support faculty development and career progression, fostering a culture of lifelong learning and excellence within the academic community.

A variety of awareness initiatives, such as lectures, seminars, workshops, debates, and documentary screenings, are utilized to cultivate a culture of gender sensitivity within our organization.

The results of implementing a variety of awareness programs to promote gender sensitivity within our organization have been notable. These initiatives have increased awareness and comprehension among employees regarding gender-related matters. Through lectures, seminars, workshops, and debates, participants have acquired valuable knowledge about topics such as gender equality, diversity, and inclusion. Consequently, there has been a visible change in attitudes and behaviors, with greater emphasis placed on respecting and considering individuals of all genders. This transformation has played a role in establishing a work environment that is more inclusive and supportive, where every individual feels valued and respected, irrespective of their gender identity or expression.

The Institutional Quality Assurance Cell (IQAC) plays a pivotal role in promoting faculty development by actively endorsing involvement in Refresher Courses and Orientation Programmes. This proactive approach ensures that faculty members remain up-to-date with the latest advancements in their respective fields, directly enhancing their eligibility for Career Advancement Scheme (CAS) promotions. Moreover, the IQAC is committed to ensuring that all teachers are well-versed in

In support of ongoing professional development, several faculty members engaged in educational courses such as Orientation Programmes (OP), Refresher Courses (RC), and Short-Term Courses (STC). Furthermore, five teachers achieved the criteria necessary for advancement through the Career Advancement Scheme (CAS).

the particulars of CAS regulations, including any revisions or updates. This steadfast dedication results in a promotion process that is streamlined and devoid of unnecessary stress for all faculty members involved.	

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	05/01/2024

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2022-23	05/03/2024

15.Multidisciplinary / interdisciplinary

Sonarpur Mahavidyalaya's commitment to educational excellence extends far beyond its immediate community, reaching students in the remote Sundarbans region and beyond. By offering a diverse curriculum spanning three core streams—Science, Arts, and Commerce—the college provides a rich tapestry of 28 programs under the University of Calcutta's Choice Based Credit System (CBCS). This comprehensive approach ensures that students from various backgrounds and interests have ample opportunities to pursue their academic aspirations within a supportive and inclusive environment.

At the heart of Sonarpur Mahavidyalaya's educational philosophy is a deep appreciation for interdisciplinary learning. The college actively encourages students to explore beyond the confines of their primary stream of study, recognizing the immense value that comes from cross-disciplinary engagement. For instance, Science students are empowered to incorporate courses from Arts or Commerce into their academic journey, fostering a well-rounded educational experience that transcends traditional disciplinary boundaries.

This progressive approach to education not only prepares students for the dynamic challenges of the modern world but also aligns seamlessly with the visionary goals outlined in the National Education Policy (NEP) 2020. By embracing the principles of interdisciplinary and multidisciplinary education, Sonarpur Mahavidyalaya positions itself as a trailblazer in innovative pedagogical practices. Through its unwavering dedication to fostering intellectual curiosity, critical thinking, and holistic development, the college continues to shape the next generation of leaders and innovators who are poised to make meaningful contributions to society.

16.Academic bank of credits (ABC):

Sonarpur Mahavidyalaya proudly maintains its affiliation with the University of Calcutta, strictly adhering to the university's prescribed curriculum and programs. Semester examinations are conducted centrally by the university, which also holds the authority to issue marksheets based on evaluations conducted by faculty members, who may be from various affiliated colleges. Currently, due to the university's management of the credit and grading system, our college lacks the autonomy to implement a comprehensive Academic Bank of Credit (ABC) program. Nonetheless, we remain enthusiastic about the potential benefits of ABC and eagerly anticipate any future government regulations that may enable our active participation in such a system.

17.Skill development:

At Sonarpur Mahavidyalaya, we recognize that in today's competitive world, academic knowledge alone is not sufficient for success. Practical skills are equally essential for graduates to excel in their chosen fields and contribute meaningfully to society. The Choice Based Credit System (CBCS) curriculum, which forms the backbone of our academic structure, is designed to promote holistic development by integrating skill-building components into various subjects. However, we go a step further in our commitment to skill enhancement by offering a range of complimentary certificate and add-on courses. These courses are specifically tailored to address the demands of the modern job market and equip students with practical skills that are highly sought after by employers.

Moreover, each department within the college takes proactive initiatives to identify areas where additional skill development can benefit students. As a result, add-on courses are meticulously curated to align with the requirements of different disciplines. Whether it's mastering a new software tool for computer science students or honing communication skills for literature majors, these supplementary courses provide valuable opportunities for students to enhance their skill sets beyond the traditional academic curriculum.

Through these efforts, Sonarpur Mahavidyalaya aims to empower its students with a well-rounded education that prepares them not only for academic excellence but also for success in their future careers. By emphasizing practical skill development alongside academic learning, we strive to produce graduates who are versatile, adaptable, and ready to thrive in today's dynamic professional landscape.

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

The emphasis on Major languages such as English and Bengali is not only a defining characteristic of our college but also a testament to our commitment to meeting the diverse linguistic needs of our student body. The popularity of these languages among students is evident in the significant enrollment numbers they attract. Recognizing this interest, we have implemented a bilingual teaching approach that caters to the preferences and abilities of our students.

By offering lectures in both English and Bengali, we ensure that every student, regardless of their language proficiency, can fully comprehend and engage with the course material. English-speaking

students benefit from lectures delivered exclusively in their preferred language, while those proficient in both Bengali and English have the advantage of accessing lectures in a bilingual format. This tailored approach not only facilitates better understanding but also fosters an inclusive learning environment where all students feel valued and supported.

Moreover, our bilingual teaching approach goes beyond simply imparting language skills; it promotes linguistic diversity and cultural understanding among our student community. Through exposure to both English and Bengali, students gain a deeper appreciation for different languages and cultures, enriching their overall educational experience.

In essence, our commitment to bilingual education not only enhances the learning experience but also reflects our dedication to fostering a welcoming and inclusive environment where every student can thrive academically and culturally.

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

The college's dedication to preparing students for success extends beyond merely offering Add-on courses; it encompasses a comprehensive approach to fostering academic and professional excellence. These Add-on courses, developed collaboratively with the University as part of the CBCS curriculum, serve as a cornerstone in providing students with practical, industry-relevant skills. By closely aligning with specified course outcomes, these courses ensure that students receive training that is not only relevant but also applicable to real-world scenarios, thus enhancing their employability and competitiveness in the job market.

Despite operating within the framework of the University of Calcutta and being subject to the regulations of the Government of West Bengal, the college remains committed to optimizing student learning outcomes. Recognizing the importance of achieving desired course outcomes, departments within the college utilize a robust evaluation mechanism established by the IQAC. This mechanism employs a combination of direct and indirect evaluation methods to comprehensively assess students' academic progress and skill development, thereby ensuring that they are well-prepared for the demands of their chosen professions.

Through the implementation of the Outcome-Based Education (OBE) approach, the college goes beyond imparting knowledge; it aims to instill in students the necessary competencies and attributes to

excel in their respective fields upon graduation. This student-centered approach underscores the college's unwavering dedication to delivering a high-quality education that not only equips students with academic knowledge but also empowers them to succeed in their future careers. By prioritizing student learning outcomes and professional development, the college remains committed to shaping the next generation of competent and skilled professionals poised for success in the competitive job market.

20.Distance education/online education:

Amidst the challenges posed by the recent pandemic, the college adeptly transitioned to online teaching methods, ensuring uninterrupted education for its students. Moreover, recognizing the importance of continuous skill development, the college has introduced Add-on courses for students in every department. These courses, conducted online during non-regular college hours, are meticulously tailored to the specific subject areas of each department and are offered free of charge. With a primary focus on skill enhancement, these courses aim to equip students with practical insights and competencies essential for success in the job market.

Looking ahead, the college is committed to further enhancing these courses by adopting an industry-centric approach. By incorporating industry-relevant content and practical training modules, the college seeks to provide students with valuable insights and experiences that will enhance their competitiveness in the rapidly evolving job market. Through these initiatives, the college reaffirms its dedication to providing holistic education and empowering students with the skills and knowledge they need to excel in their chosen fields. In doing so, the college remains at the forefront of preparing students for the challenges and opportunities of the future job landscape.

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	[View File](#)

2.Student

2.1   **3977**

Number of students during the year

File Description	Documents
Data Template	View File

2.2   **1243**

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

File Description	Documents
Data Template	View File

2.3   **947**

Number of outgoing/ final year students during the year

File Description	Documents
Data Template	View File

3.Academic

3.1   **44**

Number of full time teachers during the year

File Description	Documents
Data Template	View File

3.2   **44**

Number of Sanctioned posts during the year

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**36**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**3977**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**1243**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**947**

File Description	Documents
Data Template	View File

3.Academic

3.1 Number of full time teachers during the year	**44**

File Description	Documents
Data Template	View File

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3.2 Number of Sanctioned posts during the year	**44**

File Description	Documents
Data Template	<u>View File</u>

4.Institution

4.1 Total number of Classrooms and Seminar halls	**50**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**270.53**
4.3 Total number of computers on campus for academic purposes	**183**

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

The college diligently follows the curriculum established by the University of Calcutta, ensuring a transparent and effective delivery process. At the onset of each academic session, the Teachers' Council and Academic Committee collaborate to prepare the Prospectus and Academic Calendar, both of which are subsequently published on the college website. These documents serve as comprehensive guides for students and faculty members alike.

