YEARLY STATUS REPORT - 2020-2021

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 its own campus?	Yes
• Phone no./Alternate phone no.	03613590961
• Mobile No:	+91 9435354374 / +91 70022 16930
• Registered e-mail	principalsonapurcollege@gmail.com
• Alternate e-mail	devabrot37khanikor@gmail.com
• Address	MILANPUR
• City/Town	SONAPUR
• State/UT	ASSAM
• Pin Code	782402
2.Institutional status	
• Type of Institution	Co-education
• Location	Rural
• Financial Status	UGC 2f and 12(B)

• Name of the Affiliating University	**GAUHATI UNIVERSITY**
• Name of the IQAC Coordinator	**Dr. Biman Patowary**
• Phone No.	**9435342864**
• Alternate phone No.	
• Mobile	**+91 9101230165**
• IQAC e-mail address	**iqacsonapurcollege@gmail.com**
• Alternate e-mail address	

3.Website address (Web link of the AQAR (Previous Academic Year)	https://www.sonapurcollege.ac.in/wp-content/uploads/2022/01/AQAR__2019-20_NAACapproved.pdf
4.Whether Academic Calendar prepared during the year?	**Yes**
• if yes, whether it is uploaded in the Institutional website Web link:	https://www.sonapurcollege.ac.in/academic-calendar/

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**C++**	**65.5**	**2004**	**03/05/2004**	**02/05/2009**
Cycle 2	**B**	**2.58**	**2015**	**25/06/2015**	**24/06/2020**

6.Date of Establishment of IQAC	**02/11/2002**

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional	**Coaching for Civil Service Examination**	**Star Cements Ltd.**	**2021**	**300000**
Institutiomal	**Reimbursements of Fee Waiver**	**Assam Government**	**2921**	**4245058**

8.Whether composition of IQAC as per latest	**Yes**

NAAC guidelines

- Upload latest notification of formation of IQAC

View File

9.No. of IQAC meetings held during the year `13`

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?

`Yes`

- If No, please upload the minutes of the meeting(s) and Action Taken Report

View File

10.Whether IQAC received funding from any of the funding agency to support its activities during the year? `Nil`

- If yes, mention the amount

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

• Academic and administrative audit was conducted by Prof. Niranjan Roy of Assam University, Silchar • MoU signed with NEST Assam Start-up and • Sonapur College Incubation Center was launched • A special talk on New Education Policy (NEP) was organised on 5 September 2020. • New Certificate Course on Wellness and Beautician' started.

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

Plan of Action	Achievements/Outcomes
To start New PG Programme in English	MA in English have started from the academic session 2021-22
To launch new certificate course	Certificate Course on 'Wellness and Beautician' started
More institutional collaboration by signing MoU	As many as seven new MoUs have been signed with different HEIs and organisation for academic collaborations.
Special extension programme to	'Destination Dikchak' programme

be organised in Dikchak	is launched to promote rural tourism in Dikchak.
To strengthen further the innovation ecosystem	'IDEATHON' an initiative to explore the budding entrepreneurial talent was organised on 5 April 2021.
Woemn centric initiative to be undertaken	Special training programme on 'natural dye' organised in Dikchak village
Coaching for NET	Special Coaching Programme for the NET was organised by Department of Geography
Libraries of the PG departments to be atrangthened	Funds allocated for purchasing books in PG departments a new library was inaugurated in Assamese Department
Laboratories to augment for promoting research	The laboratory of geography department obtained 'research laboratory' recognition from Gauhati University
New class room to be constructed and all class rooms of PG departments to be converted to ICT Compliant	Two new class room was constructed for English PG class with the installation of LCD projector
To activate 'SonaHarvst' an initiative for 'earn while learn'	A new accomodation was inaugurated for SonaHarvest'
Indoor stadium to be renovated	New synthetic flooring of the indoor stadium was completed.

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	01/02/2022

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2019-20	**27/05/2020**

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	**410**

File Description	Documents
Data Template	View File

2.Student

2.1 Number of students during the year	**912**

File Description	Documents
Data Template	View File

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	**225**

File Description	Documents
Data Template	View File

2.3 Number of outgoing/ final year students during the year	**126**

File Description	Documents
Data Template	View File

3.Academic

3.1	**27**

Number of full time teachers during the year	

File Description	Documents
Data Template	[View File](#)

3.2 Number of Sanctioned posts during the year	**0**

File Description	Documents
Data Template	[View File](#)

4.Institution	
4.1 Total number of Classrooms and Seminar halls	**56**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**14593551**
4.3 Total number of computers on campus for academic purposes	**79**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution has effective machinery for implementation of curriculum, designed by the university. In the commencement of Academic session the academic calendar is prepared wherein the course structure and daily routine of classes are clearly mentioned. At the beginning of their academic year the teachers prepare the teaching lesson plan and Head of the department distribute the specified courses among teachers.

Before the commencement of Ist semester, selection test for Honours courses are held and selected the students based on their competencies as to the curriculum may meaningful to them.

Academic meetings with the Academic committee and heads of the

departments and Academic meetings of the teachers are held regularly to strictly evaluate the strategies and completion of curriculum delivery in stipulated period.

Departmental seminar, group discussions, Educational tours, are organised by the department on the topic relevant to the curriculum.

Teachers are constant touch with the updated version of the syllabus.

Every faculty strictly maintain regular record of the curriculum delivery by them in. Academic progress record which is monitors by departmental heads and the principal of the college.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://ssr.sonapurcollege.ac.in/reports/2022/01/Timetable_Online.pdf

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

Sonapur College adheres to the academic calendar provided by the Affiliating University for admission, commencement of semester classes and holidays. Following the guidelines of affiliating university and UGC guidelines, Academic calendar was prepared by the prospectus committee of Sonapur College before the commencement of academic session. 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 dates of submission of seminar, project papers, and assignments are fixed by the Head of the departments. The dates of Field reports and Group Discussion or related works are fixed by the head of the department with the consent of the authority.

The authority of the institution conducts Academic meeting to monitor the implementation and progress of all the activities according to the academic calendar.

College activities are subject to minor change in essential circumstances. In 2020 several changes of academic schedule occur

due to pandemic which are notified periodically by the college authority as per the instruction of Gauhati University.

File Description	Documents
Upload relevant supporting documents	View File
Link for Additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2021/08/Prospectus_Sonapur-College_2020-2021.pdf

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

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

1.2 - Academic Flexibility

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

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

10

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

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

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

2

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

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

63

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

63

File Description	Documents
Any additional information	**No File Uploaded**
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

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

The institution adheres to continuous process of integrating cross-cutting issues like Professional Ethics, Gender as well as Human

Values, Environment values and Sustainability into the curriculum.

To uphold the professional ethics the institution maintains the following tasks regularly: Teacher's Self Appraisal feedback, Student Feedback on Teachers, Review of results. Each member of the faculty strictly maintains regular record of the curriculum deliverer by them and other activities. Parent-teachers meetings are held at an orderly and systematic basis to inspect the overall wellbeing of the students.

Topics related to various issues of gender and Human values are also imparted in the project papers, Departmental seminar and group discussions.

The institution undertakes various programmes to supplement the curriculum given by the affiliating University. The Women Cell of the institution conducted workshop or invited talks concentrating on gender related issues.

Environmental field works and projects and Certificate course on Home Gardening are conducted touching different environmental issues that relevant to environment related matters as prescribes in curriculum in the UG level. The institution undertook different environment-friendly activities such as conservation of local fruit varieties, several environmental awareness programmes.

File Description	Documents
Any additional information	No File Uploaded
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

16

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

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

519

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

1.4 - Feedback System

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

B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ssr.sonapurcollege.ac.in/reports/2022/01/Feedback-report_2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

465

File Description	Documents
Any additional information	**No File Uploaded**
Institutional data in prescribed format	View File

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

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

197

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

2.2 - Catering to Student Diversity

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

The college has regular practice of schematising activities for both advanced and slow learners. The feedback of teachers, mentoring

classes as well as the Parents Teachers Meet turn out to be the major criteria to help both the types of learners in their own respect. As far as the question of advanced learners are concerned the college has initiated internal Academic Excellence award for the best graduate and the highest mark owners of every subject leading to generate a sense of competition among them. The prizes mostly financed by the faculty of the college are listed in the Prospectus cum Academic Calendar of the college every year. In case of slow learners, arranging special classes has been the regular practice of the college as the students make up various acquisition levels. The medium of instruction too creates trouble in the teaching learning process. Besides the tutorial classes, teachers take the opportunity of the results of internal assessment mentoring classes to identify the slow learners. Those having problems in communication are motivated for oral presentation on their syllabus related topics.

File Description	Documents
Link for additional Information	Nil
Upload any additional information	View File

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

Number of Students	Number of Teachers
912	29

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The student centric activities mainly adopted in the teaching learning process are listed below

Seminar/ class paper presentation

The seminars are good platforms for all types of learners to work in groups and to present their views verbally which enhances their communication skill. The topics for the departmental seminars are specified in the prospectus and accordingly, topics are distributed

to prepare the seminar papers.

Peer Teaching

Peer teaching is a regular activity practised by a few departments of the college. A few nearby schools are selected where the undergraduate students teach the students of class IX and X. For the purpose, students are trained for specific unit of syllabus from school curriculum.

Project Work

Project works being the part of some degree programmes help the learners to extend their knowledge to apply in newer and newer fields.

Field Visit

Regarding the field visit for the students, they get engaged in a process of learning by doing and they are also to prepare a report on their visit. Some departments conduct field visit to different universities and historically important sites.

Extension Programmes

Students are engaged both physically and psychologically through peer learning and peer teaching project. Every department possesses departmental library.

