

SONARPUR MAHAVIDYALAYA

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Annual Quality Assurance Report of the IQAC 2017-2018

Track ID: WBCOGN13298

Submitted To
**THE NATIONAL ASSESSMENT AND
ACCREDITATION COUNCIL (NAAC)
BANGALORE**

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

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

Part – A

Data of the Institution

(data may be captured from IIQA)

1. Name of the Institution:

Sonarpur Mahavidyalaya

- Name of the Head of the institution : Dr.Ujjal Ray
- Designation: Principal
- Does the institution function from own campus: Yes
- Phone no./Alternate phone no.: 033 24346987
- Mobile no.: 9831051952
- Registered e-mail: sonarpurmahavidyalaya.naac@gmail.com
- Alternate e-mail : principal.sonarpurmahavidyalaya@gmail.com
- Address : Sahid Biswanath Sarani, Rajpur
- City/Town : Kolkata
- State/UT : West Bengal
- Pin Code : 700149

2. Institutional status:

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

(please specify)

- Name of the Affiliating University: **UNIVERSITY OF CALCUTTA**
- Name of the IQAC Co-ordinator : **Dr.Karunesh Mishra**
- Phone no. : 7003995488
- Alternate phone no.: 9830322160
- Mobile: 9830322160
- IQAC e-mail address: **sonarpurmahavidyalaya.iqac@gmail.com**
- Alternate Email address: **principal.sonarpurmahavidyalaya@gmail.com**

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

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

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

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

4. Whether Academic Calendar prepared during the year?

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

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

5. Accreditation Details:

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

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

7. Internal Quality Assurance System

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

Note: Some Quality Assurance initiatives of the institution are:

(Indicative list)

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

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

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

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

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

*upload latest notification of formation of IQAC

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

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website:

Yes/No **Yes**

(Please upload, minutes of meetings and action taken report)

Weblink: http://www.sonarpurmahavidyalaya.net/IQAC/Meet1_2017-18.pdf

http://www.sonarpurmahavidyalaya.net/IQAC/Meet2_2017-18.pdf

http://www.sonarpurmahavidyalaya.net/IQAC/Meet3_2017-18.pdf

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

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

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

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

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

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

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

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

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: NO Date:

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

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

17.

Does the Institution have Management Information System?

Yes

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

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

- Student admission and enrolment database management system to keep track of all student record through CMS software.
- Student fees collection, registration is also maintained using CMS software.
- Accounting management to maintain all financial record.
- PF management of all the employees.
- Pay roll system and bill generation through government software HRMS.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1 Curriculum Planning and Implementation

1.1.1

- University will communicate with the institution by sending the action plan for the academic year through “calendar of events” of every year to the affiliated colleges.
- Taking this in to account Principal will instruct to prepare college “calendar of events” after discussions with heads of the departments.
- The annual plan consists of commencement date and last working date, dates for conduction of the internal assessments, educational visits, mid-term and annual test examination, cultural events, sports, etc. and others planned events.
- The faculty members of various departments develop academic plans such as timetables, lesson plans, student database, laboratory manuals and course files, etc. for the academic year.
- Faculties are encouraged to plan in advance to impart the curriculum following innovative teaching methods such as presentations, assignments, expert technical lectures, discussions, educational tours etc. apart from regular lecture sessions and the same is taken for approval from their Head of Department and the Principal.
- Allocation of the subjects to the faculty is done taking into consideration, the faculty subject specialization, experience and their willingness.
- Regular mentoring is carried out by the faculties and grievances if any, suitable remedial measures are taken as and when necessary.
- The Principal discuss with the Head of the Departments regarding attendance and performance of the students, preparing question papers and evaluation processes.
- Periodical feedback is obtained from the students on aspects of teaching-learning process.
- The faculty is encouraged to impart the curriculum through innovative teaching methods such as presentations, assignments and discussions.
- The academic review meetings are held twice in a year to review the progress of syllabus coverage and the effectiveness of the instruction delivery.
- Course files are prepared in detail by faculty which includes:
 - Vision, mission of the institution
 - Vision, mission of the department
 - Student list
 - Students profile
 - Syllabus copy with text books and reference books

| | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------|-----------------------------------------------------------|-----------------------------|-----------|
| <ul style="list-style-type: none"> • Calendar of events • Course Time table • Lesson plan • Attendance registers • Course Outcomes • Lecture notes • Question papers of Mid-term and annual Tests with scheme and solution • Copies of PPTs slides, if any • Previous year result analysis | | | | | |
| 1.1.2 Certificate/ Diploma Courses introduced during the Academic year | | | | | |
| Name of the Certificate Course | Name of the Diploma Courses | Date of introduction and duration | focus on employability/ entrepreneurship | Skill development | |
| Nil | Nil | Nil | Nil | Nil | |
| 1.2 Academic Flexibility | | | | | |
| 1.2.1 New programmes/courses introduced during the Academic year | | | | | |
| Programme with Code | | Date of Introduction | Course with Code | Date of Introduction | |
| B.Sc. Mathematics (Honours) MTMA | | 3/01/2017 | MTMA | 03/01/2017 | |
| 1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the Academic year. | | | | | |
| Name of Programmes adopting CBCS | UG | PG | Date of implementation of CBCS / Elective Course System | UG | PG |
| B.Com (Honours) | Yes | No | 1/07/2017 | Yes | NA |
| B.Com (General) | Yes | No | 1/07/2017 | Yes | NA |
| Already adopted (mention the year) | | | | | |
| 1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year | | | | | |
| | Certificate | | Diploma Courses | | |
| No of Students | Nil | | Nil | | |
| 1.3 Curriculum Enrichment | | | | | |
| 1.3.1 Value-added courses imparting transferable and life skills offered during the year | | | | | |
| Value added courses | | Date of introduction | | Number of students enrolled | |
| Nil | | Nil | | Nil | |
| 1.3.2 Field Projects / Internships under taken during the year | | | | | |
| Project/Programme Title | | | No. of students enrolled for Field Projects / Internships | | |
| Geography excursion-field project | | | 29 | | |

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

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

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

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

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

CRITERION II - TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1.1 Demand Ratio during the year

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

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

2.2 Catering to Student Diversity

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

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

2.3 Teaching - Learning Process

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

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

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

Yes. Student Mentoring System is adopted in the Institution.

- This enables bridging gap between the Teachers and Students.
- This creates a better environment in the college, where students can approach teachers for both educational and personal guidance.
- It is happening quarterly (at interval of 3 months) and submitted report through Head of the Department each year to IQAC coordinator who acts as a mentor coordinator of the institution.
- Providing guidance/suggestions for the slow learners.

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

| | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 2.4 Teacher Profile and Quality | | | | |
| 2.4.1 Number of full time teachers appointed during the year | | | | |
| No. of sanctioned positions | No. of filled positions | Vacant positions | Positions filled during the current year | No. of faculty with PhD |
| 26 | 24 | 2 | 0 | 10 |
| 2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year) | | | | |
| Year of award | Name of full time teachers receiving awards from state level, national level, international level | Designation | Name of the award, fellowship, received from Government or recognized bodies | |
| Nil | Nil | Nil | Nil | |
| 2.5 Evaluation Process and Reforms | | | | |
| 2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year | | | | |
| Programme Name | Programme Code | Semester/ year | Last date of the last semester-end/ year- end examination | Date of declaration of results of semester-end/ year- end examination |
| UG | B.Com. | Semester-I | 18.01.2018 | 13.04.2018 |
| | | Semester-II | JUNE,2018 | 10.10.2018 |
| | B.A. | Part-III | 04.04.2018 | 14.08.2018 |
| | B.Sc. | Part-III | 04.04.2018 | 23.06.2018 |
| 2.5.2 Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words) | | | | |
| As per the University (UNIVERSITY OF CALCUTTA) rules and regulations the college conducts examinations and evaluations to enhance the knowledge and skills of the students. | | | | |
| 2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words) | | | | |
| (attached annexure –II) | | | | |
| 2.6 Student Performance and Learning Outcomes | | | | |
| 2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink) | | | | |
| http://www.sonarpurmahavidyalaya.net/Result_2017-18.pdf | | | | |
| 2.6.2 Pass percentage of students | | | | |
| Program | Programme | Number of students appeared in the | Number of students passed in | Pass Percentage |