Before the commencement of each session or semester, departmental meetings are convened to allocate teaching assignments among faculty members, aligning with the academic calendar and syllabus requirements. Department heads submit the anticipated number of required classes per week to the Secretary of the Teachers' Council. Subsequently, the Teachers' Council develops the Master Routine (Time Table), serving as the cornerstone for departmental schedules. All departmental timetables undergo approval by the

Principal to ensure consistency and efficiency.

Furthermore, faculty members in each department meticulously develop detailed month-wise teaching plans that closely align with the University of Calcutta's syllabus. These plans are uploaded to the college's Learning Management System (e-Shikshak), facilitating easy monitoring of syllabus progression by the Principal and promoting alignment with academic standards.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[www.sonarpurmahavidyalaya.com/2022_23/1_1_1.pdf](#)

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

Sonarpur Mahavidyalaya meticulously adheres to the academic calendar, carefully orchestrating various academic activities at the commencement of each academic session. Aligned with the schedule provided by the affiliating university, the college meticulously incorporates tentative dates for admissions, class commencements, internal examinations, and final examinations into its academic calendar. Serving as a guiding framework, this calendar effectively communicates the timing of these activities to faculty and students.

Faculty members heavily rely on this meticulously crafted calendar to structure their teaching plans, ensuring seamless coordination with the academic schedule. Teaching plans from all departments are meticulously uploaded onto the college's Learning Management System (LMS), providing a centralized platform for easy access to academic resources.

Department heads maintain vigilant oversight to ensure the timely completion of syllabi as per the teaching plans. Continuous Internal Evaluation (CIE) stands as an integral component of the academic process at Sonarpur Mahavidyalaya. Faculty members assign tasks and assessments according to department-specific teaching plans, fostering students' continuous engagement with the curriculum. Internal examinations are conducted in strict

accordance with the academic calendar, and based on student responses and performance in assignments and class tests, special classes are organized to provide additional support for slower learners.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	[www.sonarpurmahavidyalaya.com/2022_23/1_1_2.pdf](#)

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

B. Any 3 of the above

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

1.2 - Academic Flexibility

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

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

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)	[View File](#)

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

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

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

Sonarpur Mahavidyalaya is dedicated to seamlessly integrating

crucial crosscutting issues, including professional ethics, gender equality, human values, environmental consciousness, and sustainability, into its curriculum. These vital topics are interwoven into both core courses and elective offerings across various disciplines such as Education, English, Geography, History, Philosophy, Political Science, Sociology, and Commerce.

Students not only engage with these issues as standalone subjects but also as integrated components of their academic journey. Through dedicated courses, discussions, and practical applications, the institution promotes a profound understanding of the interconnectedness between ethical conduct, gender equity, societal values, environmental stewardship, and sustainable development.

By embracing this comprehensive approach to education, Sonarpur Mahavidyalaya empowers its students to become socially responsible citizens capable of navigating and positively influencing an ever-changing global landscape.

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	No File Uploaded

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

22

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

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

2035

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

1.4 - Feedback System

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

C. Any 2 of the above

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
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)	<u>View File</u>

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

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

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	<u>https://www.sonarpurmahavidyalaya.com/2022-23/sss.pdf</u>

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2000

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	<u>View File</u>

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

675

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Sonarpur Mahavidyalaya adopts a structured approach to evaluate students' learning levels and tailor programs to accommodate both advanced and slow learners. Through a systematic grading process, students are assessed based on various factors, including their academic performance in previous exams and classes.

For students identified as slow learners, the college implements additional support measures, such as offering extra class hours, arranging compensatory sessions, providing personalized attention through mentor-mentee programs, and distributing targeted learning materials via online platforms like WhatsApp and Google Classroom. These interventions aim to address individual learning challenges effectively and facilitate academic progress.

Conversely, advanced learners are encouraged to undertake more challenging tasks, participate in seminars, quizzes, debates, and engage with advanced assignments and the Learning Management System (LMS). This approach fosters intellectual stimulation and enables high-achieving students to further develop their skills and knowledge.

By catering to the diverse learning needs of its students, Sonarpur Mahavidyalaya ensures that all learners receive appropriate support and opportunities for academic growth, thereby fostering a conducive environment for learning and development.

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
1595	**44**

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

2.3 - Teaching- Learning Process

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

Sonarpur Mahavidyalaya is dedicated to adopting student-centric approaches that enrich learning experiences and foster active engagement. These initiatives are carefully tailored to meet the diverse needs and interests of students:

- **Experiential Learning: Many departments emphasize participative and experimental teaching methods, allowing students to directly engage with course material. Advanced learners often assume teaching roles, while collaborative problem-solving activities challenge students to think critically and creatively.**

- **Real-World Projects: The Department of Commerce assigns students real-life projects, providing them with practical experience that bridges the gap between theory and practice. This hands-on approach enhances students' understanding of complex concepts and prepares them for real-world challenges**

- **Technology Integration: Departments like Commerce, Computer Science, Physics, and Mathematics offer training in programming languages such as C and Python, as well as tools like SageMath and R. Students are encouraged to develop their digital and writing skills by creating PowerPoint presentations and contributing to the student magazine. This integration of technology enhances students' learning**

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experiences and prepares them for success in an increasingly digital world.

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

Sundarban Mahavidyalaya has embraced a range of ICT tools to enhance the delivery of teaching and learning:

- **Wi-Fi Enabled Campus: The college provides a Wi-Fi enabled environment, ensuring seamless connectivity for students and faculty members across the campus.**

- **Smart Classrooms: Equipped with laptops and projectors, the college's ICT-enabled classrooms facilitate e-learning by providing interactive and engaging teaching environments.**

- **Automated Library: The college boasts an automated library with KOHA enabled OPAC facility, enabling students to easily locate and access available books. Furthermore, the library offers e-resources through INFLIBNET, providing access to a vast collection of digital resources. Additionally, the "Books at Doorstep" software allows for online requisition and access to numerous e-books.**

- **Computer Laboratories: Well-equipped computer laboratories provide students with practical hands-on experience. The Geography laboratory is updated with 21st-century GIS Professional 2012 software, while other departments have access to various software tools such as Python, GNU Plot, C, Sagemath, Q-GIS 3.14, XL, Origin, SCI LAB, and TALLY software, catering to the specific needs of each discipline.**

- **ICT Tools for Student Assignments: Students are encouraged to utilize MS Word, MS PowerPoint, MS Excel, and other ICT tools to prepare presentations, assignments, projects, and field reports, fostering their digital literacy**

File Description	Documents
Upload any additional information	[View File](#)
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.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	[View File](#)

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)	[View File](#)
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)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

351

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

2.5 - Evaluation Process and Reforms

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

Sonarpur Mahavidyalaya, in collaboration with the University of Calcutta, meticulously upholds the examination and evaluation regulations set forth by the university. At the commencement of each academic session, a meticulously crafted academic calendar is developed, aligning seamlessly with the schedule outlined by the affiliating university. This calendar encompasses essential dates such as admission deadlines, class commencements, internal examinations, and final assessments.

Departments within the college meticulously follow tailored teaching plans, assigning tasks and assessments to students in accordance with the specific requirements of their curriculum. Internal examinations are conducted in strict adherence to the academic calendar and syllabus structure.

Within the framework of the Choice Based Credit System (CBCS), internal assessment constitutes 35% of the total marks, with 10% designated for attendance, 10% for internal assessment, and 15% for tutorial projects. In practical-based subjects, both internal and external evaluations contribute equally, each accounting for 50% of the total marks. Furthermore, for practical-based subjects, in addition to attendance (10%) and internal assessment (10%), 30% of the marks are allocated for practical examinations.

This comprehensive internal assessment mechanism ensures transparency and robustness, incorporating a well-balanced mix of attendance, internal assessment, and practical evaluations to thoroughly assess students' academic progress and performance at Sonarpur Mahavidyalaya.

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 established a transparent, time-bound, and efficient mechanism to address internal examination-related grievances. Dedicated Examination Committees oversee the seamless conduct of university examinations for each semester and are responsible for handling any grievances that may arise during the process.

Students facing medical conditions, physical challenges, or participating in extracurricular activities are provided with fair concessions, with applications on such grounds receiving empathetic consideration. Additionally, accessible departmental teachers and mentor-mentee mechanisms are in place to promptly address any doubts or confusions regarding internal assessment tasks.

Furthermore, candidates have the opportunity to formally apply to the Controller of Examinations, CU, for re-examination within 15 working days of the publication of results. Sonarpur Mahavidyalaya meticulously verifies such requests and promptly forwards approved applications for further processing by the University.

This comprehensive framework ensures that internal examination

grievances are handled with transparency, efficiency, and a steadfast commitment to fairness 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.

The institution ensures that program outcomes (PO), program specific outcomes (PSO), and course outcomes (CO) for all programs offered are clearly stated and displayed on the website, effectively communicated to both teachers and students. Here's how the institution accomplishes this:

1. Availability of Hard Copies: Hard copies of syllabi provided by the Calcutta University and program-specific outcomes are readily available in each department for easy reference by both teachers and students.

2. Display on Notice Boards: Program-specific outcomes and course outcomes are prominently displayed on the notice boards in each department, ensuring visibility and accessibility to all concerned parties.

3. Online Access: Soft copies of the curriculum, along with CO, PSO, and PO, are uploaded to the college website, allowing for easy reference by faculty and students alike.

4. Distribution via WhatsApp: Additionally, soft copies of the curriculum and related outcomes are shared among students through departmental WhatsApp groups, facilitating quick access and dissemination of information.