File Description	Documents
Upload any additional information	View File
Link for additional information	Nil

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

The post covid education scenario necessitates the use of ICT tools that were used by the teachers to continue teaching in both online and offline mode. The following are a few adoption in respect of ICT tools in the teaching learning process:

- There is a computer lab with a capacity of 31 PCs where students attend classes for IT, Retail, they also prepare

their presentations with the help of the respective teachers

- The students of the department of Geography use the technology of GPS and GIS for teaching remote sensing.
- The department of English arranges for movies based on the texts of the curriculum for honours and PG classes. For that purpose, the smart classrooms are used. Question answer sessions are held after the presentation.
- Most of the teachers use internet sources to provide material for their classes.
- The dept of Retail and IT regularly utilize the projector for the students' presentation.
- The department of Theatre and Stagecraft screened movies for students in the projector installed in their respective classroom.
- The interactive board installed in a mini conference room is used for video conferencing, online lectures for both students and faculty

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	Nil

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	No File Uploaded

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	<u>View File</u>
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	<u>View File</u>

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

19

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	<u>View File</u>

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

2.4.3.1 - Total experience of full-time teachers

File Description	Documents
Any additional information	**No File Uploaded**
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	<u>View File</u>

2.5 - Evaluation Process and Reforms

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

The transparency of the internal assessment procedure is assured through the following steps taken towards conducting sessional examination as well as assignments, seminar presentation, project preparation designed by the designated body of the college. The PG departments devise their own mechanism for internal assessment. Here follows a set of instance for the same.

- Students are briefed about the internal assessment system in their Orientation programmes conducted at the beginning of each session.
- Two types of internal assessment are conducted throughout one academic session viz sessional examinations and assignment. There is a centralized sessional examination system the tentative timing of which is displayed in the Academic calendar itself before the commencement of the classes.
- The internal examination committee that is displayed in the academic calendar prepares the schedule date wise along with the invigilation duty list for the faculty. The invigilation duty list is also posted in the official whats app group of the teachers.
- Only teaching staff is deputed with invigilation duty.
- All the other records of examinations are maintained both by the examination committees and the departments.
- The questions for the assignment are discussed in the class and the students are given stipulated time to submit it.

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

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

The following mechanism is adopted to deal with the examination related grievances:

- A committee to conduct the internal examination is formed before the beginning of every academic session the mention of is found in the Academic calendar.
- In case of the absence of students in any examination with valid and authenticated reasons through applications, re sessional examinations are arranged with a set of new question papers.

- **The college provides all kinds of assistance to the students willing to apply for Re checking of answer scripts of External examination of Gauhati University.**
- **The computing of marks in the university portal is implemented maintained by the Vice Principal along with the Head of the department of concerned subject. The internal assessment mark is recorded systematically by every department so that the students' grievance can be addressed justly.**
- **The parents are given an opportunity to voice out their concern over the assessment of answer scripts of their wards in the Parent Teacher Meet held in each semester.**
- **The checked answer scripts are shown to the students. Their signature is taken at the back of the copies. In case of any grievance on their part students can directly talk to the concerned teacher.**

File Description	Documents
Any additional information	[View File]()
Link for additional information	**Nil**

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

· The programe and course outcomes for all programmes are available in the college website.

· Orientation programmes are conducted at the beginning every academic session to acquaint the learners with the prospective outcome of the programmes and course that are offered in the college.

· Hard copies of the syllabi are always made available in the respective department.

· Referring to the PG classes, the students are made aware of the course outcomes and programmes in their tutorial classes.

· For most of the courses field visits to discipline specific areas are made compulsory for the students so that they can understand the minutes of POs and CoOs

· The departments hold meeting to chalk out the design of the

introductory classes for each course, student related activities and extension education in accordance to their own course structure.

· Holding of peer teaching classes in the neighbouring schools teach the student about the implementation of their knowledge in practical field.

· As far as the courses on communicative languages are concerned students are provided with the knowledge regarding the relevamce of studying such course in their syllabi.

· Imparting the list of alumni who are placed in various post in and across the country.

File Description	Documents
Upload any additional information	**No File Uploaded**
Paste link for Additional information	https://ssr.sonapurcollege.ac.in/reports/2021/11/Programme_Outcome.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- The evaluation of programme outcome and course outcome help the teacher to communicate the same to the students.
- The updated information about the placement of the alumni is conveyed to the present students.
- The recent data of appointment of alumni motivates to go for higher studies, course for teacher education as well as coaching of competitive examination.
- It is worth mentioning that the institution has organised coaching for Competitive examn launching a career development programme entitles 'Prajnan'. Three students cleared the preliminary examn of APSC from this coaching center.
- The on job trainings of the B Voc courses turn out to be the building blocks for the attainment of Programme outcome as well as course outcome.
- The departments hold meetings to review the end semester results for self-evaluation of teaching-learning processes.

All the departments follow faculty wise course division strictly according to the area of specialisation. According to the need of the updated courses additional library books are purchased every

year. After the declaration of final semester results the Principal convenes staff meetings to review the result of every course and the necessary suggestions and inputs from the faculty members are valued and implemented well.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://ssr.sonapurcollege.ac.in/reports/2021/11/Programme_Outcome.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

192

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	No File Uploaded
Upload any additional information	View File
Paste link for the annual report	Nil

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://ssr.sonapurcollege.ac.in/reports/2021/11/SSS_-Report_2019-20.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

60000

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

30

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	View File
List of workshops/seminars during last 5 years (Data Template)	View File

3.2 - Research Publications and Awards

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

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

18

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

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

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

7

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

3.3 - Extension Activities

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

The institution considers its duty to nurture its students as sensitive people with strong values so as to help them leverage their individual achievements to strengthen the fabric of the community. Considering the multifaceted responsibilities of a premiere educational institution, various extension activities in the neighborhood community always find a priority in its annual agenda. These activities are intended to sansitize the students and the local people to social issues for their holistic development. The college takes pride in conducting such extension programmes extensively in its adopted village 'Dikchak'. Ranging from creating awareness about the environmental issues through the celebration of "World Environment Day" to conducting special awareness programmes

on "Health and Hygiene" and "Earning/Livelihood Avenues", the last five years is marked by a whole range of extension activities conducted in the neighborhood community.

One of the objectives of the college is to train students in civil responsibility, healthy living condition etc. and hence, efforts have been made to serve the rural people through extension activities by the application of scientific knowledge and technique in solving rural problems. The NSS unit of the college has been instrumental in playing a pivotal role in carrying out the extension activities.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

6

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

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

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

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

750

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

14

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

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

34

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college pushes hard for adequate availability of physical infrastructure to accommodate the increasing enrollment and introduction of Post Graduate courses in a number of departments viz., Geography, Assamese and English. The Academic Calendar Committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipments for the smooth running of the academic environment. The college is equipped with a state-of-the-art computer laboratory funded by Guwahati Refinery. The department of Geography is provided with a GIS enabled computer laboratory. The college has a Ramp for differently abled students including a toilet meant for these students funded by RUSA under 'Equity Initiatives' for which amount of Rs 20,00,000.00 was provided by RUSA 1.0. The fund was given to construct the ramp up to the second floor but the college authority has completed it up to the top floor i.e., the third floor.

The institution ensures sufficient availability and maximum utilization of physical infrastructure as it is critically linked to the vision of the college-'to strengthen the communities with the spirit of Higher Education by upholding the ethos of intellectuality and value' through technologically advanced pedagogical tools.

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

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

The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities Details of facilities for sports, games and cultural activities The institution gives utmost importance to the overall development of the students and organizes various sports, games, and cultural activities on campus regularly.

Facilities and Infrastructure are available at College:

- **There is a well equipped modern Gymnasium in the college , developed by the RUSA fund.**
- **The Indoor Stadium of the college is equipped with One Basket Ball Court and 2(two) badminton courts.**
- **To play Indoor games, there is 1 Table Tennis (TT) tables and sufficient numbers of Carrom, cess and other equipment.**
- **For Outdoor games, football nets, footballs, volleyball nets, volleyballs and required gadgets for cricket.**

To support the cultural activities the college has a Mini Theatre Hall where most of smaller meetings and cultural events are held. For the larger annual events of the college viz., College Annual Week, Freshers' Social and North East Inter College Debate Competition, the college use to erect a temporary pandal in the large space available in the college premises.

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

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

52

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

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

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

2467779

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library, a knowledge resource center of Sonapur College has a good collection of Text books, Reference books and others books with peer-reviewed national and international journals and bound volumes of journals. The Central Library is automated using Integrated Library Management System (ILMS) and the Departmental Libraries are managed manually. The Central Library is managed with SOUL 3.0 and is digitalized with Integrated Digital Library Software by Karang Technology, Guwahati. It has access to a big number of e-journals under the program of INFLIBNET and is a member of N-list consortia of information library network (INFLIBNET). Library is computerized

with barcode-based issue and return process; online public access catalogue (OPAC) is made available and internet facility is continuous.

The Library is well located in the ground floor of a proposed 3 storied building and has been maintaining a cool reading environment with well-furnished reading room. The faculties of the college have been managing a "Teachers Corner" with rare books from their own contribution. A visitor record register is maintained for students and faculty members, a suggestions/ comment register is also maintained for further betterment. New arrivals of books and journals are displayed on rack. The library has under CCTV surveillance.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources
B. Any 3 of the above

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

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

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

281887

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

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

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

37

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

4.3 - IT Infrastructure

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

Sonapur College strives to provide state-of-the-art technologies and to update its ICT facilities to ensure efficient functioning. With increasing demand of IT facilities, the internet access demand in campuses, institutions are keenly stepping forward to update ICT facilities and to setup secured-stable Wi-Fi network.

