



Yearly Status Report - 2019-2020

Part A

Data of the Institution

1. Name of the Institution		SONAPUR COLLEGE
Name of the head of the Institution		Dr. Devabrot Khanikor
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		0361359096137
Mobile no.		9435354374
Registered Email		principalsonapurcollege@gmail.com
Alternate Email		devabrot37khanikor@gmail.com
Address		Village:: MILANPUR Post Office: SONAPUR District: KAMRUP METRO
City/Town		SONAPUR
State/UT		Assam
Pincode		782402

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Co-education
Location	Rural
Financial Status	state
Name of the IQAC co-ordinator/Director	Dr. Biman Patowary
Phone no/Alternate Phone no.	0361359096137
Mobile no.	9435342864
Registered Email	bimanpatowary@gmail.com
Alternate Email	iacsonapurcollege@gmail.com

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	https://www.sonapurcollege.ac.in/aqar/
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.sonapurcollege.ac.in/academic-calendar/

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	C++	65.5	2004	03-May-2004	02-May-2009
2	B	2.58	2015	25-Jun-2015	24-Jun-2020

6. Date of Establishment of IQAC	20-Nov-2002
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7. Internal Quality Assurance System

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

Awareness on Google classroom and Review on Students Mentoring	07-Aug-2019 1	36
Data feeding for NIRF Ranking	13-Sep-2019 12	873
Feedback collection form the students	26-Oct-2019 7	253
An Interaction with the Vice Chancellor, Gauhati University	05-Jun-2020 1	58
Data feeding for India Today	23-Dec-2019 15	873
Webunar on Incubation Center at Higher Education institute.	12-Jun-2020 1	52
Launching of Incubation Centre	26-Jun-2020 1	22
Signing of MoU with Assam Startup for Collaboration in the functioning of Incubation Center	26-Jun-2020 1	22
Awareness Programme on Corona Virus Outbreak	12-Mar-2020 1	182
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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
IQAC	Workshop	NAAC	2019 1	75000
Institutional	UBA Seed Money	UBA, MHRD, GoI	2020 90	50000
Institutional	RUSA Equity Initiative	RUSA	2020 365	1700000
Institutional	RUSA Equipment, Books, Class Room etc.	RUSA	2020 365	5018889
Dr. Gitima Kalita	MRP	UGC	2019 365	15000
Rajashree Borgohain	FIP	UGC	2020 365	116532
Institutional	Library and Girls' Common Room Grant	State Government	2020 365	300000
Institutional	Reimbursement of Fee Waived	State Government	2020 365	2409124

Institutional	DDU KAUSHAL Kendra	UGC	2020 365	10747496
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9. Whether composition of IQAC as per latest NAAC guidelines:		Yes		
Upload latest notification of formation of IQAC		View File		
10. Number of IQAC meetings held during the year :		13		
The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website		Yes		
Upload the minutes of meeting and action taken report		View File		
11. Whether IQAC received funding from any of the funding agency to support its activities during the year?		Yes		
If yes, mention the amount		75000		
Year		2019		
12. Significant contributions made by IQAC during the current year(maximum five bullets)				
• Initiation for establishment of Incubation Centre				
• Initiation for start the UBA Cell				
• Awareness programme on "Corona Virus Outbreak" among the stake holders on 12th March 2020				
• Two new Certificate Courses on 'Yoga' and "Home Gardening" started				
• Signed MoU with NEST, Assam Startup and IIM Kolkata Innovation Park				
No Files Uploaded !!!				
13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year				
Plan of Action		Achievements/Outcomes		
To encourage the extensive use of e-resources and techniques for teaching-		E-content was developed by many faculty members which are available in the		

learning, e - content development, digital learning content.	college website, besides faculties also extensively used digital resources as well as platforms during COVID-19 Pandemic.
Comprehensive coaching for Civil Services to be organised with corporate sponsors.	The coaching programme for Civil Service aspirants, sponsored by Star Cements Ltd. was formally inaugurated On 9 November, 2019.
To complete the process of Green Audit of the college campus.	Necesarly communication have been made but not completed so far due to Covid stuation.
To hold workshop on 'Writing Content in Vernacular Language' for Wikipedia.	Weminar on: Web Content Generation in Assamese: Problems and Prospects. Resource Person: Dr. Kishori Mohan Konwar, Research Scientist at Board Institute of MIT and Harvard, USA On 25 May,2020
To organise workshop on IPR, incubation center and startup	Online Orientation on incubation center and startup was held on 12 June, 2020
Initiatives to be taken for UGC CARE Listing of the Faculty Research Journal Sonasophia	The proposal have been submitted to the IQAC Coordinator of Gauhati University for further process vide letter no: SC/SonaSophia/Care Listing?201920/5243
To introduce new certificate courses on skill development	Certificate courses on Yoga and Home Gardening have started.
Initiations for appealing the UGC to extend the funding of DDU KAUSHAL Kendra	The UGC have been approached to extend funding for the DDU KAUSHAL Kendra
Accommodation of the departments to be augmented	New accomodation have bben provided to Department of Geography and Assamese
New accommodation to be provided for NCC and NSS Offices	New accommodation have been provided to NCC and NSS Unit
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14. Whether AQAR was placed before statutory body ?	Yes				
<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Name of Statutory Body</th> <th style="width: 50%;">Meeting Date</th> </tr> </thead> <tbody> <tr> <td>College Governing Body</td> <td>16-Nov-2021</td> </tr> </tbody> </table>		Name of Statutory Body	Meeting Date	College Governing Body	16-Nov-2021
Name of Statutory Body	Meeting Date				
College Governing Body	16-Nov-2021				
15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?	No				
16. Whether institutional data submitted to AISHE:	Yes				
Year of Submission	2020				

Date of Submission	27-May-2020
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)	<p>• Sonapur College has an Integrated Institutional Management System (IIS) named Digital Campus System (DCS) based on an open source Platform. All branches of the administration, library and the departments have the wifi connectivity. The Communication Module allows for parents, teachers and students to communicate through multiple modes. The College has the option of dispatching email and SMS individually or in bulk. One-to-one messaging is possible as well. The Digital Campus System (DCS) operates through the following modules.</p> <ol style="list-style-type: none"> 1. Admission Management: This module is used at the time of Admission. It enables admission form entry, candidate short listing, Department wise seat allocation etc. 2. Students Data Entry and Management: This module manages complete student records starting from the time of Admission or older student records (Merged with the new admission data) 3. Identity Cards: Generation and print of Student and Employees ICard. 4. Fee Collection and accounts: Used for all types of fee collection, receipt printing and MIS reports. 5. Employee Data Entry and Management : This module is used to manage complete Employee records starting from the time of Joining or older records. 6. College Calendar: Enables the Examination, Holiday and any other calendar event Management and Synchronisation with college website. 7. Officer/Administrator Management: This module is used for managing officer's, including Principal, Administrative Staff etc. Records in the college giving them specific rights to interact with the system and manage other user access rights to the system. 8. Notification via SMS and Email: SMS/Email Integration as per College Requirements 9. Feedback Management: This module deals with the management of entries of the online feedback obtained from student, staff and the parents periodically. The management module is also used for the analysis of

the feedback. Besides above, the college website www.sonapurcollege.ac.in is another platform through the information are disseminated to the public domain. The salient features of the information displayed in the college websites are as follows. • All notifications, including admission notices are uploaded in the college website • Upcoming events • Etenders

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

The institution has effective machinery for the implementation of curriculum, designed by the affiliated university. PLANNING AND IMPLEMENTATION

1. The academic calendar is prepared wherein the course structure and daily routine of classes along with the designated teacher's names to ensure the commencement of the classes.
2. Two meetings of the academic committee are held one at the beginning of the session to chalk out new plans for the forthcoming session and the other at the end to review the course progress of each department.
3. Likewise Departmental meetings are convened for course distribution, regular departmental activities, departmental routine management etc. in the beginning of each session.
4. Academic Committee monitors the implementation of the Curriculum in tandem with Academic Calendar. The Principal of the college conducts meeting with the Academic committee Along with the heads of various departments about the strategies for effective implementation of the curriculum.
5. The required books in tandem with the curriculum are purchased yearly by the authority.
6. The students can have access to internet connection in the library to browse data for learning resources. Moreover, the institution provides smart class rooms. Teachers also use audio-visual techniques for the classroom transaction of the syllabus.
7. Workshops both for teachers and students are held regularly on topics from the syllabus.
8. Analysis of the students' feedback report on teachers and curriculum are intimated with teacher for the necessary rectification.
9. The HoDs of the departments where practical papers are included provide requirements for laboratories such as charts, planimeter, rota meter, theodolite, dumpi level etc of Geography department and Human Maze, Tachistoscope memory drum, Punching board, Koh's block Design, mirror drawing etc of the department of Education.
10. Departmental seminar and group discussions, educational tours, field trips are organised regularly on the topic relevant to the curriculum. Eminent academicians, expertise of some subjects are invited for better understanding of some topics of the curricular.
11. Before the commencement of 1st semester, selection test for Major courses are held and selected the students based on their competencies as well as the extent to which the curriculum may be meaningful to the students that relevant to their interests and aspirations.
12. Every department strictly maintain regular record of the curriculum delivery in Academic Progress Record which is monitored by the departmental heads and the principal of the college.
13. The project papers which are the part of the curriculum are well documented through a journal of students named 'Budding Scholar".