5. Communication in Academic Meetings: The importance of CO, PSO, and PO is emphasized during academic meetings of the college, ensuring that teachers are aware of their significance in the curriculum delivery process.

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.

The evaluation process for assessing the attainment of course outcomes (COs) employs both direct and indirect methods:

1. **Direct Evaluation Method: Scores are derived from performances in class tests, tutorials, and external examinations throughout the course duration. The average score for the course is calculated based on these assessments.**

2. **Indirect Evaluation Method: Feedback is collected from students upon completion of the course. Feedback forms, each carrying a maximum of 24 marks, are distributed among students to gather their responses. An average score is computed based on the feedback provided by the students.**

The attainment level score for each course is determined by combining 80% of the direct evaluation method score with 20% of the indirect evaluation method score. The attainment levels are categorized as follows:

- **Low Attainment Level: Below 50%**
- **Moderate Attainment Level: 50%-75%**
- **High Attainment Level: Above 75%**

This comprehensive evaluation approach ensures a balanced assessment of students' performance and provides valuable insights into the achievement of course outcomes.

07-05-2024 02:34:01

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

472

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	**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/22-23/sss.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

0

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)	**No File Uploaded**

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

04

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

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

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

02

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

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

Extension activities at Sonarpur Mahavidyalaya go beyond student engagement to actively involve the neighboring communities, fostering a sense of social responsibility and holistic development. The college boasts active NCC and NSS corps, encouraging student enrollment to enhance confidence and personal growth. These organizations have a rich history of successful placements and community outreach, including voluntary blood donation camps, health awareness initiatives, and environment-oriented activities such as waste management and tree plantations. Regular community outreach programs and critical medical services are organized to benefit the local community. Following the devastating impact of Cyclone Amphan, NSS volunteers, led by faculty members, spearheaded extensive relief efforts, providing

essential aid to homeless climate refugees, including medicine, clothing, food, and shelter. These initiatives demonstrate Sonarpur Mahavidyalaya's commitment to social engagement and humanitarian efforts, enriching both students and the broader 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

01

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)	<u>View File</u>

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

100

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

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

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	[View File](#)

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college boasts 14 Undergraduate Departments, each offering UG courses, with dedicated WiFi-enabled cubicles ensuring connectivity across campus. Through meticulous administration, classrooms are efficiently allocated for all classes, equipped with proper seating arrangements for students and faculty. With a total of 32 fully-functional classrooms, the institution ensures a conducive environment for academic activities.

Departments such as Chemistry, Physics, and Geography maintain their own well-equipped laboratories, complete with instruments and meticulously maintained instrumental records (Log Books). Additionally, there are four computer laboratories, all well-maintained and connected with WiFi/LAN to provide seamless access to digital resources. Moreover, 19 classrooms are equipped with ICT facilities, enhancing opportunities for digital learning.

The institution is also implementing Learning Management System (LMS) facilities, starting with at least one department in the current session, with plans for rapid expansion. The centrally located library is digitally equipped, offering a vast collection of books and e-resources including e-journals and e-books under the N-LIST program. Furthermore, departmental libraries provide additional support for students in advanced courses.

For larger gatherings and cultural events, the college features a community hall on the ground floor, serving as a versatile venue for academic seminars, administrative talks, and cultural

programs. Additionally, the college is equipped with 115 fully-functional and networked terminals to support administrative and class-related activities efficiently.

File Description	Documents
Upload any additional information	[View File](#)
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 ensures a comprehensive educational experience by offering ample facilities for cultural activities, sports, and physical fitness. Despite the challenges posed by the COVID-19 pandemic, the institution adeptly transitioned to virtual platforms, organizing a myriad of events online. Significant occasions such as the college foundation day, Rabindranath Tagore's birth anniversary, and Independence Day were commemorated virtually via Google Meet, fostering a sense of community among students and faculty.

Inter-departmental competitions, including online quiz contests, were conducted to engage students in both academic and cultural pursuits, promoting intellectual stimulation and creativity. The institution also encouraged physical activities, with initiatives like tree plantation programs led by NSS and observance of International Yoga Day. Additionally, the college ground served as a venue for Republic Day celebrations, symbolizing the institution's dedication to patriotic values and observances.

The vibrant cultural scene at Sonarpur Mahavidyalaya was further enriched by inter-college competitions and festivities like Rabindra Jayanti, fostering camaraderie and artistic expression among students. With facilities catering to both intellectual and physical pursuits, the institution prioritizes holistic development, nurturing well-rounded individuals capable of thriving in diverse spheres of life.

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	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

320.27

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)	[View File](#)

4.2 - Library as a Learning Resource

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

Sonarpur Mahavidyalaya has embraced modern technology by implementing an Integrated Library Management System (ILMS) to automate and streamline its library operations. With a robust collection of 11,652 books complemented by journal subscriptions, the ILMS efficiently manages a range of library functions, including cataloging, circulation, acquisitions, and user management. This innovative system enables the library to organize its extensive collection of resources effectively and offer seamless access to users.

By leveraging ILMS technology, Sonarpur Mahavidyalaya enhances the overall efficiency and effectiveness of its library services, reflecting its commitment to embracing modern advancements in technology to enrich the learning experience and support academic excellence.

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

4.2.2 - The institution has subscription for the A. Any 4 or more of the above **following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources**

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

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

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

136625

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)	[View File](#)

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

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

52

File Description	Documents
Any additional information	**No File Uploaded**
Details of library usage by teachers and students	[View File](#)

4.3 - IT Infrastructure

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

Sonarpur Mahavidyalaya has recently undertaken a significant upgrade of its IT facilities, with a primary focus on enhancing Wi-Fi services across the campus. This initiative underscores our steadfast commitment to fostering a conducive learning environment for both students and faculty members alike. Through strategic investments in our IT infrastructure, our goal is to ensure seamless connectivity and improved access to digital resources for all members of our academic community.

With the upgraded Wi-Fi network, students now have enhanced capabilities to engage in online research, access course materials, and collaborate more efficiently with peers and faculty members. Similarly, faculty members benefit from improved connectivity, enabling them to conduct online lectures, pursue research endeavors, and manage administrative tasks with greater ease and efficiency.

These advancements significantly enhance the overall educational experience at Sonarpur Mahavidyalaya, empowering our community to thrive in the dynamic landscape of the digital age.

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

4.3.2 - Number of Computers

183

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution

A. ? 50MBPS

File Description	Documents
Upload any additional Information	[View File](#)
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)

270.54

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)	[View File](#)

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

Sonarpur Mahavidyalaya upholds stringent systems and procedures for the maintenance and utilization of its physical, academic, and support facilities, which encompass laboratories, libraries, sports complexes, computers, and classrooms. The administration meticulously ensures the functionality of all equipment, promptly addressing any repair or replacement needs within budgetary constraints.

Sports facilities receive dedicated attention under the supervision of Prof. Subhranshu Ray from the Department of History, in collaboration with the Department of Physical Education. To support various administrative and academic functions, including college admissions and website maintenance, the institution invests in Tally Software and Annual Maintenance Contracts (AMCs) for essential anti-virus software in computers, library automation software, and servers.

Regular renewals of contracts for water coolers, aqua guards, and broadband internet connectivity with Wi-Fi facilities are managed by the Office and the bursar. Decentralized administrative committees effectively distribute responsibilities among faculty members, including those in the library department and non-teaching staff, ensuring the smooth operation of these systems.

Additionally, staff members oversee the cleanliness and upkeep of furniture, while laboratory assistants are tasked with maintaining functional equipment. Through these well-established systems and procedures, within our limited resources, Sonarpur Mahavidyalaya ensures the effective management and optimal utilization of its facilities for the benefit of its stakeholders.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

124155

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)	View File

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

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

1145

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)	View File

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

A. All of the above

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**

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

0

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

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**

5.1.5 - The Institution has a transparent mechanism for timely redressal of student

A. All of the above

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

33

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

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

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

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.

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	View File
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 vital elements of campus life, facilitated through the active participation of the Students' Union. This elected body of representatives plays a pivotal role in various administrative, co-curricular, and extracurricular activities, ensuring that student perspectives are acknowledged and valued. From contributing to significant decision-making bodies 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. Additionally, the union plays a crucial role during annual sports events, providing support and assistance to students participating in inter-college and university-level competitions. Through their unwavering dedication, 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	[View File](#)

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

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

20

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

5.4 - Alumni Engagement

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

Sonarpur Mahavidyalaya boasts a registered Alumni Association known as the Praktani Alumni Association, Sonarpur Mahavidyalaya. Nevertheless, because of the demographic dynamics in the region, upon graduation, students predominantly prioritize supporting their families, resulting in decreased involvement in the college's academic and administrative affairs. Additionally, the college does not require 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

Vision: 1. Promoting Equal Opportunities 2. Enhancing Access and Empowerment 3. Delivering Value-Centric Education

Mission: Aligned with our vision, our mission entails: 1. Ensuring equitable access to educational resources provided by the government. 2. Offering higher education services and opportunities at the most affordable institutional fees possible. 3. Fostering a culture of mutual accountability and responsibility between faculty and students in the teaching-learning process. 4. Preventing students from feeling marginalized or disempowered. 5. Encouraging faculty to organize state, national, and international seminars, invited talks, and discussions. 6. Collaborating with students to arrange cultural events and seasonal celebrations. 7. Engaging in various socio-environmental outreach programs to involve the local community.