Well-equipped Computer Lab with branded PC's in independent and LAN mode is adequately supported by 110 MBPS wi-fi lease line from Rail Tel. System and application software are licensed. The departments are connected with LAN. The Office Management System, Accounting System, Feedback System, Digital Library, Online Admission System with Payment Gateway (Billdesk) are updated at regular interval by Karang Technology, Guwahati under Digital Campus System (DCS). The college website is monitored and updated from time to time. The Interactive Classrooms, Video Conferencing, Digital Class Rooms are updated. Apart from more than 90 Desktop Computers the students use Laptops for their online assessment. The facilities are well connected with intercom devices.

Theatre Hall, Conference, Seminar Halls are ICT enabled with Projectors, Public Address System and internet connectivity. The

computers of office are connected to Printer through LAN. The scanners and multipurpose photocopy machines are serviced. Surveillance of CCTV.

Annual Maintenance Contract (AMC) takes care of IT facilities.

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

4.3.2 - Number of Computers

91

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

2,6528603

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File]()

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

Budgetary provision is made under different heads for maintaining and utilizing the campus infrastructure facilities every year. Accordingly, the concerned committees take the responsibilities for its proper use. To maintain and upkeep the facilities and equipment, the following activities are undertaken by college authority: -

- **Stock register is regularly maintained.**
- **Department wise annual stock verification is done by concerned Head of the Department.**
- **Planning for overall development of the campus is done by Project Management Unit (PMU) of under RUSA.**
- **Proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Grade - IV Employees.**
- **To maintenance and facelifting of the physical ambience of the campus is done regularly.**
- **Maintenance of all facilities and cleanliness of environment in women's hostel is maintained internally.**
- **Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.**
- **Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing, water tank, water cooler and water purifier.**
- **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.**

File Description	Documents
Upload any additional information	<u>View File</u>
Paste link for additional information	**Nil**

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

807

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	<u>View File</u>
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	<u>View File</u>

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

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

6

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	<u>View File</u>

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

B. 3 of the above

File Description	Documents
Link to institutional website	**Nil**
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

225

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

225

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

20

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

30

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

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

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

examinations) during the year

5

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

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

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

Sonapur College has a very active and dynamic Students' Union (SCSU). The SCSU is an elected body functions in accordance to the Constitution of SCSU and under supervision of the college authority. The students are motivated for democratic outlook by their active participation in the Students' Election held regularly through a transparent procedure. The office bearers of the SCSU consists of one each of President, Vice President, General Secretary, Assistant General Secretary, seven sectional secretaries and Class Representatives (One from each class). 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 and the society at large. Besides organising and playing role in managing different in house and 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. The representatives of the SCUSU also have a berth in the • IQAC • Internal Complain Committee • Admission Committee • Fee Review Committee • Extension Education Cell • Project Management Unit (PMU) • Extension Activity Cells • Publication and Editorial Boards • Anti-ragging cell etc.

File Description	Documents
Paste link for additional information	https://ssr.sonapurcollege.ac.in/reports/2022/01/SCSU_Constitution-Bye-laws_Authenticated.pdf
Upload any additional information	View File

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

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

21

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

5.4 - Alumni Engagement

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

Though the necessary formalities for registering the Alumni Association has been completed, the certificate is yet to be generated. However the alumni association is actively involved for the betterment of the college. The engagement of the alumni finds its best visibility in their association with the respective departments. Donation of books and almirahs to the departmental library marks the major contribution to the development of the institution. The feedback of the alumni especially though virtual platform showcase their concern. To promote human values and ethics among the present students of the institution the alumni association organises lectures by eminent scholars time to time. As almost all the neighbouring secondary and senior secondary schools are graced with the alumni of the college as their faculty, the extension education programmes and exchange programme can be organised as well run smoothly by their support. The institution is also assisted in the field of legal matters by them. In the field of career counselling a few alumni organise sessions to share their knowledge and expertise especially in the respective departmental front.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)   E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the college. Sonapur college is committed to transform its vision statement "To strengthen the communities with the spirit of higher education by upholding the ethos of intellectuality and value orientations for a sustainable society" into reality by maintaining highest standards

of academic excellence, extension activities and innovation, from its academic staff's research to its students' intellectual achievements, in its day to day administration towards enactment of policies and implementation of actions. The vision of the college is to provide affordable quality education, while equipping students with knowledge and skills in their chosen stream through counselling, identifying hidden talents, provide opportunities for students to realise their full potential and thus shape them into future leaders, entrepreneurs and above all good human beings. The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The governing body delegates authority to the Secretary and the Principal who, in turn share it with different levels of functionaries of the college.

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

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

Leadership and Governance at Sonapur College bring out collaborative and decentralized structure through participative management of different stakeholders - Governing Body (GB), Principal, Vice Principal, HOD of the departments, Teaching and Non-Teaching Staff and Students community.

The management of the college is directed by the Governing Body. The GB is headed by a renowned academician and includes two representatives from the affiliating University, two guardian members and two representatives from the teaching staff. The Principal is the Secretary of the Governing Body

At the top level of the hierarchical and decentralized administrative system of the college, the Governing Body assist the Principal cum Secretary to constitute guideline, policies and framework for the improvement of the quality of education in the college. The Principal involves the management of the faculty members and forms various committees.

In the intermediate level, the administration of the college is constituted by Head of the Departments (HODs), Librarian and various

cell of the college. They helped in the execution of Institutional plants. The Teaching, Non-Teaching and other stakeholders are there to support this intermediate level. The students also have their participation in the smooth conduct of various activities.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The implementation of thePerspective Plan for qualitative improvement in college education with strengthening of the infrastructural facilitiesas well as its emergent need is addressed timely and effectively.The Perspective Plan Preparation Committee conceptualizes the vision documents along with the NEP 2020 in preparation of Perspective Plan.

The organizational key components of the college like Governing Body, Principal, HODs, faculties, staff and support cells review the strategic plans which in turn suggest setting the academic aims and objectives and also identify the financial, recruitment strategies. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through involvement of external members and stakeholders in various Committees. The decision-making procedures are made at appropriate levels in the organizational hierarchy. The institution strictly follows the service rules of University and Government. It is displayed on the college website. Recruitment process is carried out as per the University and State Government norms, a body comprising of university representatives, management representative, Principal, external subject experts decide the worthiness of candidates. The teaching and non-teaching staff have the benefits of PF, Gratuity, Mediclaim and other benefits as applicable. The institution follows transparent promotional policies through Appraisal forms and Academic Performance Indicators (API).

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2022/01/Perspective-PLAN-OF-ACTION_2020.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The key components of organizational structure of the college are Governing Body, Principal, Head of the Departments, Teaching staff, non-teaching staff and Support cells/Departments. It reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution and identifies the financial and recruitment strategies. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of external members in various Committees. Various stakeholders of the institute are members of different committees constituted by the institution. The decision-making procedures are made at appropriate levels in the organizational hierarchy. The institution strictly follows the service rules according to the University and Government norms. It is displayed on the college website too. Recruitment process is carried out according to the norms of the University, a body comprising of university representative, management representative, Principal, external subject experts decide the worthiness of the candidates. The teaching and non-teaching staff have the benefits of PF, Gratuity, Mediclaim and other benefits as applicable. The institution follows transparent promotional policies previously through Appraisal forms and through Academic Performance Indicators (API) henceforth.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://www.sonapurcollege.ac.in/wp-content/uploads/2022/01/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The welfare measures taken for teaching and non-teaching by the institution are as follows:

·Skill enhancement programme for non-teaching staff

·Internet and wi-fi facility is made available for the staff in each floor of the Academic building

·Non-touchable sanitizer dispenser is installed in the entrance

·Functional mutual aid Society for both teaching and non-teaching staff

·Sanctioning of medical leave for covid affected staff

·Accessibility to the benefits of maternity leave

·Adequate provision for taking online classes from the individual departments

·Replacing of the thumb impression automated bio matric system by the face recognition one to stop direct contact among the staff

·Shopping outlet by students in Sonaharvest

·Grievances of the staff is addressed through Internal Complain Committee

·Rapid Antigen Test is arranged from time to time for the employees

·Retirement benefit to the employee from the Mutual Fund for employee

·Academic leave to the faculty to appear in the entrance examination who apply for Ph D programmes.

·Duty leave is provided for the faculty who are assigned duties from the parent universities or other higher education institutions as well as from any Govt organization.

File Description	Documents
Paste link for additional information	**Nil**
Upload any additional information	<u>View File</u>

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

67

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Besides the regular activity of conducting feedback system, the institution arranges academic audit by resourceful academician. Performance of all the departments and every individual teacher is assessed accordingly. An exit meeting is held to intimate the staff about any shortcoming or gap on their part and thereby suggestions are given for the improvisation of the same. Regarding the due promotion of the teachers, API score is calculated according to the prescribed format. Professional contribution to the academic is also assessed through the publication of research papers in scopus indexed journals as well as books. The teachers' engagement in FDP, short term courses, performing invigilation duties, contribution to college administration committees, engagement in Governing Body, NAAC, UBA, NIRF, NSS, NCC etc. Regarding the appraisal of non-teaching staff, regular meetings are held to assess their attendance details. Feedback is provided through annual appraisal report. As the employees are given specific responsibilities, annual survey on each activity viz, admission, scholarship, registration of students etc are reviewed. The internal audit proves to be another method to assess the performance of the employees who handle the financial front of the college office.