DURING PANDEMIC The pandemic situation poses innumerable threat to the process of curriculum implementation in all educational institutions all over the world. In order to cope up with

the challenges Sonapur College has adopted a series of online teaching learning processes for almost a period of 8 months. Immediate steps were taken so that the syllabus of the different courses get covered up in time. In ramping up capacity to teach remotely, the college has to take advantage of asynchronous teaching-learning process through zoom and Google meet.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
Certificate Course on Home Gardening	Nil	13/11/2019	18	<ul style="list-style-type: none"> After doing this Certificate Course the students can acquire the basic knowledge of horticulture which can led them towards having their own start-up. 	<ul style="list-style-type: none"> To improve skill for growing flopper, vegetables and fruits To help tp understand the basic production technology, happiness with quality of life skill

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
MA	English	07/01/2020
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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	Programme Specialization	Date of implementation of CBCS/Elective Course System
BA	Regular	02/08/2019
BA	Honours	02/08/2019
BCom	Regular	02/08/2019
BCom	Honours	02/08/2019
BVoc	Travel and Tourism Management	02/08/2019
BVoc	Retail Management and IT	02/08/2019
BVoc	Theater and Stagecraft	02/01/2019

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

	Certificate	Diploma Course
Number of Students	267	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
Certificate Course on Yoga	06/04/2019	50
Certificate Course on Spoken English	06/04/2019	156
Certificate Course on Home Gardening	13/11/2019	26
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1.3.2 – Field Projects / Internships undertaken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BA	Education Major	19
BA	Geography Major	20
BA	Assamese Major	22
BA	History Major	8
BA	Philosophy Major	14
BCom	Major Course	13
BVoc	Tourism and Travel Management	2
BVoc	Tourism and Travel Management	12
BVoc	Tourism and Travel Management	12
BVoc	Tourism and Travel Management	15
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Nil
Alumni	Yes
Parents	Yes

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

Feedback Obtained
<p>? The college adopts a mechanism for properly utilising the feedback reports from the students. Feedback forms on different aspects are distributed among the students and the feedback is taken under the supervision of senior faculty members appointed by the Principal confidentially.. The feedback is collected from the students on the following formats- • Students' Feed Back on Course: • Students' Feed Back on Faculty: • Student's Satisfaction Survey Students' Feed Back on Course: ? Feedback is collected from the students on the depth of the</p>

content of the existing course. The queries include knowledge, concepts, manual skills, analytical abilities and broadening perspectives. Generally, it is observed that the feedback on the coverage of courses and the application/relevance of the courses content is certainly a matter of concern. ? Although the college do not have a mechanism to forward the findings of the feedback to the concerned authority, especially pertaining to the course curriculum of Arts and Commerce Stream but discusses in various forums like workshops organised by University University Board of Studies, Various Committee Meetings at the affiliating University or UGC sponsored Seminars where representatives from University are present. However it keeps putting the same of the B. Voc Courses with the appropriate authorities as the college have representatives from UGC in its Advisory Committee. Students' Feed Back on Faculty: ? In view of the necessity to maintain the honour and prestige of the concerned faculty members, the whole process is conducted under direct supervision of the Principal, who is assisted by the coordinator of the IQAC for the task. ? The feedback is obtained on the basis of their teaching style, methodology adopted, skill in teaching - learning and on level of interaction. The feedback is analysed by the principal and appropriate corrective measures are taken to enhance the quality of teaching- leaning. ? The general observations of the feedback are shared by the Principal in the academic committee meetings while the issues of concerned pertaining to a particular faculty is taken up by the Principal in one to one meeting. Student's Satisfaction Survey: ? The Student's Satisfaction Survey (SSS) is a relatively new practice and has been incorporated only after the suggestions received from NAAC. ? In this survey responses obtained for twenty Quantitative and one Qualitative observations from the students. ? The responses of SSS are analysed by a committee constituted by the Principal comprising of the President, College Governing Body, Principal, Vice Principal and the Co-ordinator of IQAC and the report is submitted to the Principal for initiating necessary actions. The Principal has shared the same in the Academic Committee meeting for the remedial measures. Parents' Feed Back through PTA Meeting ? During the academic Session, 2019-20, there are 9 parent-teacher meetings held which were organised by different departments. The outcomes of the meetings were later discussed in the Academic Committee meeting in presence of the Principal and are redressed. Different inputs from the parents were received during the meetings.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BA	N/A	240	282	237
BCom	N/A	70	83	63
BVoc	N/A	150	62	47
MA	N/A	30	20	20

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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 fulltime teachers available in the institution teaching only UG	Number of fulltime teachers available in the institution teaching only PG	Number of teachers teaching both UG and PG courses

			courses	courses	
2019	836	37	31	13	57

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
57	17	33	6	1	15
View File of ICT Tools and resources					
View File of E-resources and techniques used					

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

As the college has to cater to students from different background the student mentoring system turns out to be a continuous activity for the college. Orientation programme is held at the beginning of the session to allot specific faculty against a of group of students. Though the mentoring system is basically intended for non-academic issues, the academic discussions too gain importance during the communication with the students. For the present academic session, students of Major classes of each semester were allotted with a faculty of the same department. Two pre assigned meetings are arranged for the communication with the students. The Scheme aims to provide support at key stages of a young persons course to help them to settle in, make progress and to achieve their potential within the College. Mentors provide individual support at the start of the course and throughout the first year of study. They will be selected and trained to ensure that they have the skills and knowledge necessary to support young people who might be daunted by some of the obstacles they face during their transition from school to college and into adult life. The Mentors role will complement other college wide support structures and the role of personal tutors and will provide a networking link to other agencies as required. Each Mentor will work in partnership with a Supervisor. In the first meeting of the mentoring procedure, the students are introduced with their mentors. Problematic cases are found because the students do not know what and how to convey to their mentors. Instead of holding meeting in specified dates, the mentors communicated with the students whenever they need it most. Records have been maintained in such special cases. The mentors and the mentees meet mostly in the departments, but formal instruction is also given to communicate through personal network like whatsapp and e mails. The major areas of concern that were sorted out while communicating with the mentees have been listed below: ? Financial ? Inability of the students to open up in front of parents ? Lack of awareness among parents ? Lack of faith in the state administration ? Disinterestedness in continuous study ? Addiction to social media ? Early marriage (Especially with girl students) In order to overcome these barriers the mentors get involved with the students personally and try to meet up their need by motivating them towards a proper direction. There are cases where a few particular teachers who personally visited the students' house to sort out the major points of obstruction of the students study.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
873	44	1 : 20

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 Ph.D
29	28	1	Nil	18

2.4.2 – Honours and recognition 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,	Designation	Name of the award, fellowship, received from Government or recognized

	international level		bodies
2019	Bhanita Nath	Assistant Professor	Awarded Ph D by Gauhati University
2019	Gitanjali Basumatary	Assistant Professor	Awarded JRF by UGC
2019	Suman Roy	Assistant Professor	Awarded National Teachers Innovation Award by Ministry of MHRD, Government of India
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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
BVoc	Nill	6 Semester	30/05/2019	12/08/2019
BCom	Nill	6 Semester	14/05/2019	10/07/2019
BA	Nill	6 Semester	17/05/2019	10/07/2019
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

As per the demand of the syllabus and the need of the students, there prevails a strong Internal Evaluation System in the college in accordance to the three available streams of the college. For all the streams, along with the regular Sessional examinations, class paper presentations are made compulsory. Students are assessed from their performances in the presentation as well as their preparation of the seminar papers. In case of the students belonging to Vocational streams, the internal assessment is primarily made from field activities. Paper presentations and group discussions have been initiated in the Commerce stream though it is not a part of their curriculum. The process has a great influence on the overall result of the final examinations.