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

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

Sonarpur Mahavidyalaya demonstrates effective leadership through practices such as decentralization and participatory management. The college administration strives to uphold a democratic approach to administrative decisions and responsibilities. Heads of Departments (HODs) hold authority over academic matters and individual student attendance within their respective departments. They report to the Academic Council, a body democratically composed of faculty members, responsible for crucial tasks such as creating inter-departmental schedules and exam timetables. All decisions are made in consultation with the IQAC coordinator during formal meetings. In rare instances where formal council meetings are not possible, the responsibility for academic decision-making falls to the convener of the Academic Council, who consults with the IQAC coordinator. Subsequently, significant decisions are communicated to the principal. The college fosters a culture of participatory management by involving all staff in administrative activities.

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

The institutional Strategic/ Perspective Plan is effectively deployed.

The college is a government aided institution hence it follows government policies laid down by the Department of Higher Education, Government of West Bengal . Still a perspective plan is in force in the college which takes into consideration the following aspects –

- **Annual Calendar**

- **Annual Institutional Plan,**

- **Annual Academic Plan**

- **AQAR**

- **MOU with different academic institutions**

- **Vision and Mission of the college**

- **Departmental Action Plan**

- **Students' needs and**

- **Future plans of the college Deployment**

For instance, the institution devised a comprehensive plan encompassing repairs and maintenance for various areas, including the old main building, grounds, computers, water bodies, pump, and generator. Additionally, in response to faculty requests, a new toilet facility was proposed for construction in the commerce building. Addressing students' needs, the IQAC recommended purchasing new books for the Central Library. Subsequently, the planned repairs and maintenance work commenced in a systematic

manner. The actual expenditure for these activities amounted to Rs. 2cr.

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 institute aspires to achieve excellence in higher education and contribute to the socioeconomic development of the local community. The IQAC oversees the institutional strategic plan, which guides the academic objectives and financial strategies. Various stakeholders participate in committees established by the institution, adhering to university and government guidelines, including the IQAC Cell, Students' Scholarship Cell, and Anti-ragging Cell. Recruitment processes adhere to university norms, and both teaching and non-teaching staff receive benefits such as PF, Gratuity, and Group Insurance. Transparent promotional policies are followed using Academic Performance Indicators (API), and regular student feedback is solicited to enhance the quality of teaching and learning. A grievance redressal committee, comprising the Principal, HODs, and teacher representatives, addresses grievances from staff, students, and other stakeholders.

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)	View File

6.3 - Faculty Empowerment Strategies

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

Sonarpur Mahavidyalaya has implemented several welfare initiatives for both its teaching and non-teaching staff by establishing institutions, engaging in government welfare programs, and adhering to government directives. These measures include:

i) Establishing the Sonarpur Mahavidyalaya Employees Co-operative Credit Society Ltd. ii) Participating in the West Bengal Health Scheme for Grant-in-College & University Teachers. iii) Implementing the Group Savings Linked Insurance Scheme (GSLIS). iv) Providing Recovery Based Advance of Festival Bonus in accordance with Government Orders.

These initiatives reflect the institution's commitment to the well-being of its staff members.

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

5

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)	<u>View File</u>

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

5

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)	[View File](#)

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

The institution has implemented a Performance Appraisal System (API-PBAS Performa) for teachers, following the guidelines prescribed by the U.G.C. Each college teacher maintains an Academic Diary, which includes:

1. Individual Time Table 2. Annual Teaching Plan 3. Textbooks and Reference books 4. Class and subject-wise teaching 5. Teaching duties exceeding UGC norms 6. Examination-related work 7. Co-Curricular Extension and professional development-related activities 8. Research and Academic contributions 9. Awards

Annual self-assessment for the performance-based appraisal system (API) includes categories I, II, and III for evaluating teaching, learning, co-curricular, extension, and professional development. The API of teachers is verified annually by the IQAC and Principal. The institution maintains duly filled service books for teaching and non-teaching staff. For the performance appraisal system of non-teaching staff, Confidential Reports (CR) are maintained by the institution.

At the beginning of the academic year, a "Teaching plan" is prepared. Faculty members fill out this diary daily before classes start. The diary is then checked and signed by the Heads of Departments. At the end of the month, the Principal reviews and signs these diaries, providing detailed observations.

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

The audit objection resolution process in our college's Internal and External Financial Audits is systematic and efficient, ensuring accountability and rectification of identified discrepancies.

1) Auditors promptly report any errors or irregularities uncovered during record scrutiny to the relevant personnel for resolution.

2) Final queries and observations are submitted to the Principal within a week of completing the audit, allowing for timely action.

3) Auditors assess control measures' effectiveness and recommend improvements to prevent future issues.

4) Immediate action is taken upon receiving audit objections or queries to prevent recurrence.

5) Remedial measures to address objections from both audits are initiated promptly, promoting transparency and accuracy.

6) Meetings are held as needed to resolve outstanding objections, fostering communication and cooperation.

7) Recommendations from auditors are implemented to correct transactions or procedures, ensuring compliance with auditing standards. This process demonstrates our commitment to financial integrity and accountability.

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)

0

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)	No File Uploaded

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

Resource mobilization is the process of identifying and harnessing the necessary resources vital for the development, execution, and sustenance of initiatives aimed at fulfilling the organization's mission. This involves exploring new avenues for resource acquisition and making optimal use of existing resources. Essentially, it entails garnering various forms of support to advance the organization's goals.

As mentioned, this support can encompass both monetary contributions and non-monetary assistance. The initial phase of this process involves crafting a resource mobilization strategy. Key steps in this strategy include:

1. Traditional Donor Agencies: Presenting proposals to traditional donor agencies like UGC, universities, or governmental funds, which represents a conventional approach to securing financial backing.

2. Fundraising Events: Hosting fundraising events where guests are

invited to contribute through donations.

3. Leasing Pond: Exploring income generation opportunities by leasing the pond.

4. Leasing Playground: Exploring income generation opportunities by leasing the playground.

5. Rental Income from Infrastructure: Generating rental income from infrastructure assets like JIO towers.

6. Partnerships with Institution: Establishing partnerships with institutions like Netaji Open University study centre to explore collaborative funding opportunities.

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 introduction of the Learning Management System (LMS) by the IQAC facilitates the development, delivery, and monitoring of learning resources for students. - The LMS enables the dissemination of academic plans, lecture notes, videos, and course content to students. - G-suit subscription for online classes has been procured by the college. - The IQAC has initiated the installation of overhead projectors in most classrooms, with teachers utilizing separate portable projectors in rooms lacking wall-mounted projectors. - Teachers are encouraged to adopt PowerPoint (PPT) presentations as a teaching method. - The preparation of Institutional Quality Assurance Report (IIQA) and SSR involves the active participation of all staff members. - An online scheme called 'Books at Doorstep' has been introduced by the IQAC to provide students with access to various learning resources, including library book searches through NLIST database access, newspaper reading, syllabus and university question access, and scanned portions of relevant books upon request. - Teachers are encouraged by the IQAC to engage in research projects, pursue PhD studies, and publish research articles in academic journals. - Active participation in seminars hosted by

different institutions is promoted among teachers.

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 Sonarpur Mahavidyalaya, regular Academic Audits are conducted internally through its IQAC at the end of each academic session. Upon the conclusion of the academic year, the IQAC requests departmental profiles containing comprehensive details on admissions, class workload, curriculum implementation, experiential learning methodologies, examination outcomes, extracurricular activities, and faculty research contributions.

The IQAC meticulously evaluates departmental performances, providing constructive feedback 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 regarding curriculum delivery and execution.

Furthermore, the IQAC initiates efforts for infrastructural development, including the construction of classrooms and laboratories. The continuation of certificate courses and additional programs is ensured to enhance student experiences. Departments are encouraged to organize seminars on relevant educational topics to promote forward-looking growth.

Innovative pedagogical methods such as projects, field trips, student-led seminars, and workshops are advocated by the IQAC. Moreover, the acquisition of new laboratory equipment, books, and educational resources, including Learning Management Systems (LMS) and online competitive exam tools, is facilitated to provide students with updated knowledge.

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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)

C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	Nil
Upload e-copies of the accreditations and certifications	No File Uploaded
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	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 nurturing gender equity and inclusivity within its campus community through a range of initiatives:

- Facilities:

- Providing dedicated common rooms equipped with recreational facilities to ensure all students, regardless of gender, have comfortable and inclusive spaces. - Installing CCTV cameras across the campus to bolster safety and security, fostering an environment conducive to learning for everyone.

- **Addressing Grievances:**

- Establishing an Internal Compliance Committee and an Anti-Sexual Harassment Cell to promptly address any grievances related to sexual harassment, thereby ensuring a supportive environment for all students.

- **Sensitization Programs:**

- Collaborating with the IQAC and NSS to organize activities aimed at promoting gender equality and sensitivity among students. - Conducting interactive sessions and activities to educate students on gender norms and empowerment, fostering inclusivity and respect.

Through these concerted efforts, Sonarpur Mahavidyalaya strives to cultivate 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

C. Any 2 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 demonstrates its dedication to environmental sustainability through the "Clean Campus, Green Campus" initiative, led by the NSS unit. The institution focuses on various aspects of waste management to ensure responsible stewardship of resources:

1. Solid Waste Management: - Implements effective waste segregation practices with designated bins across classrooms, laboratories, and restrooms.

2. Liquid Waste Management: - Maintains a well-developed drainage system and pipelines to manage liquid waste. - Ensures proper disposal into designated outlets like high drains or ponds to minimize environmental impact.

3. E-Waste Management and Recycling: - Adopts measures for responsible handling and disposal of electronic waste. - Promotes sustainable practices in e-waste management to minimize environmental footprint.