File Description	Documents
Paste link for additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2022/01/2nd_Administrative-and-Academic-Audit-Report_22-11-2021.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college regularly conducts financial audits. Internal audit is conducted in each financial year by a Chartered Accountant appointed by Sonapur College Governing Body and External Audit is conducted by the Office of the Accountant General, Govt. of Assam. Verification of all the original documents for payments, receipts, vouchers of the cash transactions, ledgers and cash book is done in the presence of the Principal and the office assistant. The details of all the transaction of the entire financial year is consolidated and maintained at the account office. The internal audit is placed in the meetings of the governing boy meetings. The external audit is an independent verification of the overall financial transaction throughout a financial year which is not linked with the internal audit. Auditor verify head wise the fee collection from the students ; received from different Govt. grants and aids fund with specific purposes; scholarship grants etc.; UGC Grants; RUSA grants; received from other Govt. and non Govt. agency etc. Suggestions as well as objections are reviewed in the meeting of the finance committee for a desirable solution of the same.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

20000

File Description	Documents
Annual statements of accounts	[View File](#)
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	[View File](#)

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

For the effective and efficient mobilisation of funds, The master key for taking financial decision and related matter are Finance Committee and the Purchase and the Governing Body who constantly monitor and encourage for the proper utilization of allocated funds as per need. The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs as well as the prospective seminars and conferences of the departments and the college as a whole. The funds are allocated to each department during the preparation of yearly budget. The governing body is intimated with the same for the approval. In case of salary fund, for the sanctioned posts, UGC scale of pay disbursed released by the Govt. of Assam. For non-sanctioned and part time employees in both teaching and non-teaching, the negotiable salary paid as per the approval of the G.B. The institution also submitted different proposals to UGC, RUSA, ICSSR and various Govt. and non Govt. organisations for academic and infrastructural development. The fee collected from students is utilised for various student related activities for example in holding Annual college week as well as in providing financial aid to students who participate in inter college competitions.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The IQAC Cell of the college works towards improving and maintaining

the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new self-finance courses. Strategic planning of key areas and assigning responsibilities mostly cover academic results, student soft skills development, faculty development programs, research and development, initiating green audit etc. The two major activities initiated by IQAC during the period are as follows:

Academic audit: As a part of the regular practice, the academic audit for this session was carried out on 22th November, 2021 by Dr Niranjan Roy from Assam University, Silchar. A thorough inspection was accomplished in the different departments about the academic plan, extension activities, the teaching learning delivery mechanism, research publication of the faculty, departmental library status. Due to implementation of such academic audit, it is found out that all departments and committees have been constantly improving their curricular, co-curricular and extra co-curricular performances.

Launching of Incubation Centre: The IQAC has initiated the launching of Incubation Centre by organising an FDP on Innovation Ecosystem and Launching of Incubation Centre on 12th June, 2020 in collaboration with Assam Start Up.

File Description	Documents
Paste link for additional information	https://sonapurcollege.ac.in/incubationcentre/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The following are the two major activities conducted in boosting up the teaching learning mechanism of the college:

Orientation Programme for Students: At the beginning of every academic session IQAC arranges orientation programme to let the newly admitted students aware of the design and structure of their syllabi especially focussing on the internal assessments,

experiential learning, importance of attendance as well as the functioning of the library both the central library and the departmental ones. The students are also intimated about the mentoring system that turns out to be one of the major criteria which helps the students immensely in carrying out their study.

Feedback Mechanism: The institutional practice of feedback management system influences the growth of teaching learning process immensely. Since the inception of the feedback system IQAC has taken the initiation to carry out feedback from all the stakeholders especially from students on teachers and course. IQAC has started taking online feedback that helps to reduce the time duration and it also fosters an objective analysis. The college also maintains a self-appraisal method for the teachers.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://ssr.sonapurcollege.ac.in/reports/2022/01/Annual-Report-_2020-2021_Sonapur-College_Revised-format.pdf
Upload e-copies of the accreditations and certifications	[View File](#)
Upload any additional information	[View File](#)
Upload details of Quality assurance initiatives of the institution (Data Template)	[View File](#)

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. A Webinar on 'Portrayal of Women as symbol of Empowerment in Assamese films with special emphasis on Dr. Bhabendranath Saikia and Dr. Santana Bordoloi was organised on 14.07.2020.
2. An online panel discussion 'Covid-19 Pandemic and Plights of Women in the states of N.E India with special reference to Assam and Manipur' was organised on 16.07.2020.
3. The Women's Cell organised a 3 day capacity building workshop at Dikchak Village from 8th March 2021 – 10th March 2021 titled 'Application of Natural Dyes in Eri and Cotton Yarn'.

File Description	Documents
Annual gender sensitization action plan	https://ssr.sonapurcollege.ac.in/reports/2022/01/7.1.1_Annual-gender-sensitization-action-plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ssr.sonapurcollege.ac.in/reports/2022/01/7.1.1_Specific-Facilities-for-women.pdf

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

C. Any 2 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	No File Uploaded

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

i) Sanitary napkin incinerator installed in the bathrooms of the

college – ladies teacher, library and girls' common room plays a significant role in the minimising solid waste.

ii) A vermicompost pit constructed in the college is operational where the biodegradable wastes are collected. The drainage system for managing liquid waste is effectively operating.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://ssr.sonapurcollege.ac.in/reports/2022/01/7.1.3_Management-of-degradable-and-non-degradable-wastes.pdf
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	**No File Uploaded**

7.1.5 - Green campus initiatives include

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

B. Any 3 of the above

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

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

B. Any 3 of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	**No File Uploaded**
Certificates of the awards received	**No File Uploaded**
Any other relevant information	View File

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

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

i) Dekachang, a traditional Karbi boys' dormitory serves the purpose of boy's common room.

ii) Guests are felicitated with traditional handloom showcasing the rich diversity of the area.

iii)A talk was organised on the topic 'Sathaya bidhir prasangat Asomor Poramporagot Samajik aru Dharmia Lokasar. In the event, noted folklorist Muralidhar Das of Sonapur was also felicitated.

iv)Destination Dikchak – a familiarisation tour for the tour operators of Assam was organised in Dikchak village, a karbi tribe dominated village where traditional Karbi Sports, folk songs and dances were performed. Traditional Karbi lunch was also prepared for the guests.

v)The departments of the college engage in peer teaching in various feeder schools in the locality.

vi) Dr. Dhanjit Medhi foundation organised an inter-school quiz competition at Sankardev Sishu Vidya Niketan, Khetri on 3.4.2021.

vii) A webinar on 'Student-Teacher relationship through Indian Tradition' was organised on 10.07.2021.

viii) Bishnu Rabha Divas was celebrated where the contributions of the legendary figure to greater Assamese culture was discussed.

viii) The topic of the Dhanjit Medhi Annual Lecture was 'Ritukalin

Utsab aru Axomor Magh Bihu,' (Seasonal Festivals and Magh Bihu of Assam.' on 1.09.2021

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

1. **To conduct the surveys under Unnat Bharat Abhiyan, the students of the college were involved so that they can understand their surroundings better.**
2. **Extension education and peer teaching programmes are organised so that a sense of responsibility and duty can be inculcated amongst the students.**
3. **The 72nd Republic Day was celebrated in the college premises and the NCC cadets of the college also participated in the Republic Day parade held at Sonapur.**
4. **Celebration of 75th Independence Day on the college premises by hoisting the Tri-colour flag.**
5. **To mark the celebration of 75th year of India's independence, a quiz competition for the students of the college was organised in collaboration with India Tourism Development Corporation (ITDC) Ltd.was organised on 25th Feb 2021.**
6. **The 73rd NCC day was celebrated by Air / Army Wing NCC cadets and activities like Swacch Bharat Abhiyan, Tree Plantation and other cultural activities were organised on 28.11.2021.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	View File
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code   **A. All of the above**

**of Conduct Institution organizes professional
ethics programmes for students,
teachers, administrators and other staff   4.
Annual awareness programmes on Code of
Conduct are organized**

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

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

Sonapur College has a strong tradition of organizing events to celebrate the national and international commemorative days, events and festivals. The list of events is given below:

1. **The 72nd Republic Day was celebrated in the college premises and the NCC cadets of the college also participated in the Republic Day parade held at Sonapur.**
2. **Celebration of 75th Independence Day on the college premises by hoisting the Tri-colour flag.**
3. **The 73rd NCC day was celebrated by Air / Army Wing NCC cadets and activities like Swacch Bharat Abhiyan, Tree Plantation and other cultural activities were organised on 28.11.2021.**
4. **Diwali was celebrated in the college premises by lighting earthen lamp by Sonapur College Students' Union in 2020.**
5. **Saraswati Puja was celebrated in the college premises on 16.02.2021**
6. **The Bishnu Rabha Divas was celebrated on 20.06.2021 where Sri Naren Patgiri, Associate Professor of Dept. of History, Guwahati College delivered a lecture on online platform.**
7. **The Women's Cell organised a 3 day capacity building workshop at Dikchak Village from 8th March 2021 – 10th March 2021 titled 'Application of Natural Dyes in Eri and Cotton Yarn'.**

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	**No File Uploaded**
Any other relevant information	**No File Uploaded**

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice

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 and 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 College in memory of its late Former Principal, 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 of the neighbourhood. The various initiatives and practices are as follows-

- Life and Livelihood Initiatives at Dikchak

  - 'Destination Dikchak' – a familiarisation tour for the stakeholders of the tourism industry – both private and government – including the tour operators and representatives of the Assam Tourism Development Corporation was organised on 24.01.2021. It comprised of a trekking, lunch cooked by the local communities and cultural evening in Dikchak. It was organised with the purpose of giving the community an idea regarding the income opportunities from tourism.
  - As a follow up to Destination Dikchak and to initiate tourism activities in the village for augmenting livelihood opportunities of the communities, another programme 'Dikchak Village Walk and Discussion on Tourism Development in Dikchak' on 20.02.2021 was organised where tour operators and tourist guides along with community members of Dikchak were involved. Based on their insights on tourism potentiality in and around the village of Dikchak, they provided feedbacks and their valuable suggestions on how to promote and start tourism activities in the region.
  - Training programme for the women of Dikchak village on 'Application of Natural Dyes in Eri and Cotton Yarn' from 8th March 2021 – 10th March 2021.