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

The academic calendar of the college is constituted in tandem with the Academic calendar of the Gauhati University, the affiliating university of the college. Following the affiliating university and UGC guidelines of the total working days, Academic calendar was prepared by the expert faculty members of prospectus committee of the College before the commencement of academic session which is imparted in the Prospectus cum Academic Calendar. The Academic Calendar cum Prospectus is prepared to carry out all the activities of the college wherein the tentative schedule for the internal examination as well as the topics for the group discussion and seminar are also included. The academic calendar of the affiliating university and the other events as mentioned are strictly followed. The college comprises of a number of diversified courses with some differences in their structure. The college has to conduct the internal examination with a 20 value of the total 100 marks of the final examination conducted by the Gauhati University. Internal evaluation is based on Sessional examination, home assignments, seminars, project work in each

semester. The time for all these tasks are allotted in the calendar and it is followed strictly. Along with this the facility of the College Library is elaborately included in the academic calendar. There is a provision of book bank facility for the poor needy students.. The authority of the institution conducts Academic meeting to monitor the implementation and progress of all the activities according to the academic calendar.

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)

https://ssr.sonapurcollege.ac.in/reports/2021/11/Programme_Outcome.pdf

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
Nill	BA	Nill	144	72	50
Nill	BCom	Nill	28	13	46.4
Nill	BVoc	Nill	45	45	100
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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 weblink)

https://ssr.sonapurcollege.ac.in/reports/2021/11/SSS_Report_2019-20.pdf

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 year
Any Other (Specify)	180	College funded.2.2	0.2	0
Any Other (Specify)	180	College funded.2.2	0.2	0
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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
FDP on, Incubation Center at Higher Education institute	IQAC	12/06/2020
Webinar on Let's talk Future: Enterepreneurship Skill Development. in collaboration with Pearl Academy, Kolkata	Department of TTM	13/06/2020

seminar on Emerging Visual Merchandising Trends in Retail Industry	Department of RMIT	05/12/2019
Workshop on Innovation Ecosystem in Academic Institutions (With Tezpur University)	IQAC	28/02/2020

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

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
Thematic composition and Stagecraft of the play Bhumikanya	Mnaimala Das, Assistant Professor, Department of Theatre and Stagecraft	Axom Natya Sanmilan	12/03/2020	Theater (First Prize)
Thematic composition and Stagecraft of the play Bhumikanya	Mnaimala Das, Assistant Professor, Department of Theatre and Stagecraft	Duliajan Gas Company	22/02/2020	Theater (First Prize)
Thematic composition and Stagecraft of the play Bhumikanya	Mnaimala Das, Assistant Professor, Department of Theatre and Stagecraft	Jyotirupa Drama Competition	17/02/2020	Theater (First Prize)
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
SCIC	Chinmoyee Rajkumari	Assam Start-up	Hy Food	Agriculture Food	26/06/2020
SCIC	Gaurav Jalan	Assam Start-up	Agent Bazar	E Commerce	26/06/2020
SCIC	Sumit Das	Assam Start-up	Bikozee Aggregator Services	Service/ Electric Bike	26/06/2020
SCIC	Ankur Das	Assam Start-up	Vidyazone	Edtech	26/06/2020
SCIC	Nayan Deuri	Assam Start-up	Sevamisraa	ervice	26/06/2020
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
0	0	0

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

Name of the Department	Number of PhD's Awarded
0	Nil

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

Type	Department	Number of Publication	Average Impact Factor (if any)
National	Geography	5	5
National	Philosophy	3	Nil
National	Tourism and Travel Management	1	Nil
International	History	9	Nil
International	Geography1	3	Nil
International	Assamese	2	Nil
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
Geography	2
Assamese	3
English	1
No file uploaded.	

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

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
0	0	0	Nil	0	0	Nil
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
0	0	0	Nil	Nil	Nil	0
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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	59	343	22	25
Presented papers	1	19	Nil	Nil
Resource	Nil	2	Nil	Nil

persons

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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 participated in such activities	Number of students participated in such activities
Second community consultation at Dikchak Village	Department of TTM with Koyeli Travels and ADTOI	3	18
First Community Consultation for Community Mobilisation at Dikchak Village	Department of TTM with CN Travels and TOAA	3	12
Destination Dikchak	Department of TTM in Collaboration with India Tourism North Esat, NEITO, Assam Tourism and ADTOI	4	25
Sonapur Cyclothon titled, "Let's Ride for Health"	NCC 1st Battalion, Sonapur College / Sky Groups of Foundation	2	127
Observation of Kargil Divas at Sonapur New Market	NCC 1st Battalion (Sonapur College Unit)/ITBP 33 Battalion	3	36
SONAPUR CYCLOTHON, 2020 lets fight against COVID-19	NCC 1st Battalion, Sonapur College / Sky Groups of Foundation	12	122
Swachh Bharat Abhiyan at Dikchak Village	NSS Unit	4	35
Third community consultation at Dikchak Village	Department of TTM with Koyeli Travels and ADTOI	3	23
Environmental Awareness Programme and Environmental QUIZ Competition at Nartap ME School	Department of TTM in collaboration with Nartam ME School	3	52

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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	Number of students Benefited
Extension Education Programme	Recognition	Nartap High School	38
Extension Education Programme	Recognition	Digaru High School	Nil
Sonapur Cyclothon titled, "Let's Ride for Health"	Recognition	Sky Groups of Foundation	127
SONAPUR CYCLOTHON, 2020 lets fight against COVID-19	Recognition	Sky Groups of Foundation	122
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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 participated in such activities	Number of students participated in such activities
Extension Education	Department of English	Programme for HSLC Examination aspirant at Sankardev Sishu Vidya Niketan, Sonapur	5	137
Vande Mataram	NCC 1st Battalion (Sonapur College Unit)	Observation of Kargil Divas at Sonapur New Market	1	36
Swachh Bharat	NCC 1st Battalion (Sonapur College Unit)	Swachh Bharat Abhiyan (Ek Kadam Swachata Ke Ore)	1	34
Swachh Bharat	NCC 1st Battalion (Sonapur College Unit)	Plantation Programme at Milanpur Village, Sonapur	1	45
Swasth Bharat	NCC 1st Battalion (Sonapur College Unit)	SONAPUR CYCLOTHON, 2020 lets fight against COVID-19	12	122
Community Development	Department of TTM with CN Travels and TOAA	First Community Consultation for Community Mobilisation	3	12
Community Development	Department of TTM with Koyeli	Second community	4	18

	Travels and ADTOI	consultation		
Community Development	Department of TTM with Koyeli Travels and ADTOI	Third community consultation	5	23
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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
Online Student Exchange Programme for the students of B Com organised by Luca Paciotti club of Little Flower Degree College, Hyderabad on 27/08/2020	15	Luca Paciotti club of Little Flower Degree College, Hyderabad	1
Student Exchange Programmewith Karmashree Hiteswar Saikia College, Guwahati (Geography Department)	24	Sonapur College	1
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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	Duration To	Participant
Periodic	OJT	Vishal Mega Mart	19/10/2020	29/10/2020	14
Periodic	OJT	Max India Ltd.	18/10/2020	28/10/2020	14
Periodic	Trekking to Aanru Pam	Rhino SHG	11/12/2020	11/12/2020	25
Periodic	Vivekananda Memorial Workshop	Vivekananda Kendra, Guwahati	29/10/2020	29/10/2020	33
Periodic	Workshop on Environment and Conservation	Manoj Gogoi, Wildlife Conservationist	15/06/2020	15/06/2020	30

Periodic	Performance of the play Hring-Kring-Fu	ILLora Vigyan Manch	03/02/2020	07/02/2020	10
Periodic	PRANJAN initiative to train Civil Service aspirants o	Star Cement Ltd.	09/11/2019	Nil	45
Periodic	ICSSR Sponsored National Seminar on Ethnicity, Identity and and Politics :Quest for Peace and Development	Indian Coincil for Social Science and Research, NERC, Shillong	01/11/2019	02/11/2019	123
Periodic	WeBINAR on 21 Century English Language Skill	ELTAI, Assam	07/06/2020	07/06/2020	59
Periodic	Workshop on Travel Potography	Arman Kalita	07/07/2020	07/07/2020	20
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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/Activities	Number of students/teachers participated under MoUs
Little Flower Degree College, Hyderabad	14/11/2019	<ul style="list-style-type: none"> • Student Exchange • Faculty Exchange • Orientation lectures for overall development of students and teachers • Resource sharing for research • Coordination of lectures, research books, chapters, etc. 	160
Department of English, Pragjyotish College, Guwahati	31/12/2020	<ul style="list-style-type: none"> • Student Exchange • Faculty Exchange • Orientation lectures for 	17

		overall development of students and teachers • Resource sharing for research • Coordination of lectures, research books, chapters, etc.	
Star Cements Ltd.	21/08/2019	• Financial support for Civil Service Coaching • Support for Coaching for other competitive examinations • All possible support for Pragyan	45
Civil Services Achievers Point	04/10/2019	• Academic support for Civil Service Coaching and other competitive examinations	45
Assam Start-up: The NEST through IIM, Kolkata	26/06/2020	• Support for Entrepreneurship Development through Incubation Center • Training and support to the Incubates • Support to the successful incubates for entrepreneurial development	61
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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
80	75.45