4. Hazardous Chemicals management: - Advocates for the avoidance of hazardous solid chemicals in laboratories, emphasizing green methods. Through these comprehensive initiatives, Sonarpur Mahavidyalaya effectively addresses solid, liquid, electronic, and hazardous waste management, fostering a sustainable and eco-friendly campus environment for the benefit of all stakeholders.

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

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

A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

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

A. Any 4 or All of the above

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

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

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

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

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

A. Any 4 or all of the above

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

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	**No File Uploaded**

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).

**Sonarpur Mahavidyalaya places a strong emphasis on fostering an
inclusive environment for its students through several impactful
initiatives:**

**Blood Donation Camp:Organized annually by both the College and
Student Union, the blood donation camp serves as a platform to
raise awareness and cultivate a sense of social responsibility
among students. This collaborative effort not only saves lives but
also instills a culture of community service among the student
body.**

**International Women's Day: Commemorating International Women's Day
on March 8th, 2023, the college celebrates and raises awareness
about the contributions and achievements of women. This observance
highlights the significance of gender equality and empowers
students to embrace and appreciate the diversity within the
student community.**

Yoga Day Celebration:Sonarpur Mahavidyalaya hosts Yoga Day

celebrations as part of its commitment to promoting holistic student well-being.

Through these initiatives, the college fosters a supportive and inclusive environment conducive to the overall development of its student community.

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:

1. Orientation Sessions:New students undergo orientation sessions where they are introduced to their societal responsibilities, college code of conduct, and national duties.

2. Celebration of National Days:Independence Day and Republic Day are celebrated with great enthusiasm, including flag hoisting, march past, and cultural programs. These events serve as platforms to reinforce the significance of constitutional obligations through speeches delivered by senior faculty members.

3. 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.

4. College Prospectus:The Fundamental Duties of Indian citizens are prominently included in the College Prospectus. This serves as a constant reminder to students and employees 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, thereby nurturing well-rounded

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**

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   **A. All of the above**

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

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

Sonarpur Mahavidyalaya actively celebrates national and international days, events, and festivals, enriching campus life with cultural vibrancy:

Republic Day & Independence Day:Flag hoisting, cultural performances, and speeches instill patriotism and reverence for freedom. International Women's Day:Activities promote gender equality and empowerment on March 8th. Rabindranath Tagore's

Anniversaries:Special programs honor the literary icon's legacy. College Foundation Day:Celebrates the institution's journey and achievements on September 6th. World Environment Day:Tree plantation, awareness campaigns foster environmental stewardship. International Mother Language Day:Showcases linguistic diversity and cultural heritage on February 21st.

In addition, annual sports events and cultural programs promote holistic development and unity among students and staff.

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

Practice:Students engage in community service by raising awareness about diseases like AIDS and dengue.The NCC and NSS departments conduct road safety awareness campaigns such as 'Safe Drive Save Life'. NCC and NSS units provide assistance during events like the Sonarpur Boi Mela.Students participate in initiatives like tree plantation drives.

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

The college hosts an annual Award Giving Ceremony to honor students' outstanding achievements in academics, culture, and sports. Through this ceremony, the institution publicly recognizes and celebrates student excellence, encouraging them to continue striving for success in all aspects of their college life.

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 stands out for its unwavering dedication to holistic education and inclusive development. While achieving excellence across various fields, its most remarkable achievement lies in providing a well-rounded education that goes beyond traditional academics. Through a diverse array of learning opportunities encompassing formal education, technical skills training, and values-based learning, the institution fosters individuals who excel not only academically but also in sports, music, and art.

Furthermore, its inclusive atmosphere welcomes students from diverse backgrounds, religions, and economic statuses, ensuring equal access to opportunities and celebrating diversity. Sonarpur Mahavidyalaya's proactive approach to skill enhancement programs equips students with the competencies necessary for a range of employment opportunities, reinforcing its position as a leader in holistic education and empowerment.

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

The college diligently follows the curriculum established by the University of Calcutta, ensuring a transparent and effective delivery process. At the onset of each academic session, the Teachers' Council and Academic Committee collaborate to prepare the Prospectus and Academic Calendar, both of which are subsequently published on the college website. These documents serve as comprehensive guides for students and faculty members alike.

Before the commencement of each session or semester, departmental meetings are convened to allocate teaching assignments among faculty members, aligning with the academic calendar and syllabus requirements. Department heads submit the anticipated number of required classes per week to the Secretary of the Teachers' Council. Subsequently, the Teachers' Council develops the Master Routine (Time Table), serving as the cornerstone for departmental schedules. All departmental timetables undergo approval by the Principal to ensure consistency and efficiency.

Furthermore, faculty members in each department meticulously develop detailed month-wise teaching plans that closely align with the University of Calcutta's syllabus. These plans are uploaded to the college's Learning Management System (e-Shikshak), facilitating easy monitoring of syllabus progression by the Principal and promoting alignment with academic standards.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	[www.sonarpurmahavidyalaya.com/2022_23/1_1_1.pdf](#)

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

Sonarpur Mahavidyalaya meticulously adheres to the academic calendar, carefully orchestrating various academic activities at the commencement of each academic session. Aligned with the schedule provided by the affiliating university, the college meticulously incorporates tentative dates for admissions, class commencements, internal examinations, and final examinations into its academic calendar. Serving as a guiding framework, this calendar effectively communicates the timing of these activities to faculty and students.

Faculty members heavily rely on this meticulously crafted calendar to structure their teaching plans, ensuring seamless coordination with the academic schedule. Teaching plans from all departments are meticulously uploaded onto the college's Learning Management System (LMS), providing a centralized platform for easy access to academic resources.

Department heads maintain vigilant oversight to ensure the timely completion of syllabi as per the teaching plans. Continuous Internal Evaluation (CIE) stands as an integral component of the academic process at Sonarpur Mahavidyalaya. Faculty members assign tasks and assessments according to department-specific teaching plans, fostering students' continuous engagement with the curriculum. Internal examinations are conducted in strict accordance with the academic calendar, and based on student responses and performance in assignments and class tests, special classes are organized to provide additional support for slower learners.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	[www.sonarpurmahavidyalaya.com/2022_23/1_1_2.pdf](#)

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

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

1.2 - Academic Flexibility

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

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

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)	View File

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

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

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

Sonarpur Mahavidyalaya is dedicated to seamlessly integrating crucial crosscutting issues, including professional ethics, gender equality, human values, environmental consciousness, and sustainability, into its curriculum. These vital topics are interwoven into both core courses and elective offerings across various disciplines such as Education, English, Geography, History, Philosophy, Political Science, Sociology, and Commerce.

Students not only engage with these issues as standalone subjects but also as integrated components of their academic journey. Through dedicated courses, discussions, and practical applications, the institution promotes a profound understanding of the interconnectedness between ethical conduct, gender equity, societal values, environmental stewardship, and sustainable development.

By embracing this comprehensive approach to education, Sonarpur Mahavidyalaya empowers its students to become socially responsible citizens capable of navigating and positively influencing an ever-changing global landscape.

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	**No File Uploaded**

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

22

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

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

2035

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

1.4 - Feedback System

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

File Description	Documents
URL for stakeholder feedback report	**No File Uploaded**
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)	[View File](#)

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

File Description	Documents
Upload any additional information	**No File Uploaded**
URL for feedback report	https://www.sonarpurmahavidyalaya.com/2022-23/sss.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

2000

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

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

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

675

File Description	Documents
Any additional information	**No File Uploaded**
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

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

Sonarpur Mahavidyalaya adopts a structured approach to evaluate students' learning levels and tailor programs to accommodate both advanced and slow learners. Through a systematic grading process, students are assessed based on various factors, including their academic performance in previous exams and classes.

For students identified as slow learners, the college implements additional support measures, such as offering extra class hours, arranging compensatory sessions, providing personalized attention through mentor-mentee programs, and distributing targeted learning materials via online platforms like WhatsApp and Google Classroom. These interventions aim to address individual learning challenges effectively and facilitate academic progress.

Conversely, advanced learners are encouraged to undertake more challenging tasks, participate in seminars, quizzes, debates, and engage with advanced assignments and the Learning Management System (LMS). This approach fosters intellectual

stimulation and enables high-achieving students to further develop their skills and knowledge.

By catering to the diverse learning needs of its students, Sonarpur Mahavidyalaya ensures that all learners receive appropriate support and opportunities for academic growth, thereby fostering a conducive environment for learning and development.

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
1595	**44**

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

2.3 - Teaching- Learning Process

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

Sonarpur Mahavidyalaya is dedicated to adopting student-centric approaches that enrich learning experiences and foster active engagement. These initiatives are carefully tailored to meet the diverse needs and interests of students:

- Experiential Learning: Many departments emphasize participative and experimental teaching methods, allowing students to directly engage with course material. Advanced learners often assume teaching roles, while collaborative problem-solving activities challenge

- **Real-World Projects:** The Department of Commerce assigns students real-life projects, providing them with practical experience that bridges the gap between theory and practice. This hands-on approach enhances students' understanding of complex concepts and prepares them for real-world challenges

- **Technology Integration:** Departments like Commerce, Computer Science, Physics, and Mathematics offer training in programming languages such as C and Python, as well as tools like SageMath and R. Students are encouraged to develop their digital and writing skills by creating PowerPoint presentations and contributing to the student magazine. This integration of technology enhances students' learning experiences and prepares them for success in an increasingly digital world.