- Educational

  - Teaching in feeder schools.
  - Peer teaching by students – Department of Economics at Gyanjyoti High School (1.02.2021), Department of Political Science at Gyanjyoti High School (2 – 3.02.2021).
  - Special coaching programme for CSIR UGC NET by Dept. of Geography.
  - Extension Education Programme
  - Workshop for high school teachers on Language Skills.

- Health and sensitization

  - Awareness on COVID and distribution of sanitizers and masks in nearby villages.

- ○ Community Bathroom was constructed in Dikchak Village by Sonapur College.

- Environmental Awareness

- ○ Plantation Programme at SSV Niketan.
- ○ Plantation Programme at Jagannath Mandir, Mitoni by NCC Cadets.
- ○ Cleanliness Drive at Sonapur Public Crematorium and five primary schools by NSS Unit.
- ○ Webinar on Wildlife and importance of conservation titled 'Let's talk Wildlife and Conservation.'

- Moral and Intellectual Development

- ○ Inter School Quiz Competition by 'Dr. Dhanjit Medhi Foundation".
- ○ Financial support to noted Litterateur Sri Murulidhar Das by Dr. Dhanjit Medhi Foundation
- ○ Webinar on 'Fostering UBA – A Commitment of HEIs Beyond Campus, Issues and Challenges.' On 7.8.2021.

- Obstacles faced if any /strategies adopted to overcome them

The frequently encountered problems faced during the augmentation of the mission of skilling are -

- ○ Lack of scientific spirit owing to poor literacy level of the villagers.
- ○ Lack of motivation of the people especially towards entrepreneurial mindset.
- ○ Limited financial resources of the college.
- ○ Apathy in the part of government agencies.
- ○ The consultation with village communities needs to be a continuous process which becomes sometimes comes to a standstill.
- ○ The onset of the pandemic and the restrictions to be followed has also emerged as one of the hurdles in giving a thrust to the mission.

Strategies to overcome the hurdles

- ○ Efforts have been made in the form of awareness, guidance and support programmes for young generations to infuse them with the scientific spirit.
- ○ Initiation towards registering the college under 'Unnat Bharat

Abhiyan' under MHRD.

○ Extension activities are accorded priority under the curriculum so that the contacts with communities and surrounding areas can be kept intact.

- Impact of the Practice

○ The appreciation and the expression of gratitude from the managements of the beneficiary schools.

○ 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.

○ There are four Self Help Groups (SHGs) formed in the village after its adoption working for financial self-sufficiency. Having registered themselves as SHGs, the women of Dikchak village have been able to undergo various trainings organised by various agencies and institutions from time to time as informed by them. This has enabled a level of economic empowerment of the women in the village.

○ A tourism related organisation named Ampri Valley Eco-Tourism Development Society was formed with the youths of Dikchak village and neighbouring village so that tourism activities can be undertaken after consultation with the tour operators. Since the formation of the society, some trekking trips have been successfully conducted. Teachers of Sonapur College also form the advisory board of the committee and the Department of TTM (B.Voc) is closely associated with the society in matters of tourism consultation.

○ The impact of cleanliness drives, awareness programmes etc are quite visible from their roads and households where the bamboo dustbins are extensively used.

○ The purifier cum reservoir constructed for the spring water tapping in the adopted village is now providing continuous flow of water for drinking and other uses.

- Resources Required

Both financial resources and technically sound human resource is required for augmenting the extension and outreach programme in the neighbouring villages. The fund currently available for such initiatives is not sufficient. It is expected that through approval of schemes under UBA, the college would be able to deliver service to the community at large. Further, the college is also contemplating on ways of materializing CSR funds from industries and companies for the purpose.

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**

A zealous commitment to its cherished mission, worrying scenario of mass unemployment inspite of prevalence of myriads of explored and unexplored areas of job opportunities, has prompted Sonapur College to take up various skill enhancement initiatives for the students. 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 offering three UGC funded B.Voc Courses in Retail Management & IT, Tourism & Travel Management and Theatre and Stagecraft, the college is also currently offering Certificate Courses on Yoga, Spoken English and Computer Basics.

Moreover, there are a number of practices in the college which essentially provide the much-required boost to its skill enhancements initiatives. The salient features of such practices are –

- Speaking and writing skill enhancement training to identify and improve the public speaking ability of students.
- Beauty and Wellness Course is introduced to develop skills for self-application as well as to build their career.

- Incubation Centre set up at Sonapur College under Assam StartUp the Nest, Department of Industry and Commerce, Govt of Assam and Innovation Park, IIM Kolkata has successfully incubated the start up 'Seva Maitra' which received a grant of Rs 5 lakhs. Another start up incubated at Sonapur College, Emozi was successfully launched by Hon'ble Minister of Industries and Commerce on 14.02.2021.

- Ideathon 2021, an initiative of Assam of Assam Start up, organised by the Incubation Centre of Sonapur College was inaugurated in Sonapur College. Under this initiative, an idea incubated at Sonapur College also found place in the list of winners. Many participants participated in the programme and placed their ideas.

- Sona Harvest, a specially designed sales outlet where the students can make, display and sell their hand made artefacts, mostly traditional handicrafts and household agro-products. Many students have sold their home produces through the outlet and have earned since the launch of SonaHarvest. It also serves as a channel through which they can build their business and entrepreneurial skills. It also gives them an opportunity to showcase their skills and receive an impetus to make their talent market-friendly.

- Peer Teaching by the UG and PG students helps them in building their skills and confidence.

- Managerial Skill and Leadership quality development of the students through the opportunities to manage different events of the college right from venue arrangements to catering 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.

- Skill of traditional handicrafts: through the workshops, competitions etc

- Theatrical Skill by holding regular workshops and production of plays, besides assignments from the authority to make and edit college videos for different.

- During the pandemic, skill-oriented webinars were organised – 'Entrepreneurship Skill Development', a webinar on travel photography 'Tourism through Frames', 'Computational Linguistics and the Assamese Language.'

- Life Skill Workshops building through motivational workshops that focus on self-focus, communication, critical thinking, engaged learning, facing adversity etc.

- Obstacles faced if any, strategies adopted to overcome them

The major obstacles faced during the augmentation of the mission are:

- Insufficient fund and non-availability of qualified faculty to start new skill- based Certificate/Diploma courses.
- Lack of awareness amongst the students regarding skill courses and reluctance.
- Lack of motivation of the students towards the importance of skilling
- Presumptive mindset of the students with typical inclination towards salaried services, especially Government Services.
- Reluctance in the part of the reputed corporates to absorb the graduates of these courses.
- No funding for short term certificate courses and B. Voc Courses from the Government and private sponsors.

- 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. The students of the college have received special complements from the DSW, Gauhati University for their outstanding managerial skills displayed in the Zonal Youth Festival hosted by the college.Similarly, many of the alumnus seem to have managed to carve echelon in the world of fashion, film and television world as actors, make-up artistes, craftsmen etc. The bamboo made artifacts of the students, especially dustbins have received wide acclamation.

- Resources Required: In order to augment the mission of 'Skilling the New Generations', the college needs both financial and human resources. Financial resource is needed primarily to initiate new skill development programme in the college. New short-term training programme for craftsmen like plumber, electrician, mobile repairing would be quite instrumental to fulfill their demand in Guwahati, the capital city of Assam.
- About the Institution

Name of the Institution: Sonapur College

Year of Accreditation: First Cycle-2004

Second Cycle-2014

o

District-Kamrup (M), Assam

   1.

Grade awarded by NAAC: B

E-Mail : principalsonapurcollege@gmail.com

Contact person for further details: Dr. Devabrot Khanikor, Principal

Mobile Phone No- +91 9435354374

Dr. Biman Patowary, Coordinator, IQAC

Mobile Phone No- +91 9435342864

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File Description	Documents
Best practices in the Institutional web site	View File
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Institutional Distinctive Practice:

- **Understanding and Institutionalizing Heritage Conservation"**

Mission of the College:

Sonapur College was established with a mission to impart higher education among the students of the locality along with creating an environment for the intellectual, ethical, moral and physical upliftment of the people mostly belonging to tribal communities. As the word 'heritage' in the present times encompasses both natural and cultural heritages, the college has gradually assigned

importance to spreading awareness amongst the communities and students for preserving both natural and cultural heritages of the area. This includes preserving of cultural heritage by preserving cultural artefacts and generating awareness about the importance of natural landmarks found in the region.

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. Keeping in view of the this necessisity, the Sonapur College has incorporated the "Heritage Conservation" in its mission since inception. The conservation of different artifacts' as remnants of heritage in a 'Heritage Museum' in the college premises is only the baseline of the multifaceted activities undertaken by the college. Apart from the same, an awareness regarding the importance natural landmarks around the region like rivers, streams, beels that are ecologically important is sought to be generated for environmental consciousness.

Initiatives during 2020-21:

The different initiatives undertaken by the college to augment the mission "Understanding and Institutionalizing Heritage Conservation" during the session 2020-21 are summarized as follows-

- More artifacts' have been added to the museum, mostly collected by the students.
- The students were guided to take up various places and spots in and around Sonapur and greater Dimoria area that have ecological significance and are associated with the culture of the inhabitants of the region like Bomani Beel where community fishing occurs in the month of January. The students of 3rd semester were asked to make reports on such significant areas that included the importance of the area, its cultural association to the inhabitants and its prospects of tourism for safeguarding the area. Likewise, various destinations have been selected by the students to prepare their research reports.
- In all occasions of the college, the invited guests are felicitated with the local traditional artifacts viz 'Gamocha', 'Arnai', 'fali', 'sarai' belonging to the different neighbouring communities.