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Classrooms with Wi-Fi OR LAN	Newly Added
Number of important equipments purchased (Greater than 1-0 lakh) during the current year	Existing
Value of the equipment purchased during the year (rs. in lakhs)	Existing
Classrooms with LCD facilities	Newly Added

Seminar Halls	Existing
Laboratories	Existing
Class rooms	Newly Added
Campus Area	Existing
Video Centre	Existing
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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 patially)	Version	Year of automation
SOUL	Fully	2.0	2021

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	6856	1639506	573	250260	7429	1889766
Reference Books	9202	2073000	662	293376	9864	2366376
e-Books	Nill	Nill	100	Nill	100	Nill
Journals	21	7700	Nill	Nill	21	7700
Digital Database	1	40000	Nill	Nill	1	40000
CD & Video	14	4246	3	1012	17	5258
Library Automation	1	40000	Nill	Nill	1	40000
Weeding (hard & soft)	80	37295	Nill	Nill	80	37295
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4.2.3 – 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
Er. Hementa Kr. Pathak	Managerial Functions	Youtube	27/04/2020
Er. Hementa Kr. Pathak	Human Resource Management	Youtube	26/04/2020
Barnali Baishya	Surdas ke Bioy Ke pad	Youtube	31/03/2020
Barnali Baishya	Manav Badana	Youtube	03/04/2020
Barnali Baishya	Ramdhari Singh Dinkar	Youtube	09/04/2020

Barnali Baishya	Kurukshetra by Ramdhari Singh	Youtube	12/04/2020
Suman Roy	Redemption of Debenture	Youtube	25/05/2020
Suman Roy	Debenture	Youtube	23/05/2020
Suman Roy	Issues of Debenture	Youtube	25/05/2020
Dr. Prasanta Sarma	Goethe	Google Classroom	12/09/2020
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4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	82	31	82	0	2	12	15	64	22
Added	0	0	0	0	0	0	0	0	9
Total	82	31	82	0	2	12	15	64	31

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

64 MBPS/ GBPS

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
Sonapur College Media Center	https://www.sonapurcollege.ac.in/media-center/

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
2800000	2745767	5200000	5396112

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

<p>The Institute has established systems and procedures for maintenance and utilization of physical, academic and support facilities. The college administration makes budgetary provision under different heads for maintaining and utilizing the campus infrastructure facilities on the basis of the previous year expenditure. The Governing Body allots sufficient fund for maintenance and repairing. Accordingly the concerned committees take the responsibilities for its proper use. To maintain and upkeep the facilities and equipments, the following activities are undertaken by college authority:-</p> <ul style="list-style-type: none"> o There is a Stock

Maintenance Committee in the college, who maintains the stock register by physically verifying the items round the year. o Department wise annual stock verification is done by concerned Head of the Department. o Regular maintenance of Computer Laboratory equipments are done by IT Committee Convener. o Planning for overall development of the campus is done by Project Management Unit (PMU) of the college under RUSA. o Regular cleaning of water tanks, proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Grade - IV Employees. o To maintain the physical ambience of the campus several initiatives are taken from time to time such as painting and white washing of classrooms and laboratories, etc. o Maintenance of all facilities and cleanliness of environment in women's hostel is maintained internally. o Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband. Updating of softwares are done by faculty members of the college. o Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing. o Regular maintenance of the water cooler and water purifier is done by outsourcing agent. o The maintenance of the reading room and stock verification of library books is regularly performed by library staff under the guidance of Library Advisory Committee.

<http://www.sonapurcollege.ac.in/infrastructure-management-institutional->

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	Nil	Nil	Nil
Financial Support from Other Sources			
a) National	Govt. Free Studentship, Govt Scholarship and UGC Ishan Uday Scholarship	742	3890150
b) International	Nil	Nil	Nil
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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
Workshop and Performance of play Hing-Kring-Fu to create awareness against superstition	03/02/2020	10	Iloria Vigyan Manch, Assam
OJT (RMIT) Departmental Manager	19/10/2019	14	Vishal Mega Mart, Guwahati
Certificate Course on Home Gardening	13/11/2019	26	Nil

Awareness Programme on Burn Injuries	29/08/2019	201	Burn Unit of Nemcare Hospital, Guwahati
Vivekananda Memorial Workshop	29/10/2019	33	Viveknanda Kendra, Guwahati
OJT (RMIT) on Departmental Manager	19/10/2019	14	Max Retail Division, Guwahati
Dekho Apna Desh Series (Online)	14/04/2020	15	Ministry of Tourism, Govt. India
Workshop on Environment and Conservation (Online)	15/06/2020	30	Manoj Gogoi, Wildlife Conservationist
Workshop on Travel Photography	07/07/2020	20	Arpan Kalita, Travel Photographer and Blogger
Personal Counselling and Mentoring	14/09/2019	341	Sonapur College Mentoring Cell
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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 for competitive examination	Number of benefited students by career counseling activities	Number of students who have passed in the comp. exam	Number of students placed
2019	Two day Championship Programme by CCPC Sonapur college and DC Crackers, Gurgaon & IIT Kanpur)	Nil	95	Nil	Nil
2019	Free Guidance and Orientation for Competitive Exams.	Nil	95	Nil	Nil
2019	Open Seminar and Screening of Candidates for APSC Prelims Coaching)	62	Nil	Nil	Nil
2019	'PRANJAN'	45	Nil	Nil	Nil

a Six Months
Coaching for
Civil
Services

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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	Number of grievances redressed	Avg. number of days for grievance redressal
Nil	Nil	Nil

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

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

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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
2019	4	BA	Geography	Gauhati University	M Sc
2019	1	BA	Geography	Sonapur College	M Sc
2019	1	BA	English	Gauhati University	MA
2019	1	BA	Hindi	IGNOU	MA
2019	5	BA	Assamese	Gauhati University	MA
2019	3	BA	Education	Gauhati University	MA
2019	3	BA	Economics	Gauhati University	MA
2019	1	BA	English	Mahatma Gandhi University	MA
2019	7	B Com	Commerce	Gauhati University	MA
2019	1	BA	Political Science	Gauhati University	MA

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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)

Items	Number of students selected/ qualifying
Any Other	Nil
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5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
100M Race (Boys)	Institutional	20
100 M Race (Girls)	Institutional	12
200 M Race (Boys)	Institutional	15
200 M Race (Girls)	Institutional	10
400 M Race (Boys)	Institutional	15
400 M Race (Girls)	Institutional	10
Marathon Race (Boys)	Institutional	12
Marathon Race (Girls)	Institutional	7
High Jump (Boys)	Institutional	13
High Jump (Girls)	Institutional	11
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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/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
2019	Gold in Muaythai Karate	National	1	Nil	1	Padma Boro
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5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Sonapur College has a very active and dynamic Students' Union (SCSU). Sonapur College Student's Union (SCSU) is a body of very ethically and morally sound, politically conscious and socially committed students. The SCSU is constituted and functions in accordance to the Constitution of SCSU and under supervision of the college authority and the respective faculty in-charges. Objectives of the Students' Union is to promote mutual contact, and spirit of oneness among students of the college. The students are motivated for democratic outlook by their active participation in the Students' Election held regularly through a transparent procedure, strictly adhering to the norms laid down by the Lyngdoh Committee. The different portfolio holders of the Students' Union played active role in maintaining the required discipline and decorum of the college. The office bearers of the SCSU are- • President • Vice President (Ex-officio, the General Secretary of the preceding Union) • General Secretary • Assistant General Secretary • Magazine Literary Secretary • Debate Symposium Secretary • Cultural Secretary • Games and Sports Secretary • Social Service Secretary • Boys' Common Room Secretary • Girls' Common Room Secretary • Class Representatives (One from each class) Moreover, the SCSU plays the most vital catalytic role for maintaining the much needed close and cordial relationship of the students with the collage administration and teachers of the college.

The Students' Union Body is also turns out to be a congenial link in communicating with the feeder schools and the society at large with the college as the different departments organise extension activity under Extension Activity Cell and to work their ethical and academic development. Besides organising and playing role in managing different in house activities like, College Week Festivals, North East India Inter College Debate Competition, talks, seminars, Games and Sports and cultural festivals, the SCSU also spearheads participation of the students in different events, competitions etc. of regional, state or even national level organised elsewhere outside the campus. The SCSU also helps the students to groom their leadership quality which is evident from the fact that many of its ex-office bearers turned into renowned social workers, representatives to the local governance bodies and also the top office bearers of the Post Graduate Student's Union of Gauhati University. The different academic administrative bodies/committees of the college where there are representatives of the SCUSU are- • Internal Quality Assurance Cell • Internal Complain Committee • Admission Committee • Fee Review Committee • Extension Education Cell • Project Management Unit (PMU) • Extension Activity Cells • Publication and Editorial Boards • Anti-ragging, Disciplinary and Vigilance Cell The representatives of the SCSU also nominated always as members in the short term committees constituted to look after different events or to manage crisis arising out of some special situations.