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

2.7 Student Satisfaction Survey

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

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

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

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

3.2 Innovation Ecosystem

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

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

| | | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|----------------------|-----------------------|-------------------------------|-----------------------------------------------|-------------------------------|--|
| Seminar: “Intellectual property rights and Indian patent system” | | IQAC | | | 31/05/2018 | | |
| 3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year | | | | | | | |
| Title of the innovation | Name of the Awardee | Awarding Agency | Date of Award | Category | | | |
| Nil | Nil | Nil | Nil | Nil | | | |
| 3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year | | | | | | | |
| Incubation Centre | | Name | | Sponsored by | | | |
| Nil | | Nil | | Nil | | | |
| Name of the Start-up | | Nature of Start-up | | Date of commencement | | | |
| Nil | | Nil | | Nil | | | |
| 3.3 Research Publications and Awards | | | | | | | |
| 3.3.1 Incentive to the teachers who receive recognition/awards | | | | | | | |
| State | | National | | International | | | |
| Nil | | Nil | | Nil | | | |
| 3.3.2 Ph. Ds awarded during the year (<i>applicable for PG College, Research Center</i>) | | | | | | | |
| Name of the Department | | | No. of Ph. Ds Awarded | | | | |
| NA | | | NA | | | | |
| 3.3.3 Research Publications in the Journals notified on UGC website during the year | | | | | | | |
| | Department | No. of Publication | | Average Impact Factor, if any | | | |
| National | Bengali | 3 | | 3.7985 | | | |
| | Physiology | 1 | | 0.385 | | | |
| | History | 1 | | 3.7985 (JCC) | | | |
| | Botany | | | | | | |
| | English | | | | | | |
| | Political Science | | | | | | |
| | | | | | | | |
| International | Physiology | 1 | | 3.038 | | | |
| 3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year | | | | | | | |
| Department | | | No. of publication | | | | |
| Nil | | | Nil | | | | |
| 3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index | | | | | | | |
| Title of the paper | Name of the author | Title of the journal | Year of publication | Citation Index | Institutional affiliation as mentioned in the | Number of citations excluding | |

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

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

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

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

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

| | | | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------|-------------------------------------------------------|----------------------------------------------------|
| Resource Persons | Nil | Nil | Nil | Nil |
| 3.4 Extension Activities | | | | |
| 3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year | | | | |
| Title of the Activities | Organising unit/ agency/ collaborating agency | Number of teachers co-ordinated such activities | Number of students participated in such activities | |
| Clean campus drive | NSS unit | 2 | 40 | |
| Tree plantation programme | NSS unit | 2 | 36 | |
| Awareness program on polythene free campus | NSS unit | 2 | 53 | |
| 3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year | | | | |
| Name of the Activity | Award/recognition | Awarding bodies | No. of Students benefited | |
| | | | | |
| 3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year | | | | |
| Name of the scheme | Organising unit/ agency/ collaborating agency | Name of the activity | Number of teachers coordinated such activities | Number of students participated in such activities |
| | | | | |
| 3.5 Collaborations | | | | |
| 3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year | | | | |
| Nature of Activity | Participant | Source of financial support | Duration | |
| | | | | |
| 3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year | | | | |
| Nature of linkage | Title of the linkage | Name of the partnering institution/ industry /research lab with contact details | Duration (From-To) | Participant |
| | | | | |
| 3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year | | | | |

| Organisation | Date of MoU signed | Purpose and Activities | Number of students/teachers participated under MoUs |
|-------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------|-----------------------------------------------------|
| CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES | | | |
| 4.1 Physical Facilities | | | |
| 4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year | | | |
| Budget allocated for infrastructure augmentation | | Budget utilized for infrastructure development | |
| Item | Proposed amount (Rs.) | Utilized amount (Rs.) | |
| Computer and Laptops | 8,00,000 | 8,26,653 | |
| Laboratory instruments | 1,50,000 | 1,99,019 | |
| LCD Projectors | 1,40,000 | 1,38,000 | |
| Library books | 1,00,000 | 1,09,529 | |
| Photocopier | 2,00,000 | 2,38,720 | |
| Sports equipment | 50,000 | 46,000 | |
| Virtual classroom | 2,98,067 | 2,98,067 | |
| Water purifier | 50,000 | 43,980 | |
| | | | |
| | | | |
| | | | |
| 4.1.2 Details of augmentation in infrastructure facilities during the year | | | |
| Facilities | Existing | Newly added | |
| Campus area | 7.56Acre | - | |
| Class rooms | 20 | - | |
| Laboratories | 7 | - | |
| Seminar Halls | - | - | |
| Classrooms with LCD facilities | 20 | | |
| Classrooms with Wi-Fi/ LAN | 15 | | |
| Seminar halls with ICT facilities | | | |
| Video Centre | 1 | | |
| No. of important equipments purchased (\geq 1-0 lakh) during the current year. | | One photo copier 2,38,720 | |
| Value of the equipment purchased during the year (Rs. in Lakhs) | | 18,97,406 | |
| Others | | | |
| 4.2 Library as a Learning Resource | | | |
| 4.2.1 Library is automated { Integrated Library Management System -ILMS } | | | |
| Name of the ILMS software | Nature of automation (fully or partially) | Version | Year of automation |
| | | | |
| 4.2.1 Library Services: | | | |