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

Sundarban Mahavidyalaya has embraced a range of ICT tools to enhance the delivery of teaching and learning:

- **Wi-Fi Enabled Campus:** The college provides a Wi-Fi enabled environment, ensuring seamless connectivity for students and faculty members across the campus.

- **Smart Classrooms:** Equipped with laptops and projectors, the college's ICT-enabled classrooms facilitate e-learning by providing interactive and engaging teaching environments.

- **Automated Library:** The college boasts an automated library with KOHA enabled OPAC facility, enabling students to easily locate and access available books.

Furthermore, the library offers e-resources through INFLIBNET, providing access to a vast collection of digital resources. Additionally, the "Books at Doorstep" software allows for online requisition and access to numerous e-books.

- Computer Laboratories: Well-equipped computer laboratories provide students with practical hands-on experience. The Geography laboratory is updated with 21st-century GIS Professional 2012 software, while other departments have access to various software tools such as Python, GNU Plot, C, Sagemath, Q-GIS 3.14, XL, Origin, SCI LAB, and TALLY software, catering to the specific needs of each discipline.

- ICT Tools for Student Assignments: Students are encouraged to utilize MS Word, MS PowerPoint, MS Excel, and other ICT tools to prepare presentations, assignments, projects, and field reports, fostering their digital literacy

File Description	Documents
Upload any additional information	[View File](#)
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.	[View File](#)
Circulars pertaining to assigning mentors to mentees	**No File Uploaded**
mentor/mentee ratio	[View File](#)

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)	[View File](#)
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)	[View File](#)

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

2.4.3.1 - Total experience of full-time teachers

351

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

2.5 - Evaluation Process and Reforms

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

Sonarpur Mahavidyalaya, in collaboration with the University of Calcutta, meticulously upholds the examination and evaluation regulations set forth by the university. At the commencement of each academic session, a meticulously crafted academic calendar is developed, aligning seamlessly with the schedule outlined by the affiliating university. This calendar encompasses essential dates such as admission deadlines, class commencements, internal examinations, and final assessments.

Departments within the college meticulously follow tailored teaching plans, assigning tasks and assessments to students in accordance with the specific requirements of their curriculum. Internal examinations are conducted in strict adherence to the academic calendar and syllabus structure.

Within the framework of the Choice Based Credit System (CBCS), internal assessment constitutes 35% of the total marks, with 10% designated for attendance, 10% for internal assessment, and 15% for tutorial projects. In practical-based subjects, both internal and external evaluations contribute equally, each accounting for 50% of the total marks. Furthermore, for practical-based subjects, in addition to attendance (10%) and internal assessment (10%), 30% of the marks are allocated for practical examinations.

This comprehensive internal assessment mechanism ensures transparency and robustness, incorporating a well-balanced mix of attendance, internal assessment, and practical evaluations to thoroughly assess students' academic progress and performance at Sonarpur Mahavidyalaya.

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 established a transparent, time-bound, and efficient mechanism to address internal examination-related grievances. Dedicated Examination Committees oversee the seamless conduct of university examinations for each semester and are responsible for handling any grievances that may arise during the process.

Students facing medical conditions, physical challenges, or participating in extracurricular activities are provided with fair concessions, with applications on such grounds receiving empathetic consideration. Additionally, accessible departmental teachers and mentor-mentee mechanisms are in place to promptly address any doubts or confusions regarding internal assessment tasks.

Furthermore, candidates have the opportunity to formally apply to the Controller of Examinations, CU, for re-examination within 15 working days of the publication of results. Sonarpur Mahavidyalaya meticulously verifies such requests and promptly forwards approved applications for further processing by the University.

This comprehensive framework ensures that internal examination grievances are handled with transparency, efficiency, and a steadfast commitment to fairness 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.

The institution ensures that program outcomes (PO), program

specific outcomes (PSO), and course outcomes (CO) for all programs offered are clearly stated and displayed on the website, effectively communicated to both teachers and students. Here's how the institution accomplishes this:

1. Availability of Hard Copies: Hard copies of syllabi provided by the Calcutta University and program-specific outcomes are readily available in each department for easy reference by both teachers and students.

2. Display on Notice Boards: Program-specific outcomes and course outcomes are prominently displayed on the notice boards in each department, ensuring visibility and accessibility to all concerned parties.

3. Online Access: Soft copies of the curriculum, along with CO, PSO, and PO, are uploaded to the college website, allowing for easy reference by faculty and students alike.

4. Distribution via WhatsApp: Additionally, soft copies of the curriculum and related outcomes are shared among students through departmental WhatsApp groups, facilitating quick access and dissemination of information.

5. Communication in Academic Meetings: The importance of CO, PSO, and PO is emphasized during academic meetings of the college, ensuring that teachers are aware of their significance in the curriculum delivery process.

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.

The evaluation process for assessing the attainment of course

outcomes (COs) employs both direct and indirect methods:

1. Direct Evaluation Method: Scores are derived from performances in class tests, tutorials, and external examinations throughout the course duration. The average score for the course is calculated based on these assessments.

2. Indirect Evaluation Method: Feedback is collected from students upon completion of the course. Feedback forms, each carrying a maximum of 24 marks, are distributed among students to gather their responses. An average score is computed based on the feedback provided by the students.

The attainment level score for each course is determined by combining 80% of the direct evaluation method score with 20% of the indirect evaluation method score. The attainment levels are categorized as follows:

- Low Attainment Level: Below 50%
- Moderate Attainment Level: 50%-75%
- High Attainment Level: Above 75%

This comprehensive evaluation approach ensures a balanced assessment of students' performance and provides valuable insights into the achievement of course outcomes.

File Description	Documents
Upload any additional information	No File Uploaded
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

472

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	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/22-23/sss.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

0

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)	**No File Uploaded**

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

04

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

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

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

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

02

File Description	Documents
Any additional information	**No File Uploaded**
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.3 - Extension Activities

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

Extension activities at Sonarpur Mahavidyalaya go beyond student engagement to actively involve the neighboring communities, fostering a sense of social responsibility and holistic development. The college boasts active NCC and NSS corps, encouraging student enrollment to enhance confidence and personal growth. These organizations have a rich history of successful placements and community outreach, including voluntary blood donation camps, health awareness initiatives, and environment-oriented activities such as waste management and tree plantations. Regular community outreach programs and critical medical services are organized to benefit the local community. Following the devastating impact of Cyclone Amphan, NSS volunteers, led by faculty members, spearheaded extensive relief efforts, providing essential aid to homeless climate refugees, including medicine, clothing, food, and shelter. These initiatives demonstrate Sonarpur Mahavidyalaya's commitment to social engagement and humanitarian efforts, enriching both students and the broader 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

01

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)	[View File](#)

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

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

100

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

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

02

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	<u>View File</u>

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college boasts 14 Undergraduate Departments, each offering UG courses, with dedicated WiFi-enabled cubicles ensuring connectivity across campus. Through meticulous administration, classrooms are efficiently allocated for all classes, equipped with proper seating arrangements for students and faculty. With a total of 32 fully-functional classrooms, the institution ensures a conducive environment for academic activities.

Departments such as Chemistry, Physics, and Geography maintain their own well-equipped laboratories, complete with instruments and meticulously maintained instrumental records (Log Books). Additionally, there are four computer laboratories, all well-maintained and connected with WiFi/LAN to provide seamless access to digital resources. Moreover, 19 classrooms are equipped with ICT facilities, enhancing opportunities for digital learning.

The institution is also implementing Learning Management System (LMS) facilities, starting with at least one department in the current session, with plans for rapid expansion. The centrally located library is digitally equipped, offering a vast collection of books and e-resources including e-journals and e-books under the N-LIST program. Furthermore, departmental libraries provide additional support for students in advanced courses.

For larger gatherings and cultural events, the college features a community hall on the ground floor, serving as a versatile venue for academic seminars, administrative talks, and cultural programs. Additionally, the college is equipped with 115 fully-functional and networked terminals to support administrative and class-related activities efficiently.

File Description	Documents
Upload any additional information	[View File](#)
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 ensures a comprehensive educational experience by offering ample facilities for cultural activities, sports, and physical fitness. Despite the challenges posed by the COVID-19 pandemic, the institution adeptly transitioned to virtual platforms, organizing a myriad of events online. Significant occasions such as the college foundation day, Rabindranath Tagore's birth anniversary, and Independence Day were commemorated virtually via Google Meet, fostering a sense of community among students and faculty.

Inter-departmental competitions, including online quiz contests, were conducted to engage students in both academic and cultural pursuits, promoting intellectual stimulation and creativity. The institution also encouraged physical activities, with initiatives like tree plantation programs led by NSS and observance of International Yoga Day. Additionally, the college ground served as a venue for Republic Day celebrations, symbolizing the institution's dedication to patriotic values and observances.

The vibrant cultural scene at Sonarpur Mahavidyalaya was further enriched by inter-college competitions and festivities like Rabindra Jayanti, fostering camaraderie and artistic expression among students. With facilities catering to both intellectual and physical pursuits, the institution prioritizes holistic development, nurturing well-rounded individuals capable of thriving in diverse spheres of life.

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	[View File](#)
Paste link for additional information	**Nil**
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

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

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

320.27

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)	[View File](#)

4.2 - Library as a Learning Resource

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

Sonarpur Mahavidyalaya has embraced modern technology by implementing an Integrated Library Management System (ILMS) to automate and streamline its library operations. With a robust collection of 11,652 books complemented by journal subscriptions, the ILMS efficiently manages a range of library functions, including cataloging, circulation, acquisitions, and user management. This innovative system enables the library to organize its extensive collection of resources effectively and offer seamless access to users.