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

766

5.4.3 – Alumni contribution during the year (in Rupees) :

54000

5.4.4 – Meetings/activities organized by Alumni Association :

• Organized a talk on "Teacher relationship -through Indian tradition" on 10-07-2020 where in Dr. Sudeshna Bhattacharya, Professor in Sanskrit, Gauhati University deliberated on theme as the resource person. • As suggested by the IQAC, all the departments hold separate alumni meetings during the year. Accordingly all the departments hold separate meetings. The departments who organised the alumni meeting are, Assamese (7-7-2019), Commerce (21-07-2019), Economics (30-06-2019), Education, English (11-05-2019), Geography (23-7-2019), Hindi (23-10/2019), History (7-7-2019), Mathematics (21-07-2019), Philosophy (4-7-2019) and Political Science (30-06-2019).

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 and participative management are diligently practised by the college. The combined effort of all the stakeholders is playing an important role in attaining the success of the vision of college. Right from the Principal, Governing body members, Non-teaching staff, Teaching staff to Students - all the stakeholders have a role to play and their involvement and cooperation in devising and implementing decision making policies for academic and administrative affairs through various committees has contributed to the

growth of college. The college keenly focuses on decentralization by intending equal opportunity and gender equity in different committees for ongoing progress and development of the college. The Principal, the Heads of the departments, teaching and non-teaching staff, along with student union representatives together concentrate on fostering the progress of institution by sharing ideas and responsibilities. The students' representatives are the members of different committees like, Internal Complaint Committee (ICC). The feedback / suggestions from the stakeholders like alumni, parents and the peers are always considered to be vital for the qualitative improvements. • The Academic Committee chaired by the Principal make strategy for the admission process and the decisions are executed by the Admission Committee with the approval of the Governing Body. The details of admission process is made public through hoarding, website, news paper advertisement and College Prospectus for the information of all.

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

Yes

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):

Strategy Type	Details
Admission of Students	<ul style="list-style-type: none"> • The date of the admission process is duly notified on the notice board, college website, and newspapers and also by putting up hoardings in prominent places of the area. • Admission Committee is formed to scrutinise and analyse the profiles of the students for different courses and prepare the lists of probable students for each course on merit basis. • The registration by the students for obtaining the Unique ID the from Government of Assam and filling of forms were conducted online. • The Reservation Policy of the Govt. of India is followed in the admission. • Fee waived for the students having below Rs. 1,00,000/- annual income by the Government. • The B Com students who need financial support for admission also get fee concession. • Free studentship to the Girl students of the adopted village Dikchak.
Industry Interaction / Collaboration	<ul style="list-style-type: none"> • The college authority has MOUs signed and collaborated with the different industry partners. The basic objectives of the MOUs are to provide exposure, on-job-training, curriculum development, faculty support and placement to the students of the B. Voc Courses under DDU KAUSHAL Kendra. The industry partners are- o Xavier Institute of Management and Information Technology (XIMIT) o North East Society of Eco-Tourism o Bhupen Hazarika

Cultural Trust o Poddar Car World, Guwahati o National Institute of Electronics Information Technology (NIELIT), Guwahati o Vishal Megamart, Guwahati o Max Store, Guwahati • The college has also joined hand with the following industrial partners for the assessment of the Skill Component of students of the B. Voc Courses. o 'Jonakk' a Satellite Channels of Assam(For Theatre and Stagecraft) o Max Store, Guwahati and Amazon Pvt. Ltd., Guwahati (For Retail Management and IT) o North East Iconic Tours Travels (For tourism and Travel Management) • Moreover, the Principal of Sonapur College has also signed MOU with the ICA Edu Skills Pvt. Ltd. Panbazar, Guwahati, for Educational Skill Training and Placement of its students in the field of accounts and taxation. • The college successfully completed a three months long 'Coaching Programme' for the aspirants of civil services with the financial support from 'Star Cements Ltd.'

Research and Development

The Research Monitoring Cell (RMC) of Sonapur College facilitates and encourages quality research culture among faculties and the students through its different activities with objective of creating a quality research ecosystem. RMC is actively involved in publication of RMC Bulletin of the college. It enables a congenial environment for research and monitors the research activities of the college. Sonapur College encourages and motivates faculties to undertake research projects. The RMC scrutinizes and approves the proposals before submitting to funding agencies. Sonapur College actively supports its faculties to pursue Ph.D. programmes in general and through Faculty Development Programmes (FDP). To encourage and nurture scientific research culture among the students, Sonapur College publishes the best student research papers in the Students' Research Journal "Budding Scholar". More books have been added to the central library and the Departmental libraries are also enriched with reference books. The PG Departments have initiated Research Libraries for the benefit of the students. Similarly, Sona Sophia - A peer reviewed faculty research journal

is published by Sonapur College to create quality research temperament among the faculty members. The journal has been forwarded to the Regional Care University through the IQAC of the affiliating Gauhati University for necessary formalities to get it CARE listed status. After revamping the laboratory of the Geography Department, the college authority has completed the necessary formalities with the Gauhati University authority for its recognition, which will pave the way for getting the status of research laboratory. The recognition of the laboratory will also open up the opportunity for the qualified faculties to get the recognition as approved research guide by the Gauhati University.

Teaching and Learning

- The college has created smart class rooms with ICT tools for effecting teaching with learning management systems (LMS).
- In order to cope up with the challenges Sonapur College has adopted a series of online teaching learning processes for almost a period of 8 months. Immediate steps were taken so that the syllabus of the different courses get covered up in time. In ramping up capacity to teach remotely, the college has to take advantage of asynchronous teaching-learning process through zoom and Google meet.
- Active learning like, collaboration projects, Case Study method, Debates, Group Discussions, Quiz etc is encouraged in class rooms for making the overall learning process fun.
- Students feedback on teachers is collected .The findings of the feedback are later shared by the Principal with the Head of Departments and respective faculties.

Curriculum Development

- Sonapur College being an affiliated college offer courses on the curriculum developed by Gauhati University. However, the college faculties are actively involved in the development of curriculum for -
 - o B.Voc. courses on Retail Management I.T. (RMIT), Tourism Travel Management (TTM), Theatre Stagecraft (TSC)
 - o Certificate courses on Yoga
 - o Certificate Course on Home Gardening
 - o Spoken English course
 - o Computer Basic course
- With due permission from the authority of the

Gauhati University, faculty members of the B. Voc Courses, namely, Mr. Hemanta Kr. Pathak of Retail Management and IT, Mrs. M. Das of Theatre and Stagecraft and Mrs. S. Medhi of Tourism and Travel Management, had designed the B.Voc. Degree syllabus and Skill Enhancement Course (SEC) syllabus for Undergraduate Degree courses of Gauhati University as per UGC and NSQF guidelines during the session 2018-19. • The curriculum for Yoga, Home Gardening, Spoken English and Computer Basic certificate courses have been designed to enhance overall personality development, life skills and technical skills of students in the competitive world.

Examination and Evaluation

- The college exclusively follow the Gauhati University examination guidelines for both internal and external examinations. Accordingly-
- The internal Assessment marks are given on the basis of Sessional Examinations, Group Discussions, Home Assignments, Project Work, Field Study and Seminar.
- The evaluation of the project reports are done by the external examiners.

However, the presentation of the project reports before a panel is also mandatory. • The theory component of the B. Voc Courses is assessed through an examination hold by the University authority, while the skill component is evaluated both by the Sector Skill Council (SSC) under the National Skill Development Corporation (NSDC) and the Industrial Partners. • During the pandemic situation the internal assessment of the students was carried out on the basis of the report of the 'assignments' given to the students online. However, the semester examinations were held as per the guidelines and the SoP provided by the affiliating university, i.e. Gauhati University. The final semester examination was held on the 'Open Textbook Examination' mode through a specially devised online mechanism.

Library, ICT and Physical Infrastructure / Instrumentation

- Construction of proposed college library building (G2) is at the verge of completion????total 1235 numbers of new books worth Rs. 543636 besides 100 numbers of e-books have been added to the library. • 'Online Public Access Catalogue' (OPAC) have become operational in the library. • The

library is automated with the SOUL software. • Students can access the E-Resources using NLIST facility. • Nine new PCs have been added this year, two each in the office, library and the computer center and three in the GIS laboratory of the Geography Department. • Facility of interactive projection have been added to one more class room of the Geography department. • New equipment and apparatus for the laboratories of Geography and Education department have been purchased. • A new sales outlet have been provided to 'SonaHarvest', an initiative to provide students with the facility for earning while learning.