- **The practice of making traditional properties such as masks, puppets etc needed for the performances in stage or movie is being carried out by the students of 'Theatre and Stage Craft'.**
- **A dekachang (a traditional meeting place for the males of the Tiwa tribe) has been built which serves the purpose of a boys common room in the college.**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institution has effective machinery for implementation of curriculum, designed by the university. In the commencement of Academic session the academic calendar is prepared wherein the course structure and daily routine of classes are clearly mentioned. At the beginning of their academic year the teachers prepare the teaching lesson plan and Head of the department distribute the specified courses among teachers.

Before the commencement of Ist semester, selection test for Honours courses are held and selected the students based on their competencies as to the curriculum may meaningful to them.

Academic meetings with the Academic committee and heads of the departments and Academic meetings of the teachers are held regularly to strictly evaluate the strategies and completion of curriculum delivery in stipulated period.

Departmental seminar, group discussions, Educational tours, are organised by the department on the topic relevant to the curriculum.

Teachers are constant touch with the updated version of the syllabus.

Every faculty strictly maintain regular record of the curriculum delivery by them in. Academic progress record which is monitors by departmental heads and the principal of the college.

File Description	Documents
Upload relevant supporting document	[View File]()
Link for Additional information	https://ssr.sonapurcollege.ac.in/reports/2022/01/Timetable_Online.pdf

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

Sonapur College adheres to the academic calendar provided by the Affiliating University for admission, commencement of semester classes and holidays. Following the guidelines of affiliating university and UGC guidelines, Academic calendar was prepared by the prospectus committee of Sonapur College before the commencement of academic session. 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 dates of submission of seminar, project papers, and assignments are fixed by the Head of the departments. The dates of Field reports and Group Discussion or related works are fixed by the head of the department with the consent of the authority.

The authority of the institution conducts Academic meeting to monitor the implementation and progress of all the activities according to the academic calendar.

College activities are subject to minor change in essential circumstances. In 2020 several changes of academic schedule occur due to pandemic which are notified periodically by the college authority as per the instruction of Gauhati University.

File Description	Documents
Upload relevant supporting documents	[View File](#)
Link for Additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2021/08/Prospectus_Sonapur-College_2020-2021.pdf

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

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

1.2 - Academic Flexibility

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

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

10

File Description	Documents
Any additional information	**No File Uploaded**
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

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

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

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

63

1.2.3.1 - Number of students enrolled in subject related Certificate or Add-on programs

during the year

63

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

1.3 - Curriculum Enrichment

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

The institution adheres to continuous process of integrating cross-cutting issues like Professional Ethics, Gender as well as Human Values, Environment values and Sustainability into the curriculum.

To uphold the professional ethics the institution maintains the following tasks regularly: Teacher's Self Appraisal feedback, Student Feedback on Teachers, Review of results. Each member of the faculty strictly maintains regular record of the curriculum deliverer by them and other activities. Parent-teachers meetings are held at an orderly and systematic basis to inspect the overall wellbeing of the students.

Topics related to various issues of gender and Human values are also imparted in the project papers, Departmental seminar and group discussions.

The institution undertakes various programmes to supplement the curriculum given by the affiliating University. The Women Cell of the institution conducted workshop or invited talks concentrating on gender related issues.

Environmental field works and projects and Certificate course on Home Gardening are conducted touching different environmental issues that relevant to environment related matters as prescribes in curriculum in the UG level. The institution undertook different environment-friendly activities such as conservation of local fruit varieties, several environmental awareness programmes.

File Description	Documents
Any additional information	**No File Uploaded**
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	View File

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

16

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

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

519

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

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	B. Any 3 of the above

File Description	Documents
URL for stakeholder feedback report	View File
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management (Upload)	View File
Any additional information(Upload)	View File

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

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://ssr.sonapurcollege.ac.in/reports/2022/01/Feedback-report_2020-21.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of sanctioned seats during the year

465

File Description	Documents
Any additional information	No File Uploaded
Institutional data in prescribed format	View File

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

supernumerary seats)

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

197

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

2.2 - Catering to Student Diversity

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

The college has regular practice of schematising activities for both advanced and slow learners. The feedback of teachers, mentoring classes as well as the Parents Teachers Meet turn out to be the major criteria to help both the types of learners in their own respect. As far as the question of advanced learners are concerned the college has initiated internal Academic Excellence award for the best graduate and the highest mark owners of every subject leading to generate a sense of competition among them. The prizes mostly financed by the faculty of the college are listed in the Prospectus cum Academic Calendar of the college every year. In case of slow learners, arranging special classes has been the regular practice of the college as the students make up various acquisition levels. The medium of instruction too creates trouble in the teaching learning process. Besides the tutorial classes, teachers take the opportunity of the results of internal assessment mentoring classes to identify the slow learners. Those having problems in communication are motivated for oral presentation on their syllabus related topics.

File Description	Documents
Link for additional Information	**Nil**
Upload any additional information	View File

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

Number of Students	Number of Teachers
912	**29**

File Description	Documents
Any additional information	No File Uploaded

2.3 - Teaching- Learning Process

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

The student centric activities mainly adopted in the teaching learning process are listed below

Seminar/ class paper presentation

The seminars are good platforms for all types of learners to work in groups and to present their views verbally which enhances their communication skill. The topics for the departmental seminars are specified in the prospectus and accordingly, topics are distributed to prepare the seminar papers.

Peer Teaching

Peer teaching is a regular activity practised by a few departments of the college. A few nearby schools are selected where the undergraduate students teach the students of class IX and X. For the purpose, students are trained for specific unit of syllabus from school curriculum.

Project Work

Project works being the part of some degree programmes help the learners to extend their knowledge to apply in newer and newer fields.

Field Visit

Regarding the field visit for the students, they get engaged in a process of learning by doing and they are also to prepare a report on their visit. Some departments conduct field visit to different universities and historically important sites.

Extension Programmes

Students are engaged both physically and psychologically through peer learning and peer teaching project. Every department possesses departmental library.

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

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

The post covid education scenario necessitates the use of ICT tools that were used by the teachers to continue teaching in both online and offline mode. The following are a few adoption in respect of ICT tools in the teaching learning process:

- **There is a computer lab with a capacity of 31 PCs where students attend classes for IT, Retail, they also prepare their presentations with the help of the respective teachers**
- **The students of the department of Geography use the technology of GPS and GIS for teaching remote sensing.**
- **The department of English arranges for movies based on the texts of the curriculum for honours and PG classes. For that purpose, the smart classrooms are used. Question answer sessions are held after the presentation.**
- **Most of the teachers use internet sources to provide material for their classes.**
- **The dept of Retail and IT regularly utilize the projector for the students' presentation.**
- **The department of Theatre and Stagecraft screened movies for students in the projector installed in their respective classroom.**
- **The interactive board installed in a mini conference room is used for video conferencing, online lectures for both students and faculty**

File Description	Documents
Upload any additional information	[View File](#)
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	**Nil**

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest

completed academic year)

2.3.3.1 - Number of mentors

18

File Description	Documents
Upload, number of students enrolled and full time teachers on roll.	View File
Circulars pertaining to assigning mentors to mentees	View File
mentor/mentee ratio	**No File Uploaded**

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

26

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	**No File Uploaded**
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

19

File Description	Documents
Any additional information	**No File Uploaded**
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year(Data Template)	View File

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

2.4.3.1 - Total experience of full-time teachers

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

2.5 - Evaluation Process and Reforms

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

The transparency of the internal assessment procedure is assured through the following steps taken towards conducting sessional examination as well as assignments, seminar presentation, project preparation designed by the designated body of the college. The PG departments devise their own mechanism for internal assessment. Here follows a set of instance for the same.

- Students are briefed about the internal assessment system in their Orientation programmes conducted at the beginning of each session.
- Two types of internal assessment are conducted throughout one academic session viz sessional examinations and assignment. There is a centralized sessional examination system the tentative timing of which is displayed in the Academic calendar itself before the commencement of the classes.
- The internal examination committee that is displayed in the academic calendar prepares the schedule date wise along with the invigilation duty list for the faculty. The invigilation duty list is also posted in the official whats app group of the teachers.
- Only teaching staff is deputed with invigilation duty.
- All the other records of examinations are maintained both by the examination committees and the departments.
- The questions for the assignment are discussed in the class and the students are given stipulated time to submit it.

File Description	Documents
Any additional information	View File
Link for additional information	Nil

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

The following mechanism is adopted to deal with the examination related grievances:

- **A committee to conduct the internal examination is formed before the beginning of every academic session the mention of is found in the Academic calendar.**
- **In case of the absence of students in any examination with valid and authenticated reasons through applications, re sessional examinations are arranged with a set of new question papers.**
- **The college provides all kinds of assistance to the students willing to apply for Re checking of answer scripts of External examination of Gauhati University.**
- **The computing of marks in the university portal is implemented maintained by the Vice Principal along with the Head of the department of concerned subject. The internal assessment mark is recorded systematically by every department so that the students' grievance can be addressed justly.**
- **The parents are given an opportunity to voice out their concern over the assessment of answer scripts of their wards in the Parent Teacher Meet held in each semester.**
- **The checked answer scripts are shown to the students. Their signature is taken at the back of the copies. In case of any grievance on their part students can directly talk to the concerned teacher.**

File Description	Documents
Any additional information	View File
Link for additional information	Nil

2.6 - Student Performance and Learning Outcomes

2.6.1 - Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.

- The programe and course outcomes for all programmes are available in the college website.