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

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

| | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Departments | Available bandwidth (MGBPS) | Others |
|----------|-----------------|---------------|----------|------------------|------------------|--------|-------------|-----------------------------|--------|
| Existing | 62 | | 62 | | | | | | |
| Added | 10 | | 10 | | 2 | 4 | 4 | | |
| Total | 72 | | 72 | | 2 | 4 | 4 | | |

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

100MBPS

4.3.3 Facility for e-content

| | |
|--------------------------------------------|------------------------------------------------------------------------|
| Name of the e-content development facility | Provide the link of the videos and media centre and recording facility |
| | |

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

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

| 4.4 Maintenance of Campus Infrastructure | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------------------------------------------------|----------------------------------------|-----------|------------------------------------------------------------|
| 4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year | | | | | |
| Assigned budget on academic facilities | | Expenditure incurred on maintenance of academic facilities | Assigned budget on physical facilities | | Expenditure incurred on maintenance of physical facilities |
| Academic expenses | 43,00,000 | 41,75,927 | Electrical charges | 4,00,000 | 3,24,092 |
| | | | Maintenance of campus infrastructure | 35,00,000 | 32,15,415 |
| | | | Maintenance of computer software | 2,70,000 | 2,60,110 |
| | | | Maintenance of equipments | 1,00,000 | 50,979 |
| | | | Telephone and Broadband services | 1,50,000 | 1,35,519 |
| 4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (<i>maximum 500 words</i>) (information to be available in institutional Website, provide link) | | | | | |
| Physical facility | | | | | |
| In the policy making of the institution for enhancement of infrastructure to excel in the teaching & learning, the following stake-holder members are considered. | | | | | |
| <ul style="list-style-type: none"> • Faculty • Current Students • Exit Students • Alumni • Governing Body | | | | | |
| Sports, outdoor and indoor games, gymnasium | | | | | |
| The institution has a huge sports ground. There are well equipped gym and sports kits. Students are encouraged to participate in various tournaments. Students are provided with various sports kits and equipment's. They participate in inter-collegiate and inter-University matches. Institute sport has following facilities: | | | | | |
| <ul style="list-style-type: none"> • Cricket ground • Long jump facility | | | | | |

- Volleyball track

- Football ground

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

The infrastructure facilities meet the requirements of students with physical disabilities

- Provide the rest room for physically disabled students
- Preferential service is provided to physically disabled students
- Wheel chairs are provided to physically disabled students
- Wooden slants are fixed in front of toilets for physically disabled students
- Sitting chairs are provided for physically disabled students in all corridors.