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

E-governance area	Details
Administration	<ul style="list-style-type: none"> • The college office is automated with office automation software with LAN through which the functioning of all the branches is monitored by the Principal. Integrated Institutional Management System (IIS) named Digital Campus System (DCS) is used for administration management. Officer/Administrator management module of DCS gives the Principal specific user rights to access institutional data. Employee Data Entry and Management module of DCS helps in Human Resource Planning through creation and management of Employee records database.
Planning and Development	<ul style="list-style-type: none"> • Sonapur College has an Integrated Institutional Management System (IIS) named Digital Campus System (DCS). All branches of the administration, library and the departments have wi-fi connectivity. Information required for decision making process in planning and development is collected through this system. The college office is automated with office automation software with LAN through which the functioning of all the branches is monitored by the Principal.
Finance and Accounts	<ul style="list-style-type: none"> • Entire salary process of sanctioned teaching and non teaching staff of the college is carried out through Online system. Salary Bill for employees is prepared and submitted online through the online portal "http://finassam.in" of Finance Department, Government of Assam. After necessary approval from

respective treasury, monthly salary is credited to individual salary accounts of employees. • The balanced sheet of income and expenditure and the balanced sheet is managed through the Digital Campus (DCS). • Payment of the bills for execution of RUSA funded projects, including the deduction of taxes like VAT and GST is done digitally using the Public Finance Management System (PFMS)

Student Admission and Support

• Integrated Institutional Management System (IIS) named Digital Campus System (DCS) is used at the time of Admission. Admission Management module of DCS enables admission form entry, candidate short listing, Department wise seat allocation etc. • The List of selected candidates for both undergraduate and post-graduate courses are uploaded in the college website. • The information regarding admission is sent to the selected candidates through bulk SMS. • The admission fee is collected online through the Payment Gateway 'BILDESK'. • Students Data Entry and Management module manages complete student records starting from the time of Admission or older student records (Merged with the new admission data). • Identity Cards module helps in Generation and print of Student and Employees I-Card. • Feedback Management module deals with the management of entries of the online feedback obtained from student, staff and the parents periodically. The management module is also used for the analysis

Examination

• College Calendar module of Integrated Institutional Management System (IIS) named Digital Campus System (DCS) enables the Examination, Holiday and any other calendar event Management and Synchronisation with college website. Information required for examination purpose by examination branch is collected from this database system. • Notification via SMS/Email module of DCS helps in SMS/Email Integration as per College Requirements. • The Marks of Internal and Practical Examinations of Degree courses are entered into the online portal of Gauhati University "https://guportal.in" through institutional log in id and password. The result is declared through university website for which, link is

provided in the college website "<http://www.sonapurcollege.ac.in/>". The results of internal sessional examinations are uploaded in the college website and respective departmental WhatsApp groups. • During the pandemic situation the internal assessment of the students was carried out on the basis of the report of the 'assignments' given to the students online. However, the semester examinations were held as per the guidelines and the SoP provided by the affiliating university, i.e. Gauhati University. The final semester examination was held on the 'Open Textbook Examination' mode through a specially devised online mechanism.

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

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
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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	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2020	FDP on Incubation Center at Higher Education Institute, organised by IQAC	Nil	12/06/2020	12/06/2020	Nil	Nil
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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	From Date	To date	Duration
Online	1	01/06/2020	13/07/2020	43

Internshala Training on Creative Writing				
Online Internshala Training on Photography	1	01/06/2020	13/07/2020	43
FDP on Creation and Automation of Certificates	30	29/06/2020	29/06/2020	1
FDP on, Incubation Center at Higher Education institute., organised by IQAC	34	12/06/2020	12/06/2021	1
FDP on Fundamentals and Advancement in Research Methodology	1	15/07/2020	21/07/2020	7
FDP on Developing Research Skill	1	09/06/2020	12/06/2020	4
STC on Teachers Educators Learning Outcomes and Educational Reforms	1	22/06/2020	24/06/2020	3
FDP on Essentials of Good Research	1	27/05/2020	02/06/2020	7
FDP on Robotics	30	29/06/2020	29/06/2020	1
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
Nil	Nil	2	2

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
• Sonapur College Staff Mutual Benefit Society (SCSMBS) started from	• Sonapur College Staff Mutual Benefit Society (SCSMBS) started from	• Group Insurance scheme (LICI) for Students • Student

December, 2014, is serving the cause of its members for loans and retirement benefits. • GPF, CPF schemes

December, 2014, is serving the cause of its members for loans and retirement benefits • GPF, CPF schemes • Milijuli Sanchay, another mutual benefit fund for the non-teaching staff.

Welfare Fund for economically backward students for purchasing textbooks etc. • Free Studentship scheme • Fee Waiver scheme • Scholarships both Institutional Government • Personal Scholarship to students by Teachers. • Special care for students belonging to lower level group and reserved categories like SC, ST, OBC, MOBC, Minorities, Tea Tribes etc. • Book Bank Facility • Students Counselling is done on regular basis to strengthen their mental health, academic environment and to make them more socially responsible. • Expenses of the students who get injured during sports and other co-curricular activities are borne by the college

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

• Regular internal and external financial audits are conducted for effective financial management and optimum resource mobilization. • Internal Financial audit was conducted by CA firm Ritu Agarwala Associates • External Financial audit was conducted by the Office of the Directorate of Audit., Government of Assam • The audit for the year 2019-20 was carried out by the Guwahati Circle of the Directorate of Audit, Govt. Of Assam vide letter No.: NG/AO/KAM (M)/20-21/06 (A)

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/ Grnats received in Rs.	Purpose
Star Cement Ltd.	415500	Sporshorship of Coaching Programme for Civil Services
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6.4.3 – Total corpus fund generated

1583827

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	Yes	External Consultants: • Prof. Alak K. Buragohain Chairman, Academics Assam Royal Global University • Prof. Ratan Borman Dept. of Commerce, Assam University, Diphu Campus • Dr. Buddhin Gogoi Principal, Margherita College	Nil	• Principal, Sonapur College, Sonapur College Governing Body
Administrative	Yes	External Consultants: • Prof. Alak K. Buragohain Chairman, Academics Assam Royal Global University • Prof. Ratan Borman Dept. of Commerce, Assam University, Diphu Campus • Dr. Buddhin Gogoi Principal, Margherita College	Nil	• Principal, Sonapur College, Sonapur College Governing Body

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

• Parent-Teacher meetings were organised by the various departments of the college which were attended by parents, teachers and students, and representatives of the college authorities. • Two representatives of parents/guardians are nominated for the College Governing Body for three years or till the period their wards are studying in the college. • The parents provide valuable inputs on various issues towards a holistic development of the college through the PTA Meet as well by their representatives in the college Governing Body. Besides, parents also provide their feedback direct communication with the administration. • The parents provide invaluable inputs in the PTA Meet as well as through the parent representatives in the college Governing Body meeting.

6.5.3 – Development programmes for support staff (at least three)

No Data Entered/Not Applicable !!!

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

• The College has initiated a number of post accreditation initiatives as per

recommendations, which are as follows: • In 2015, Sonapur College had started three job oriented Bachelor in Vocation (B.Voc.) degree courses, namely, Retail Management I.T., Travel Tourism Management and Theatre Stage-craft. • Two batches of above mentioned courses have been awarded B.Voc. Degree by Gauhati University. In addition to that, many students are pursuing job oriented certificate courses. • Post Graduate Courses have been started in three subjects, namely, Assamese, English and Geography. • The college has been putting sincere efforts towards capacity building and placement of the students through its "Career Counselling and Placement Cell". • The college has signed MoUs with several industry houses for providing on job training to the students of the B. Voc Courses. . • The "Career Counselling and Placement Cell" regularly organises guidance and training programme for different competitive examinations. The recent initiatives are- o Free Guidance and Orientation Programme for Competitive Examinations from 26th to 29th June, 2019. o 'PRANJAN" a Six Months Coaching for Civil Services aspirants have been initiated with the financial support from Star Cements Ltd. o Job Fair cum Placement Drive at Sonapur College on 24-05-2019 in association with ICA, PanBazaar Branch. o Campus Interview organised on 31st May, 2019 at college premises by O2 Spa Saloon Pvt Ltd.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	Yes
c) ISO certification	Nil
d) NBA or any other quality audit	Nil