By leveraging ILMS technology, Sonarpur Mahavidyalaya enhances the overall efficiency and effectiveness of its library services, reflecting its commitment to embracing modern

advancements in technology to enrich the learning experience and support academic excellence.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	**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)	[View File](#)

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

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

136625

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)	[View File](#)

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

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

52

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

4.3 - IT Infrastructure

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

Sonarpur Mahavidyalaya has recently undertaken a significant upgrade of its IT facilities, with a primary focus on enhancing Wi-Fi services across the campus. This initiative underscores our steadfast commitment to fostering a conducive learning environment for both students and faculty members alike. Through strategic investments in our IT infrastructure, our goal is to ensure seamless connectivity and improved access to digital resources for all members of our academic community.

With the upgraded Wi-Fi network, students now have enhanced capabilities to engage in online research, access course materials, and collaborate more efficiently with peers and faculty members. Similarly, faculty members benefit from improved connectivity, enabling them to conduct online lectures, pursue research endeavors, and manage administrative tasks with greater ease and efficiency.

These advancements significantly enhance the overall educational experience at Sonarpur Mahavidyalaya, empowering our community to thrive in the dynamic landscape of the digital age.

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

4.3.2 - Number of Computers

183

File Description	Documents
Upload any additional information	**No File Uploaded**
Student – computer ratio	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution | **A. ? 50MBPS**

File Description	Documents
Upload any additional Information	[View File](#)
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)

270.54

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)	[View File](#)

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

Sonarpur Mahavidyalaya upholds stringent systems and procedures for the maintenance and utilization of its physical, academic, and support facilities, which encompass laboratories,

libraries, sports complexes, computers, and classrooms. The administration meticulously ensures the functionality of all equipment, promptly addressing any repair or replacement needs within budgetary constraints.

Sports facilities receive dedicated attention under the supervision of Prof. Subhranshu Ray from the Department of History, in collaboration with the Department of Physical Education. To support various administrative and academic functions, including college admissions and website maintenance, the institution invests in Tally Software and Annual Maintenance Contracts (AMCs) for essential anti-virus software in computers, library automation software, and servers.

Regular renewals of contracts for water coolers, aqua guards, and broadband internet connectivity with Wi-Fi facilities are managed by the Office and the bursar. Decentralized administrative committees effectively distribute responsibilities among faculty members, including those in the library department and non-teaching staff, ensuring the smooth operation of these systems.

Additionally, staff members oversee the cleanliness and upkeep of furniture, while laboratory assistants are tasked with maintaining functional equipment. Through these well-established systems and procedures, within our limited resources, Sonarpur Mahavidyalaya ensures the effective management and optimal utilization of its facilities for the benefit of its stakeholders.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

124155

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)	View File

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

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

1145

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)	View File

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

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**

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

0

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

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**

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

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

33

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

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

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

government examinations) during the year

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.

File Description	Documents
e-copies of award letters and certificates	**No File Uploaded**
Any additional information	<u>View File</u>
Number of awards/medals for outstanding performance in sports/cultural activities at uni versity/state/national/internatio nal 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 vital elements of campus life, facilitated through the active participation of the Students' Union. This elected body of representatives plays a pivotal role in various administrative, co-curricular, and extracurricular activities, ensuring that student perspectives are acknowledged and valued. From contributing to significant decision-making bodies 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. Additionally, the union plays a crucial role during annual sports events, providing support and assistance to students participating in inter-college and university-level competitions. Through their unwavering dedication, 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	[View File](#)

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

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

20

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

5.4 - Alumni Engagement

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

Sonarpur Mahavidyalaya boasts a registered Alumni Association known as the Praktani Alumni Association, Sonarpur Mahavidyalaya. Nevertheless, because of the demographic dynamics in the region, upon graduation, students predominantly prioritize supporting their families, resulting in decreased involvement in the college's academic and administrative affairs. Additionally, the college does not require 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

Vision: 1. Promoting Equal Opportunities 2. Enhancing Access and Empowerment 3. Delivering Value-Centric Education

Mission: Aligned with our vision, our mission entails: 1. Ensuring equitable access to educational resources provided by the government. 2. Offering higher education services and opportunities at the most affordable institutional fees possible. 3. Fostering a culture of mutual accountability and responsibility between faculty and students in the teaching-learning process. 4. Preventing students from feeling marginalized or disempowered. 5. Encouraging faculty to organize state, national, and international seminars, invited talks, and discussions. 6. Collaborating with students to arrange cultural events and seasonal celebrations. 7. Engaging in various socio-environmental outreach programs to involve the local community.

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

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

Sonarpur Mahavidyalaya demonstrates effective leadership through practices such as decentralization and participatory management. The college administration strives to uphold a democratic approach to administrative decisions and responsibilities. Heads of Departments (HODs) hold authority over academic matters and individual student attendance within their respective departments. They report to the Academic Council, a body democratically composed of faculty members, responsible for crucial tasks such as creating inter-departmental schedules and exam timetables. All decisions are made in consultation with the IQAC coordinator during formal meetings. In rare instances where formal council meetings are not possible, the responsibility for academic decision-making falls to the convener of the Academic Council, who consults with the IQAC coordinator. Subsequently, significant decisions are communicated to the principal. The college fosters a culture of participatory management by involving all staff in administrative activities.

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

The institutional Strategic/ Perspective Plan is effectively deployed.

The college is a government aided institution hence it follows government policies laid down by the Department of Higher Education, Government of West Bengal . Still a perspective plan is in force in the college which takes into consideration the following aspects –

• Annual Calendar

• Annual Institutional Plan,

• Annual Academic Plan

- AQAR

- MOU with different academic institutions

- Vision and Mission of the college

- Departmental Action Plan

- Students' needs and

- Future plans of the college Deployment

For instance, the institution devised a comprehensive plan encompassing repairs and maintenance for various areas, including the old main building, grounds, computers, water bodies, pump, and generator. Additionally, in response to faculty requests, a new toilet facility was proposed for construction in the commerce building. Addressing students' needs, the IQAC recommended purchasing new books for the Central Library. Subsequently, the planned repairs and maintenance work commenced in a systematic manner. The actual expenditure for these activities amounted to Rs. 2cr.

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 institute aspires to achieve excellence in higher education and contribute to the socioeconomic development of the local community. The IQAC oversees the institutional strategic plan, which guides the academic objectives and financial strategies. Various stakeholders participate in committees established by the institution, adhering to university and government guidelines, including the IQAC Cell, Students' Scholarship Cell, and Anti-ragging Cell. Recruitment processes adhere to university norms, and both teaching and non-teaching staff receive benefits such as PF, Gratuity, and Group Insurance. Transparent promotional policies are followed using Academic

Performance Indicators (API), and regular student feedback is solicited to enhance the quality of teaching and learning. A grievance redressal committee, comprising the Principal, HODs, and teacher representatives, addresses grievances from staff, students, and other stakeholders.

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)	View File

6.3 - Faculty Empowerment Strategies

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

Sonarpur Mahavidyalaya has implemented several welfare initiatives for both its teaching and non-teaching staff by establishing institutions, engaging in government welfare programs, and adhering to government directives. These measures include:

i) Establishing the Sonarpur Mahavidyalaya Employees Co-operative Credit Society Ltd. ii) Participating in the West Bengal Health Scheme for Grant-in-College & University Teachers. iii) Implementing the Group Savings Linked Insurance

Scheme (GSLIS). iv) Providing Recovery Based Advance of
Festival Bonus in accordance with Government Orders.

These initiatives reflect the institution's commitment to the
well-being of its staff members.

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

5

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)	View File

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

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

5

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)	View File

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

The institution has implemented a Performance Appraisal System (API-PBAS Performa) for teachers, following the guidelines prescribed by the U.G.C. Each college teacher maintains an

Academic Diary, which includes:

1. Individual Time Table 2. Annual Teaching Plan 3. Textbooks and Reference books 4. Class and subject-wise teaching 5. Teaching duties exceeding UGC norms 6. Examination-related work 7. Co-Curricular Extension and professional development-related activities 8. Research and Academic contributions 9. Awards

Annual self-assessment for the performance-based appraisal system (API) includes categories I, II, and III for evaluating teaching, learning, co-curricular, extension, and professional development. The API of teachers is verified annually by the IQAC and Principal. The institution maintains duly filled service books for teaching and non-teaching staff. For the performance appraisal system of non-teaching staff, Confidential Reports (CR) are maintained by the institution.

At the beginning of the academic year, a "Teaching plan" is prepared. Faculty members fill out this diary daily before classes start. The diary is then checked and signed by the Heads of Departments. At the end of the month, the Principal reviews and signs these diaries, providing detailed observations.

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

The audit objection resolution process in our college's Internal and External Financial Audits is systematic and efficient, ensuring accountability and rectification of identified discrepancies.

1) Auditors promptly report any errors or irregularities uncovered during record scrutiny to the relevant personnel for resolution.

2) Final queries and observations are submitted to the

Principal within a week of completing the audit, allowing for timely action.

3) Auditors assess control measures' effectiveness and recommend improvements to prevent future issues.

4) Immediate action is taken upon receiving audit objections or queries to prevent recurrence.

5) Remedial measures to address objections from both audits are initiated promptly, promoting transparency and accuracy.

6) Meetings are held as needed to resolve outstanding objections, fostering communication and cooperation.

7) Recommendations from auditors are implemented to correct transactions or procedures, ensuring compliance with auditing standards. This process demonstrates our commitment to financial integrity and accountability.