Computer facility including access to internet in the campus

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

Internet and Wi-Fi facility

Internet facility is provided, WIFI with 100mbps speed,

Maintenance of Campus Facilities

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

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

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

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

| | | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------------|---------------------------------|------------------------------------------------------------|---------------------------|
| Government | Scholarship | | | | | | |
| Central Government of India | Government of India Post Matric Scholarship | SC | ST | OBC | SC | ST | OBC |
| | | 914 | 27 | 167 | 45,70,000 | 13,05,000 | 8,35,000 |
| b) International | Nil | Nil | | | Nil | | |
| 5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc., | | | | | | | |
| Name of the capability enhancement scheme | | Date of implementation | | Number of students enrolled | | Agencies involved | |
| Nil | | Nil | | Nil | | Nil | |
| 5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year | | | | | | | |
| Year | Name of the scheme | Number of benefited students by Guidance for Competitive examination | | Number of benefited students by Career Counselling activities | | Number of students who have passed in the competitive exam | Number of students placed |
| Nil | Nil | Nil | | Nil | | Nil | Nil |
| 5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year | | | | | | | |
| Total grievances received | | No. of grievances redressed | | Average number of days for grievance redressal | | | |
| Nil | | Nil | | Nil | | | |
| 5.2 Student Progression | | | | | | | |
| 5.2.1 Details of campus placement during the year Not applicable | | | | | | | |
| On campus | | | Off Campus | | | | |
| Name of Organizations Visited | Number of Students Participated | Number of Students Placed | Name of Organizations Visited | | Number of Students Participated | Number of Students Placed | |
| Nil | Nil | Nil | Nil | | Nil | Nil | |
| 5.2.2 Student progression to higher education in percentage during the year | | | | | | | |
| Year | Number of students enrolling into higher education | Programme graduated from | | Department graduated from | Name of institution joined | Name of Programme admitted to | |
| 2017-18 | 123 | B.A.; B.Sc.; B.Com. | | Bengali, History, Education, Philosophy, English, Computer Science, Physiology, Finance and | CU,NSOU,IGNOU ,RBU and others | M.A.; M.Sc.; M.Com. | |

| | | | | | |
|--|--|--|-------------------------|--|--|
| | | | Accounting (Honours) | | |
|--|--|--|-------------------------|--|--|

5.2.3 Students qualifying in state/ national/ international level examinations during the year (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)
Data not available.

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

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

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

5.3 Student Participation and Activities

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

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

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

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

| |
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5.3 Alumni Engagement

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

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

5.3.2 No. of enrolled Alumni: 223

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

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

CRITERION VI –GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

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

Decentralization

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

1. Principal Level

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

2. Faculty Level

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

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

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

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

3. Student Level

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

Participative management

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

Strategic Level

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

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

Functional Level

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

Operational level

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

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

LEVELS OF PARTICIPATIVE MANAGEMENT

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

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

Yes/No/Partial: **Yes**

- Student admission and enrolment database management system to keep track of all student record through CMS software.
- Student fees collection, registration is also maintained using CMS software.
- Accounting Management to maintain all financial transaction record and report generation.
- PF management of all the employees.
- Pay roll system and bill generation through government software HRMS.

| |
|--|
| |
|--|

6.2 Strategy Development and Deployment

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

| | |
|-------------------------------|---------------------------------------------------------------------------------------------------------------|
| Curriculum Development | The institution is affiliated to The University of Calcutta. The curriculum will be framed by the University. |
|-------------------------------|---------------------------------------------------------------------------------------------------------------|

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

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

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

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

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

| | | | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------------|-------------------------------------------------------|
| Examination | University has introduced software. | | | | |
| 6.3 Faculty Empowerment Strategies | | | | | |
| 6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year NIL | | | | | |
| Year | Name of teacher | Name of conference/ workshop attended for which financial support provided | Name of the professional body for which membership fee is provided | Amount of support | |
| NIL | NIL | NIL | NIL | NIL | |
| 6.3.2 Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year | | | | | |
| Year | Title of the professional development programme organised for teaching staff | Title of the administrative training programme organised for non-teaching staff | Dates (from-to) | No. of participants (Teaching staff) | No. of participants (Non- teaching staff) |
| NIL | NIL | NIL | NIL | NIL | NIL |
| 6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year | | | | | |
| Title of the professional development programme | | Number of teachers who attended | | Date and Duration (from – to) | |
| Refreshers course in Teachers Education | | Debjani Pathak (01) | | 06/03/2018 to 26/03/2018 | |
| 6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment): | | | | | |
| Teaching | | | Non-teaching | | |
| Permanent | | Fulltime | Permanent | Fulltime/temporary | |
| 30 | | 24 | 11 | 10 | |
| 6.3.5 Welfare schemes for | | | | | |
| Teaching | | | NIL | | |
| Non teaching | | | NIL | | |
| Students | | | NIL | | |
| 6.4 Financial Management and Resource Mobilization | | | | | |
| 6.4.1 Institution conducts internal and external financial audits regularly (with in 100 words each) Internal and external financial audits are conducted regularly in the college. The grants and Aids which come toward our college is utilized on a regular basis and the utilization certificates are attempted to be submitted in due time. The college has a water body under its disposal which is rented out on lease basis. For getting the highest bid the college calls a tender maintaining the norm and regularities required for it and the highest bidder is allotted the lease right for a tenure of three years. The last tender was called on December 2015 and the lease was granted for an amount of Rs. 3, 30,000 for three years. | | | | | |
| 6.4.2 Funds / Grants received from management, non-government bodies, individuals, philanthropies | | | | | |