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
2020	Webinar on Incubation Center at Higher Education institute.	12/06/2020	12/06/2020	12/06/2020	52
2020	Launch of Incubation Centre MoU Signing with Assam Startup	26/06/2020	26/06/2020	26/06/2020	22
2020	Gender Sensitization: Covid-19 Pandemic and Plights of Women in the States of NE India: with special reference to Assam and Manipur	16/07/2020	16/07/2020	16/07/2020	54
2019	Awareness	07/08/2019	07/08/2019	07/08/2019	36

	on Google classroom and Review on Students Mentoring				
2019	Participation in 873 NIRF Ranking	13/09/2019	13/09/2019	13/09/2019	873
2019	Participation in India Today's Survey for Best Colleges	23/12/2019	23/12/2019	23/12/2019	873
2019	Feedback collection from the students	26/10/2019	26/10/2019	26/10/2019	253
2020	Webinar on "New Education Policy (NEP) 2020 and Lifelong Learning", organised by IOAC	05/09/2020	05/09/2020	05/09/2020	54
2020	Webinar on Fostering UBA - a commitment of HEI's beyond campus: Issues and challenges with UBA National Coordinating Institute, IIT, Delhi, by IQAC	07/08/2020	07/08/2020	07/08/2020	102
2020	FDP on, Incubation Center at Higher Education institute., organised by IQAC	20/06/2020	20/06/2020	20/06/2020	58

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CRITERION VII – 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	Period To	Number of Participants	
			Female	Male
International Womens Day Celebration at SENEH Old Age Home	08/03/2020	08/03/2020	Nil	Nil
Production and performance of the play 'Bhumikanya' a women centric drama	09/11/2019	03/03/2020	7	Nil
Webinar on "Conceptualizing Gender Perspectives in Geography : Origin and Discourse", organised by Department of Geography	23/07/2020	23/07/2020	59	62
Webinar on "Covid-19 Pandemic and Plights of Women in the States of NE India: with special reference to Assam and Manipur", by IQAC	16/07/2020	16/07/2020	44	53
Webinar on "Portrayal of Women as Symbol of 'Empowerment' in Assamese Films with Special Emphasis on Dr. Bhabendra Nath Saikia and Dr. Santwana Bardoloi"	14/07/2020	14/07/2020	52	55

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources

• Webinar on Let's Talk Environment and Conservation organised by Department of TTM on 15 June, 2020. • A Plantation Programme at neighbouring Milanpur Village, Sonapur on 22/11/2020 by the NCC 1st Battalion (Sonapur College Unit) • Swachh Bharat Abhiyan (Ek Kadam Swachata Ke Ore), organised by the NCC 1st Battalion (Sonapur College Unit) on 24/11/2019 • A new Vermicompost unit have been constructed in the college campus which is currently decomposing the vegetable and other food wastes to produce compost. • Installation of bamboo made biodegradable dustbins in the college campus as well as in the approach road. • Replacement of all bulbs with LED.

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	4
Provision for lift	No	Nil
Ramp/Rails	Yes	873
Braille Software/facilities	No	Nil
Rest Rooms	Yes	873
Scribes for examination	Yes	Nil
Special skill development for differently abled students	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date	Duration	Name of initiative	Issues addressed	Number of participating students and staff
2020	1	Nil	27/06/2020	1	• Launching of 'Sona Harvest	• an initiative to sell the domestic products and self made artefacts	21
2020	Nil	1	26/06/2020	1	Launching of Incubation Center	• Support for Entrepreneurship Development through Incubation Center • Training and support	32

						to the Incubates • Support to the successful incubates for entrepreneurial development	
2019	Nil	1	09/11/2020	1	PRANJAN	• Special coaching for the aspirants of Civil Service examination	132
2020	Nil	1	21/10/2020	1	• Community Consultation for Community Mobilisation	• Consultation on various prospects of earning from tourism	41
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7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
The Assam Services (Discipline and Appeal Rule) 1964 (Amended in 1998)	31/12/1998	<p>The three major stakeholders of the college, Principal, teaching staff and non-teaching staff are to abide by the rules and regulations laid within the framework of "The Assam Services (Discipline and Appeal Rule,)". The rule was enacted in 1964 by the Governor of Assam and later amended in 1998.</p> <p>Although the UGC guidelines are followed for the appointment of Principal and the teaching faculties but they are out and out bound to follow the rules as their code of conduct. However the rule is essentially applicable</p>

for both the appointment and code of code of conduct of the non-teaching staff. The rule contains special elaboration on the appointment, suspension, discipline penalties and appeal.

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Certificate Course on Yoga	06/11/2019	25/01/2020	50
Observation of Kargil Divas at Sonapur New Market, by the NCC 1st Battalion (Sonapur College Unit) with support from the TBP 33 Battalion	26/07/2019	26/07/2019	36
Candle March for the Brave Martyrs of Pulwama Attack	15/02/2020	15/02/2020	67
Vivekananda Memorial Workshop	29/10/2020	29/10/2020	33
Celebration of Gandhi Jayanti in collaboration with a Guwahati based NGO Samikhya, the Strength.	02/10/2019	02/10/2020	55
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7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

<ul style="list-style-type: none"> • A new Vermicompost unit have been constructed in the college campus which is currently decomposing the vegetable and other food wastes to produce compost.
<ul style="list-style-type: none"> • Installation of bamboo made biodegradable dustbins in the college campus as well as in the approach road.
<ul style="list-style-type: none"> • Replacement of all bulbs with LED.
<ul style="list-style-type: none"> • Cleanliness drive in the college campus under the scheme of Swachh Bharat Abhiyan by the college NSS Unit, Students of Department of Geography, NCC 1st Battalion (Sonapur College Unit) AND THE Sonapur College, Student Union.
<ul style="list-style-type: none"> • Plantation programme in the college campus.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

BEST PRACTICE-1 • Title of the Practice: Fostering Gram Swaraj: Commitment beyond campus • The Context: Sonapur College, since its inception focuses on building a strong linkage with the people of the neighbouring villages, that mostly belong to tribal communities. This specific approach can be explicitly

attributed to the fact that the college is founded exclusively with the funds raised by the public. Therefore, the college deemed it a moral obligation to address the societal needs and contribute to redress the problems faced by the people of the neighbouring villages. • Objectives of the Practice:

Accomplishment of societal commitment through initiatives of social economic well being of the rural people by integrating knowledge into practice is one of the primary motives of the college. Instilling a strong sense of ethical and humanitarian values among the students, besides developing leadership quality is another fundamental objective behind the mission of 'Village Adoption' and other extension activities in the neighbouring areas. • The Practice: Extension activities are a strong forte of the Sonapur College which exhibits an enduring commitment to the society as well as the nation. The various programmes initiated by the Extension Cell, NSS, NCC, Dr. Dhanjit Medhi Foundation, a registered Trust founded under the ambit of Sonapur, the College Union Society and different departments go beyond curriculum to foster social empowerment, livelihood security and improvement of the socio-economic standard of the people. The various initiatives and practices are as follows- • Life and Livelihood Initiatives at Dikchak o Three Community Consultation for Community mobilisation in Dikchak Village, Organised by Department of TTM, where reputed tour operators were invited to speak to the villagers on various prospects of earning from tourism. o To explore the possibility of rural tourism a trekking was organised from Bhumgaon to Anaru Pam where CEO, Koyeli Travels and NE Chapter Chairman - ADTOI were also present • Educational o Teaching in feeder schools o Peer teaching by the students of English Department at Digaru High School. o Special classes organised by the faculty of English department for the HSLC Examination aspirant at Sankardev Sishu Niketan, Sonapur o Peer teaching by the PG students of Geography at Chamata High School. o Special classes arranged at Rewa Maheswar High School by Education Department. • COVID-19 and our commitments o Awareness of Corona Virus Pandemic by Sonapur College Extension Cell o Sonapur Cyclothon, 2020, Let's fight against COVID-19, organised by NCC Unit. o Distribution and Handwash and Sanitizer distribution in Milanpur village o Distribution of food item to fifty families of Dilchak village. • Environmental Awareness o Swachh Bharat Abhiyan at Ural Field, Kailashpur by NCC Unit o Plantation programme at Milanpur Village, Sonapur by NCC Unit o Environmental Awareness Programme and Environmental Quiz Competition at Nartap High School by Department of TTM. • Intellectual boosting and Career Development o Coaching for the aspirants of Civil Services to the alumni and local youth with financial support from 'Star Cement Ltd' • Obstacles faced if any /strategies adopted to overcome them The frequently encountered problems faced during the augmentation of the mission of skilling are - o Lack of scientific spirit owing to poor literacy level of the villagers. o Lack of motivation of the people especially towards entrepreneurial mindset. o Limited financial resources of the college. o Apathy in the part of government agencies. Strategies to overcome the hurdles • Strategies to overcome the hurdles o Efforts have been made in the form of awareness, guidance and support programmes for young generations to infuse them with the scientific spirit. o Initiation towards registering the college under 'Unnat Bharat Abhiyan' under MHRD. • Impact of the Practice o The appreciation and the expression of gratitude from the managements of the beneficiary schools. o At the time of adoption there was only one matriculate in Dikchak in 2003, but today, we have a large number of matriculates, intermediates, graduates and post-graduates there. o The impact of cleanliness drives, awareness programmes etc are quite visible from their roads and households where the bamboo dustbins are extensively used. o The purifier cum water reservoir constructed for the spring water tapping in the adopted village is now providing continuous flow of water for all uses. • Resources Required Both financial resources and technically sound human resource is required for augmenting the extension and outreach programme. The fund currently available for such initiatives is not sufficient.