- Orientation programmes are conducted at the beginning every academic session to acquaint the learners with the prospective outcome of the programmes and course that are offered in the college.

- Hard copies of the syllabi are always made available in the respective department.

- Referring to the PG classes, the students are made aware of the course outcomes and programmes in their tutorial classes.

- For most of the courses field visits to discipline specific areas are made compulsory for the students so that they can understand the minutes of POs and CoOs

- The departments hold meeting to chalk out the design of the introductory classes for each course, student related activities and extension education in accordance to their own course structure.

- Holding of peer teaching classes in the neighbouring schools teach the student about the implementation of their knowledge in practical field.

- As far as the courses on communicative languages are concerned students are provided with the knowledge regarding the relevamce of studying such course in their syllabi.

- Imparting the list of alumni who are placed in various post in and across the country.

File Description	Documents
Upload any additional information	No File Uploaded
Paste link for Additional information	https://ssr.sonapurcollege.ac.in/reports/2021/11/Programme_Outcome.pdf
Upload COs for all courses (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

- The evaluation of programme outcome and course outcome help the teacher to communicate the same to the students.
- The updated information about the placement of the alumni is conveyed to the present students.
- The recent data of appointment of alumni motivates to go for higher studies, course for teacher education as well as coaching of competitive examination.
- It is worth mentioning that the institution has organised coaching for Competitive examn launching a career development programme entitles 'Prajnan'. Three students cleared the preliminary examn of APSC from this coaching center.
- The on job trainings of the B Voc courses turn out to be the building blocks for the attainment of Programme outcome as well as course outcome.
- The departments hold meetings to review the end semester results for self-evaluation of teaching-learning processes.

All the departments follow faculty wise course division strictly according to the area of specialisation. According to the need of the updated courses additional library books are purchased every year. After the declaration of final semester results the Principal convenes staff meetings to review the result of every course and the necessary suggestions and inputs from the faculty members are valued and implemented well.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://ssr.sonapurcollege.ac.in/reports/2021/11/Programme_Outcome.pdf

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

192

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	**No File Uploaded**
Upload any additional information	View File
Paste link for the annual report	**Nil**

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://ssr.sonapurcollege.ac.in/reports/2021/11/SSS_-Report_2019 -20.pdf

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

60000

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

3.1.2 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.2.1 - Number of departments having Research projects funded by government and non-government agencies during the year

1

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	**No File Uploaded**
Paste link to funding agency website	**Nil**

3.1.3 - Number of Seminars/conferences/workshops conducted by the institution during the year

3.1.3.1 - Total number of Seminars/conferences/workshops conducted by the institution during the year

30

File Description	Documents
Report of the event	**No File Uploaded**
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.2 - Research Publications and Awards

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

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

18

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

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

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

7

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

3.3 - Extension Activities

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

The institution considers its duty to nurture its students as sensitive people with strong values so as to help them leverage their individual achievements to strengthen the fabric of the community. Considering the multifaceted responsibilities of a premiere educational institution, various extension activities in the neighborhood community always find a priority in its annual agenda. These activities are intended to sansitize the students and the local people to social issues for their holistic development. The college takes pride in conducting such extension programmes extensively in its adopted village 'Dikchak'. Ranging from creating awareness about the environmental issues through the celebration of "World Environment Day" to conducting special awareness programmes on "Health and Hygiene" and "Earning/Livelihood Avenues", the last five years is marked by a whole range of extension activities conducted in the neighborhood community.

One of the objectives of the college is to train students in civil responsibility, healthy living condition etc. and hence, efforts have been made to serve the rural people through extension activities by the application of scientific knowledge and technique in solving rural problems. The NSS unit of the college has been instrumental in playing a pivotal role in carrying out the extension activities.

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

3.3.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.3.2.1 - Total number of awards and recognition received for extension activities from Government/ government recognized bodies during the year

6

File Description	Documents
Any additional information	**No File Uploaded**
Number of awards for extension activities in last 5 year(Data Template)	[View File](#)
e-copy of the award letters	[View File](#)

3.3.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.3.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

16

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

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

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

750

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

3.4 - Collaboration

3.4.1 - The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research etc during the year

14

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

3.4.2 - Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the year

3.4.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. during the year

34

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The college pushes hard for adequate availability of physical infrastructure to accommodate the increasing enrollment and introduction of Post Graduate courses in a number of departments viz., Geography, Assamese and English. The Academic Calendar Committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipments for the smooth running of the academic environment. The college is equipped with a state-of-the-art computer laboratory funded by Guwahati Refinery. The department of Geography is provided with a GIS enabled computer laboratory. The college has a Ramp for differently abled students including a toilet meant for these students funded by RUSA under 'Equity Initiatives' for which amount of Rs 20,00,000.00 was provided by RUSA 1.0. The fund was given to construct the ramp up to the second floor but the college authority has completed it up to the top floor i.e., the third floor.

The institution ensures sufficient availability and maximum utilization of physical infrastructure as it is critically linked to the vision of the college-'to strengthen the communities with the spirit of Higher Education by upholding the ethos of intellectuality and value' through technologically advanced pedagogical tools.

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

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

The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, yoga centre etc., and cultural activities Details of facilities for sports, games and cultural activities The institution gives utmost importance to the overall development of the students and organizes various sports, games, and cultural activities on campus regularly.

Facilities and Infrastructure are available at College:

- There is a well equipped modern Gymnasium in the college , developed by the RUSA fund.
- The Indoor Stadium of the college is equipped with One Basket Ball Court and 2(two) badminton courts.
- To play Indoor games, there is 1 Table Tennis (TT) tables and sufficient numbers of Carrom, cess and other equipment.
- For Outdoor games, football nets, footballs, volleyball nets, volleyballs and required gadgets for cricket.

To support the cultural activities the college has a Mini Theatre Hall where most of smaller meetings and cultural events are held. For the larger annual events of the college viz., College Annual Week, Freshers' Social and North East Inter College Debate Competition, the college use to erect a temporary pandal in the large space available in the college premises.

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

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

2

4.1.3.1 - Number of classrooms and seminar halls with ICT facilities

52

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

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

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

2467779

File Description	Documents
Upload any additional information	**No File Uploaded**
Upload audited utilization statements	**No File Uploaded**
Upload Details of budget allocation, excluding salary during the year (Data Template)	View File

4.2 - Library as a Learning Resource

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

The Library, a knowledge resource center of Sonapur College has a good collection of Text books, Reference books and others books with peer-reviewed national and international journals and bound volumes of journals. The Central Library is automated using Integrated Library Management System (ILMS) and the Departmental Libraries are managed manually. The Central Library is managed with SOUL 3.0 and is digitalized with Integrated Digital Library Software by Karang Technology, Guwahati. It has access to a big number of e-journals under the program of INFLIBNET and is a member of N-list consortia of information library network

(INFLIBNET). Library is computerized with barcode-based issue and return process; online public access catalogue (OPAC) is made available and internet facility is continuous.

The Library is well located in the ground floor of a proposed 3 storied building and has been maintaining a cool reading environment with well-furnished reading room. The faculties of the college have been managing a "Teachers Corner" with rare books from their own contribution. A visitor record register is maintained for students and faculty members, a suggestions/ comment register is also maintained for further betterment. New arrivals of books and journals are displayed on rack. The library has under CCTV surveillance.

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

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources

B. Any 3 of the above

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

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

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

281887

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

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

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

37

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

4.3 - IT Infrastructure

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

Sonapur College strives to provide state-of-the-art technologies and to update its ICT facilities to ensure efficient functioning. With increasing demand of IT facilities, the internet access demand in campuses, institutions are keenly stepping forward to update ICT facilities and to setup secured-stable Wi-Fi network.

Well-equipped Computer Lab with branded PC's in independent and LAN mode is adequately supported by 110 MBPS wi-Fi lease line from Rail Tel. System and application software are licensed. The departments are connected with LAN. The Office Management System, Accounting System, Feedback System, Digital Library, Online Admission System with Payment Gateway (Billdesk) are updated at regular interval by Karang Technology, Guwahati under Digital Campus System (DCS). The college website is monitored and updated from time to time. The Interactive Classrooms, Video Conferencing, Digital Class Rooms are updated. Apart from more than 90 Desktop Computers the students use Laptops for their online assessment. The facilities are well connected with intercom devices.

Theatre Hall, Conference, Seminar Halls are ICT enabled with

Projectors, Public Address System and internet connectivity. The computers of office are connected to Printer through LAN. The scanners and multipurpose photocopy machines are serviced. Surveillance of CCTV.

Annual Maintenance Contract (AMC) takes care of IT facilities.