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)

0

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)	No File Uploaded

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

Resource mobilization is the process of identifying and harnessing the necessary resources vital for the development, execution, and sustenance of initiatives aimed at fulfilling the organization's mission. This involves exploring new avenues for resource acquisition and making optimal use of existing resources. Essentially, it entails garnering various forms of support to advance the organization's goals.

As mentioned, this support can encompass both monetary contributions and non-monetary assistance. The initial phase of this process involves crafting a resource mobilization strategy. Key steps in this strategy include:

1. Traditional Donor Agencies: Presenting proposals to traditional donor agencies like UGC, universities, or governmental funds, which represents a conventional approach to securing financial backing.

2. Fundraising Events: Hosting fundraising events where guests are invited to contribute through donations.

3. Leasing Pond: Exploring income generation opportunities by leasing the pond.

4. Leasing Playground: Exploring income generation opportunities by leasing the playground.

5. Rental Income from Infrastructure: Generating rental income from infrastructure assets like JIO towers.

6. Partnerships with Institution: Establishing partnerships with institutions like Netaji Open University study centre to explore collaborative funding opportunities.

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 introduction of the Learning Management System (LMS) by the IQAC facilitates the development, delivery, and monitoring of learning resources for students. - The LMS enables the dissemination of academic plans, lecture notes, videos, and course content to students. - G-suit subscription for online classes has been procured by the college. - The IQAC has initiated the installation of overhead projectors in most classrooms, with teachers utilizing separate portable projectors in rooms lacking wall-mounted projectors. - Teachers are encouraged to adopt PowerPoint (PPT) presentations as a teaching method. - The preparation of Institutional Quality Assurance Report (IIQA) and SSR involves the active participation of all staff members. - An online scheme called 'Books at Doorstep' has been introduced by the IQAC to provide students with access to various learning resources, including library book searches through NLIST database access, newspaper reading, syllabus and university question access, and scanned portions of relevant books upon request. - Teachers are encouraged by the IQAC to engage in research projects, pursue PhD studies, and publish research articles in academic journals. - Active participation in seminars hosted by different institutions is promoted among teachers.

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 Sonarpur Mahavidyalaya, regular Academic Audits are conducted internally through its IQAC at the end of each academic session. Upon the conclusion of the academic year, the IQAC requests departmental profiles containing comprehensive details on admissions, class workload, curriculum implementation, experiential learning methodologies, examination outcomes, extracurricular activities, and faculty research contributions.

The IQAC meticulously evaluates departmental performances, providing constructive feedback 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 regarding curriculum delivery and execution.

Furthermore, the IQAC initiates efforts for infrastructural development, including the construction of classrooms and laboratories. The continuation of certificate courses and additional programs is ensured to enhance student experiences. Departments are encouraged to organize seminars on relevant educational topics to promote forward-looking growth.

Innovative pedagogical methods such as projects, field trips, student-led seminars, and workshops are advocated by the IQAC. Moreover, the acquisition of new laboratory equipment, books, and educational resources, including Learning Management Systems (LMS) and online competitive exam tools, is facilitated to provide students with updated knowledge.

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)	C. Any 2 of the above

File Description	Documents
Paste web link of Annual reports of Institution	**Nil**
Upload e-copies of the accreditations and certifications	**No File Uploaded**
Upload any additional information	**No File Uploaded**
Upload details of Quality assurance initiatives of the institution (Data Template)	**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 nurturing gender equity and inclusivity within its campus community through a range of initiatives:

- **Facilities:**

- Providing dedicated common rooms equipped with recreational facilities to ensure all students, regardless of gender, have comfortable and inclusive spaces. - Installing CCTV cameras across the campus to bolster safety and security, fostering an environment conducive to learning for everyone.

- **Addressing Grievances:**

- Establishing an Internal Compliance Committee and an Anti-Sexual Harassment Cell to promptly address any grievances related to sexual harassment, thereby ensuring a supportive environment for all students.

- **Sensitization Programs:**

- Collaborating with the IQAC and NSS to organize activities aimed at promoting gender equality and sensitivity among students. - Conducting interactive sessions and activities to educate students on gender norms and empowerment, fostering inclusivity and respect.

Through these concerted efforts, Sonarpur Mahavidyalaya strives to cultivate 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

C. Any 2 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 demonstrates its dedication to environmental sustainability through the "Clean Campus, Green Campus" initiative, led by the NSS unit. The institution focuses on various aspects of waste management to ensure responsible stewardship of resources:

1. Solid Waste Management: - Implements effective waste segregation practices with designated bins across classrooms, laboratories, and restrooms.

2. Liquid Waste Management: - Maintains a well-developed drainage system and pipelines to manage liquid waste. - Ensures

proper disposal into designated outlets like high drains or ponds to minimize environmental impact.

3. E-Waste Management and Recycling: - Adopts measures for responsible handling and disposal of electronic waste. - Promotes sustainable practices in e-waste management to minimize environmental footprint.

4. Hazardous Chemicals management: - Advocates for the avoidance of hazardous solid chemicals in laboratories, emphasizing green methods. Through these comprehensive initiatives, Sonarpur Mahavidyalaya effectively addresses solid, liquid, electronic, and hazardous waste management, fostering a sustainable and eco-friendly campus environment for the benefit of all stakeholders.

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

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	A. Any 4 or all of the above

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

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:	A. Any 4 or All of the above
1. Restricted entry of automobiles	

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

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

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

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

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	**No File Uploaded**

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).

Sonarpur Mahavidyalaya places a strong emphasis on fostering an inclusive environment for its students through several impactful initiatives:

Blood Donation Camp:Organized annually by both the College and Student Union, the blood donation camp serves as a platform to raise awareness and cultivate a sense of social responsibility among students. This collaborative effort not only saves lives but also instills a culture of community service among the student body.

International Women's Day: Commemorating International Women's Day on March 8th, 2023, the college celebrates and raises awareness about the contributions and achievements of women. This observance highlights the significance of gender equality and empowers students to embrace and appreciate the diversity within the student community.

Yoga Day Celebration:Sonarpur Mahavidyalaya hosts Yoga Day celebrations as part of its commitment to promoting holistic student well-being.

Through these initiatives, the college fosters a supportive and inclusive environment conducive to the overall development of its student community.

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:

1. Orientation Sessions:New students undergo orientation sessions where they are introduced to their societal responsibilities, college code of conduct, and national duties.

2. Celebration of National Days:Independence Day and Republic Day are celebrated with great enthusiasm, including flag hoisting, march past, and cultural programs. These events serve as platforms to reinforce the significance of constitutional obligations through speeches delivered by senior faculty members.

3. 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.

4. College Prospectus:The Fundamental Duties of Indian citizens are prominently included in the College Prospectus. This serves as a constant reminder to students and employees 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, thereby nurturing well-rounded 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**

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	**A. All of the above**

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

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

Sonarpur Mahavidyalaya actively celebrates national and international days, events, and festivals, enriching campus life with cultural vibrancy:

Republic Day & Independence Day:Flag hoisting, cultural performances, and speeches instill patriotism and reverence for freedom. International Women's Day:Activities promote gender equality and empowerment on March 8th. Rabindranath Tagore's Anniversaries:Special programs honor the literary icon's

legacy. College Foundation Day:Celebrates the institution's journey and achievements on September 6th. World Environment Day:Tree plantation, awareness campaigns foster environmental stewardship. International Mother Language Day:Showcases linguistic diversity and cultural heritage on February 21st.

In addition, annual sports events and cultural programs promote holistic development and unity among students and staff.

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

Practice:Students engage in community service by raising awareness about diseases like AIDS and dengue.The NCC and NSS departments conduct road safety awareness campaigns such as 'Safe Drive Save Life'. NCC and NSS units provide assistance during events like the Sonarpur Boi Mela.Students participate in initiatives like tree plantation drives.

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

The college hosts an annual Award Giving Ceremony to honor students' outstanding achievements in academics, culture, and sports. Through this ceremony, the institution publicly recognizes and celebrates student excellence, encouraging them to continue striving for success in all aspects of their college life.

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 stands out for its unwavering dedication to holistic education and inclusive development. While achieving excellence across various fields, its most remarkable achievement lies in providing a well-rounded education that goes beyond traditional academics. Through a diverse array of learning opportunities encompassing formal education, technical skills training, and values-based learning, the institution fosters individuals who excel not only academically but also in sports, music, and art.

Furthermore, its inclusive atmosphere welcomes students from diverse backgrounds, religions, and economic statuses, ensuring equal access to opportunities and celebrating diversity. Sonarpur Mahavidyalaya's proactive approach to skill enhancement programs equips students with the competencies necessary for a range of employment opportunities, reinforcing 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

Plan of Action for the Next Academic Year of Sonarpur Mahavidyalaya

Objective: Ensure academic excellence, student support, and community engagement.

1. Academic Enhancement:Update curriculum, enhance teaching methods, and organize seminars. 2. Student Support:Strengthen mentoring, counseling, and financial aid programs. 3. Co-curricular Activities:Organize cultural events, sports

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tournaments, and community service projects. 4. Research and Innovation:Encourage research projects, collaborations, and conferences. 5. Infrastructure Development:Upgrade facilities and technology infrastructure. 6. Quality Assurance:Ensure compliance and continuous improvement through audits and reviews. 7. Alumni Engagement:Foster alumni connections and utilize alumni expertise. 8. Internationalization:Promote international collaborations and exchange programs. 9. Continuous Evaluation:Monitor progress, address challenges, and foster a culture of learning and innovation.