BEST PRACTICE-2 • Title of the Practice: Skilling the New Generation (Skilling for Resilience) • CONTEXT In an era of globalisation, digitalisation and in the face of an ever-increasing army of educated unemployed, building a career without possessing specific skills, be it technical, soft or life skills seems to have become next to impossible. In the present context, skill development, has therefore, become an important pillar of growth in the significant transition of a generation. Today, a competency enhancement approach turns out to be the need of the hour to create 'resilient' human resource which is adaptable to the changing scenario of global employment trends. • **OBJECTIVE OF THE PRACTICE** Sonapur College sincerely believes that the confidence and competency building of the students while introducing them to job opportunities and challenging responsibilities in the upcoming sectors are the key towards building a strong human resource. • **THE PRACTICE** Sonapur College has maintained a long run practice of developing skills among the students within and beyond the framework of course curriculum. Besides, the college is offering three UGC funded B.Voc Courses and Certificate Courses on Yoga, Spoken English and Computer Basics and Home Gardening. The salient features of the practices are -

- ? Speaking and writing skill: Special training and competitions are regularly arranged for enhancement of speaking and writing skill.
- ? E-Content and E-Resource: • To enhance the digitalised use of the state language i.e. Assamese and content development through Unicod a webinar on the theme, 'E-Content Generation in Assamese: Problems and Prospects' was organised on 25th May, 2020. Besides others, the webinar was addressed by Dr. Kishori Mohan Konwar, Research Scientist at Bard Institute of MIT and Harvard, USA.
- ? Sona Harvest: Sona Harvest is a specially designed sales outlet where the students can make, display and sell their hand made artefacts, mostly traditional handicrafts and household agro-products.
- ? Entrepreneurial skill development: • Focussing on augmenting skill of entrepreneurship the college have initiated an incubation center in the college in collaboration with Assam Start-up and IIM Kolkata Innovation Park which was launched on 12 June, 2020. • A Webinar on 'Incubation Center at Higher Education institute' was organised on 12 June, 2020 with support from Assam Start-up and IIM Calcutta Innovation Park. • Another Webinar on 'Let's Talk Future: Entrepreneurship skill Development was organised on 13 June, 2020 in collaboration with Pearl Academy, Kolkata.
- ? Managerial Skill and Leadership: The students are provided with the opportunity to manage the events in the college like College Week, Freshers' Social, Saraswati Puja, NE India Inter-College Debate Competition, Gauhati University Youth Festival etc.
- ? On job trainings: The OJT's in different companies/ business houses by the students of B. Vocational Courses enables them to enhance competencies for different jobs and entrepreneurial ventures, for this the college have entered into partnership by signing MoUs with various organisation and institutes.
- ? Skill of traditional handicrafts: The college provides a platform to the students by organising workshops, competitions etc. for their qualitative enhancement and exposure for commercial venture.
- ? Theatrical and stagecraft Skill: Regular theatre workshops and production of plays give an outlet to the skills of the students interested in theatre and allied fields. Besides, the Department of stagecraft also regularly organises workshops on various aspects of stagecraft like, property making, make-up, stage design, sound, lighting etc.
- ? Life Skill Workshops: Building resilient community being the focus of Sonapur College, various motivational workshops that focus on self-focus, communication, critical thinking, engaged learning, facing adversity etc are regularly held.
- ? Skill on gardening: A new certificate course on 'Home Gardening' have been initiated from the session. • **Obstacles faced if any, strategies adopted to overcome them:** The major obstacles faced during the augmentation of the mission are:
 - o Insufficient fund and nonavailability of qualified faculty to start new skill-based Certificate/Diploma courses.
 - o Lack of motivation of the students towards the importance of skilling
 - o Presumptive mindset of the students with typical inclination towards salaried services, especially

Government Services. o No funding for short term certificate courses. • Impact of the Practice: Various positive implications can be attributed to the skilling initiatives of the college over the year. For example, the initiatives for the enhancement of oratory skill and leadership quality have produced debaters and brilliant student leaders like the General Secretary of Gauhati University Students Union. Similarly, many of the alumnus have managed to carve echelon in the world of fashion, film and television as actors, make-up artistes, craftsmen etc. • Resources Required: In order to augment the mission of 'Skilling the New Generations', the college needs both financial and human resources.

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

7.3 – Institutional Distinctiveness

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

Title of the Practice: Understanding and Institutionalising Heritage Conservation Context and the Practice: Sonapur College is situated in an area inhabited by culturally diverse people of different ethnic groups giving it a unique identity which is gradually diminishing. Therefore, it has become a top priority to safeguard their rich culture inherited through generations. Initiatives during 2019-20 • Heritage Museum: The college has a heritage museum which was started in 2003 and artifacts are added to the existing collection from time to time. Most of the collections are the contributions from the students and local people. The students are made the main participants of the artifact collection which helps them in enhancement of their knowledge about the local ethnic diversity. • Heritage Site Visit: Students were taken for visit to different heritage sites by the departments. Accordingly, the department of philosophy took their students to Madan Kamdev. an archeological site of excavation and ruins of 10 century on 6 February,2020,. On 4 March, 2020, the department of English organized an educational tour for their students to Sri Surya Pahar, an archeological site renowned for the different rock structure of the Hindu, Buddhist and Jain deities, located in Goalpara District. Similarly, the students of Political Science Honours were taken to visit different historical sites, namely, Usha-Aniruddha Park and Agnigarh in Tezpur, Assam on 29 January, 2020. • International Webinar on Museum: International webinar on 'Steps towards Decolonizing Museums in a time of Pandemic, Violence and other Ills' was organized by the Department of English in Association with the School for the Study of Culture and School for Humanity and Social Sciences, Central University of Jharkhand, Ranchi on 5 September, 2020. • Talk on student-teacher relation through Indian tradition: A talk on 'Student-Teacher elation through Indian Tradition' WAS ORGANISED BY Sonapur College Alumni Association on 10 July, 2020 online wherein Dr. Sudeshna Bhattacharyya, Professor of Sanskrit Gauhati University delivered the talk. • Programme on Heritage Tourism: A webinar on the topic 'Tourism through frames. Was organized by the department of TTM in 7 July,2020 for the benefit of the students. The resource person was Arpan Kalita, a UNDP India empaneled photographer. • Webinar on the theme Let's Talk Environment and Conservation organised by Department of TTM on 15 June, 2020 for the students. • Upholding Tangible Heritage Conservation: While organizing the different meeting, seminars, workshops, popular talk, various performances, faculty development programmes, the college carries out a tradition of felicitating the guests and resource persons with the local artifacts viz 'Gamocha', 'Arnai', 'fali', 'sarai' belonging to the different neighbouring communities. • Dekachang: A dekachang (a traditional meeting place for the males of the Karbi/ Tiwa tribe)

has been built for the purpose of a boys common. • Celebrating anniversaries of Cultural Icons: The college celebrates 'Rabha Divas' (June 20) in the memory of the Cultural Revolutionist Late Bishnu Prasad Rabh and Xamannay Divas (8 September), the birth anniversary of music maestro Late Dr. Bhupen Hazarika.

Provide the weblink of the institution

www.sonapurcollege.ac.in

8.Future Plans of Actions for Next Academic Year

1. Coaching programme for NET to be initiated 2. New PG course in English to be started 3. More institutional collaboration to be initiated by signing MoU 4. Process to obtain recognition of the Geography Laboratory to be initiated 5. New Certificate Course to be started 6. Library of all PG Departments to be enriched 7. Fund allocation for minor research projects. 8. Livelihood programme to be initiated at Dikchak village 9. To encourage Peer Teaching by the students 10. Programme to explore business ideas under Sonapur College Incubation Center to be undertaken 11. Academic and Administrative audit to be conducted 12. New class room for English PG Class to be constructed 13. Installation of LCD projectors in the PG Class rooms to be completed 14. SonaHarvest to be activated with new infrastructure 15. Renovation of Indoor Stadium to be done