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

6.4.2 Total corpus fund generated

Corpus fund generated: Nil

6.5 Internal Quality Assurance System

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

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

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

Each department in the institution conducts **parent teachers** meeting thrice in a semester to obtain the feedback of their Ward's to improve the quality of education.

Mentor meeting is conducted for the students by the individual faculty to ensure the improvement in academics and co-curricular activities. The purpose of this meeting is to conduct the SWOT (Strength, Weakness, Threats and Opportunities) analysis of students.

6.5.3 Development programmes for support staff (at least three)

Nil

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

6.5.5

- a. Submission of Data for AISHE portal : **Yes**
- b. Participation in NIRF : **No**
- c. ISO Certification : **No**
- d. NBA or any other quality audit : **No**

6.5.6 Number of Quality Initiatives undertaken during the year

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

CRITERIONVII –INSTITUTIONAL VALUES AND BEST PRACTICES

| 7.1 - Institutional Values and Social Responsibilities | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|--------------------------------------------------------------|-------------------------------------|------------------------|------------------|--------------------------------------|
| 7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year) | | | | | | |
| Title of the programme | | Period (from-to) | | Participants | | |
| | | | | Female | Male | |
| Women Empowerment program for class D staff | | 2/8/2017 | | 62 | 30 | |
| Women Empowerment program for Supporting Staff | | 25/8/2017 | | 41 | 19 | |
| Women Empowerment program for faculty and students | | 8/2/2017 | | 40 | 20 | |
| Talk on awareness rules and act on sexual harassment Elimination | | 23/3/2018 | | 40 | 20 | |
| Women's day celebration | | 08/03/2018 | | 185 | 42 | |
| 7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the College met by the renewable energy sources | | | | | | |
| <p>i) Environmental Consciousness and Sustainability: Green day celebrated on 01/4/2018 on the occasion of green day celebration, plantation was done in the college premises and felicitated the gardeners of the college for Maintaining the better Environment inside the college</p> <p>ii) Sustainability/Alternate Energy initiatives: Solar power plan is under progress.</p> | | | | | | |
| 7.1.3 Differently abled (Divyangjan) friendliness | | | | | | |
| Items Facilities | | Yes/No | | No. of Beneficiaries | | |
| Physical facilities | | Yes | | 1 | | |
| Provision for lift | | yes | | - | | |
| Ramp/ Rails | | No | | - | | |
| Braille Software/facilities | | No | | - | | |
| Rest Rooms | | Yes | | 1 | | |
| Scribes for examination | | No | | - | | |
| Special skill development for differently abled students | | No | | - | | |
| Any other similar facility | | Wheel chairs are provided for the Physically disabled people | | | | |
| 7.1.4 Inclusion and Situatedness | | | | | | |
| Enlist most important initiatives taken to address locational advantages and disadvantages during the year | | | | | | |
| Year | Number of initiatives to address | Number of initiatives taken to engage with | Date and duration of the initiative | Name of the initiative | Issues addressed | Number of participating students and |

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

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

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

7.1.6 Activities conducted for promotion of universal Values and Ethics

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

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

Energy conservation

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

Use of renewable energy

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

Water harvesting

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

Efforts for Carbon neutrality

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

Plantation

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

E-waste management

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

7.2 Best Practices

Describe at least two institutional best practices

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

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

7.3 Institutional Distinctiveness

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

follow the link <http://www.sonarpurmahavidyalaya.net/IQAC/Distinctiveness2018.pdf>

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

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

Dr. Karunesh Mishra

Dr. Ujjal Ray

Name _____

Name _____



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

Signature of the Coordinator, IQAC

Signature of the Chairperson, IQAC



Abbreviations:

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

Annexure- II: ACADEMIC CALENDER

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

For Communication with NAAC

The Director

National Assessment and Accreditation Council (NAAC)

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