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

4.3.2 - Number of Computers

91

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

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

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

4.4 - Maintenance of Campus Infrastructure

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

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

2,6528603

File Description	Documents
Upload any additional information	**No File Uploaded**
Audited statements of accounts.	**No File Uploaded**
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	[View File](#)

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

Budgetary provision is made under different heads for maintaining and utilizing the campus infrastructure facilities every year. Accordingly, the concerned committees take the responsibilities for its proper use. To maintain and upkeep the facilities and equipment, the following activities are undertaken by college authority: -

- **Stock register is regularly maintained.**
- **Department wise annual stock verification is done by concerned Head of the Department.**
- **Planning for overall development of the campus is done by Project Management Unit (PMU) of under RUSA.**
- **Proper garbage disposal, pest control, landscaping and maintenance of lawns is done by Institute Grade - IV Employees.**
- **To maintenance and facelifting of the physical ambience of the campus is done regularly.**
- **Maintenance of all facilities and cleanliness of environment in women's hostel is maintained internally.**
- **Outsourcing is done for maintenance and repairing of IT infrastructure such as computers, internet facilities including Wi-Fi and broadband.**
- **Outsourcing is done for the maintenance of wooden furniture, electrification, and plumbing, water tank, water cooler and water purifier.**
- **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.**

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

807

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	**No File Uploaded**
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

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

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

6

File Description	Documents
Upload any additional information	**No File Uploaded**
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	B. 3 of the above

File Description	Documents
Link to institutional website	Nil
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

225

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

225

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

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

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	**No File Uploaded**

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

20

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

30

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

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

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

government examinations) during the year

5

File Description	Documents
Upload supporting data for the same	[View File](#)
Any additional information	[View File](#)

5.3 - Student Participation and Activities

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

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

5

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

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

Sonapur College has a very active and dynamic Students' Union (SCSU). The SCSU is an elected body functions in accordance to the Constitution of SCSU and under supervision of the college authority. The students are motivated for democratic outlook by their active participation in the Students' Election held regularly through a transparent procedure. The office bearers of the SCSU consists of one each of President, Vice President, General Secretary, Assistant General Secretary, seven sectional secretaries and Class Representatives (One from each class). 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 and the society at large. Besides organising and playing role in managing different in house and 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. The representatives of the SCUSU also have a berth in the • IQAC • Internal Complain Committee • Admission Committee • Fee Review Committee • Extension Education Cell • Project Management Unit (PMU) • Extension Activity Cells • Publication and Editorial Boards • Anti-ragging cell etc.

File Description	Documents
Paste link for additional information	https://ssr.sonapurcollege.ac.in/reports/2022/01/SCSU_Constitution-Bye-laws_Authenticated.pdf
Upload any additional information	View File

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

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

21

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

5.4 - Alumni Engagement

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

Though the necessary formalities for registering the Alumni Association has been completed, the certificate is yet to be generated. However the alumni association is actively involved for the betterment of the college. The engagement of the alumni finds its best visibility in their association with the respective departments. Donation of books and almirahs to the departmental library marks the major contribution to the development of the institution. The feedback of the alumni especially though virtual platform showcase their concern. To promote human values and ethics among the present students of the institution the alumni association organises lectures by eminent scholars time to time. As almost all the neighbouring secondary and senior secondary schools are graced with the alumni of the college as their faculty, the extension education programmes and exchange programme can be organised as well run smoothly by their support. The institution is also assisted in the field of legal matters by them. In the field of career counselling a few alumni organise sessions to share their knowledge and expertise especially in the respective departmental front.

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

5.4.2 - Alumni contribution during the year (INR in Lakhs)	E. <1Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the college. Sonapur college is committed to transform its vision statement "To strengthen the communities with the spirit of higher education by upholding the ethos of intellectuality and value

orientations for a sustainable society" into reality by maintaining highest standards of academic excellence, extension activities and innovation, from its academic staff's research to its students' intellectual achievements, in its day to day administration towards enactment of policies and implementation of actions. The vision of the college is to provide affordable quality education, while equipping students with knowledge and skills in their chosen stream through counselling, identifying hidden talents, provide opportunities for students to realise their full potential and thus shape them into future leaders, entrepreneurs and above all good human beings. The institution follows a democratic and participatory mode of governance with all stakeholders participating actively in its administration. The governing body delegates authority to the Secretary and the Principal who, in turn share it with different levels of functionaries of the college.

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

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

Leadership and Governance at Sonapur College bring out collaborative and decentralized structure through participative management of different stakeholders - Governing Body (GB), Principal, Vice Principal, HOD of the departments, Teaching and Non-Teaching Staff and Students community.

The management of the college is directed by the Governing Body. The GB is headed by a renowned academician and includes two representatives from the affiliating University, two guardian members and two representatives from the teaching staff. The Principal is the Secretary of the Governing Body

At the top level of the hierarchical and decentralized administrative system of the college, the Governing Body assist the Principal cum Secretary to constitute guideline, policies and framework for the improvement of the quality of education in the college. The Principal involves the management of the faculty members and forms various committees.

In the intermediate level, the administration of the college is constituted by Head of the Departments (HODs), Librarian and various cell of the college. They helped in the execution of Institutional plants. The Teaching, Non-Teaching and other stakeholders are there to support this intermediate level. The students also have their participation in the smooth conduct of various activities.

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

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The implementation of thePerspective Plan for qualitative improvement in college education with strengthening of the infrastructural facilitiesas well as its emergent need is addressed timely and effectively.The Perspective Plan Preparation Committee conceptualizes the vision documents along with the NEP 2020 in preparation of Perspective Plan.

The organizational key components of the college like Governing Body, Principal, HODs, faculties, staff and support cells review the strategic plans which in turn suggest setting the academic aims and objectives and also identify the financial, recruitment strategies. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through involvement of external members and stakeholders in various Committees. The decision-making procedures are made at appropriate levels in the organizational hierarchy. The institution strictly follows the service rules of University and Government. It is displayed on the college website. Recruitment process is carried out as per the University and State Government norms, a body comprising of university representatives, management representative, Principal, external subject experts decide the worthiness of candidates. The teaching and non-teaching staff have the benefits of PF, Gratuity, Mediclaim and other benefits as applicable. The institution follows transparent promotional policies through Appraisal forms and Academic Performance Indicators (API).

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2022/01/Perspective-PLAN-OF-ACTION_2020.pdf
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The key components of organizational structure of the college are Governing Body, Principal, Head of the Departments, Teaching staff, non-teaching staff and Support cells/Departments. It reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution and identifies the financial and recruitment strategies. The organizational structure lends itself to sustaining institutional capacity and educational effectiveness through the involvement of external members in various Committees. Various stakeholders of the institute are members of different committees constituted by the institution. The decision-making procedures are made at appropriate levels in the organizational hierarchy. The institution strictly follows the service rules according to the University and Government norms. It is displayed on the college website too. Recruitment process is carried out according to the norms of the University, a body comprising of university representative, management representative, Principal, external subject experts decide the worthiness of the candidates. The teaching and non-teaching staff have the benefits of PF, Gratuity, Mediclaim and other benefits as applicable. The institution follows transparent promotional policies previously through Appraisal forms and through Academic Performance Indicators (API) henceforth.

File Description	Documents
Paste link for additional information	**Nil**
Link to Organogram of the Institution webpage	https://www.sonapurcollege.ac.in/wp-content/uploads/2022/01/Organogram.pdf
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	**A. All of the above**

File Description	Documents
ERP (Enterprise Resource Planning)Document	**No File Uploaded**
Screen shots of user interfaces	View File
Any additional information	**No File Uploaded**
Details of implementation of e-governance in areas of operation, Administration etc (Data Template)	View File

6.3 - Faculty Empowerment Strategies

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

The welfare measures taken for teaching and non-teaching by the institution are as follows:

•Skill enhancement programme for non-teaching staff

•Internet and wi-fi facility is made available for the staff in each floor of the Academic building

•Non-touchable sanitizer dispenser is installed in the entrance

•Functional mutual aid Society for both teaching and non-teaching staff

•Sanctioning of medical leave for covid affected staff

·Accessibility to the benefits of maternity leave

·Adequate provision for taking online classes from the individual departments

·Replacing of the thumb impression automated bio matric system by the face recognition one to stop direct contact among the staff

·Shopping outlet by students in Sonaharvest

·Grievances of the staff is addressed through Internal Complain Committee

·Rapid Antigen Test is arranged from time to time for the employees

·Retirement benefit to the employee from the Mutual Fund for employee

·Academic leave to the faculty to appear in the entrance examination who apply for Ph D programmes.

·Duty leave is provided for the faculty who are assigned duties from the parent universities or other higher education institutions as well as from any Govt organization.

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

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

0

File Description	Documents
Upload any additional information	**No File Uploaded**
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	**No File Uploaded**

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

5

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	**No File Uploaded**
Reports of Academic Staff College or similar centers	**No File Uploaded**
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

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

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

67

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	No File Uploaded
Upload any additional information	No File Uploaded
Details of teachers attending professional development programmes during the year (Data Template)	View File

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

Besides the regular activity of conducting feedback system, the institution arranges academic audit by resourceful academician. Performance of all the departments and every individual teacher is assessed accordingly. An exit meeting is held to intimate the staff about any shortcoming or gap on their part and thereby suggestions are given for the improvisation of the same. Regarding the due promotion of the teachers, API score is calculated according to the prescribed format. Professional contribution to the academic is also assessed through the publication of research papers in scopus indexed journals as well as books. The teachers' engagement in FDP, short term courses, performing invigilation duties, contribution to college administration committees, engagement in Governing Body, NAAC, UBA, NIRF, NSS, NCC etc. Regarding the appraisal of non-teaching staff, regular meetings are held to assess their attendance details. Feedback is provided through annual appraisal report. As the employees are given specific responsibilities, annual survey on each activity viz, admission, scholarship, registration of students etc are reviewed. The internal audit proves to be another method to assess the performance of the employees who handle the financial front of the college office.

File Description	Documents
Paste link for additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2022/01/2nd_Administrative-and-Academic-Audit-Report_22-11-2021.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The college regularly conducts financial audits. Internal audit is conducted in each financial year by a Chartered Accountant appointed by Sonapur College Governing Body and External Audit is conducted by the Office of the Accountant General, Govt. of Assam. Verification of all the original documents for payments, receipts, vouchers of the cash transactions, ledgers and cash book is done in the presence of the Principal and the office assistant. The details of all the transaction of the entire financial year is consolidated and maintained at the account office. The internal audit is placed in the meetings of the governing boy meetings. The external audit is an independent verification of the overall financial transaction throughout a financial year which is not linked with the internal audit. Auditor verify head wise the fee collection from the students ; received from different Govt. grants and aids fund with specific purposes; scholarship grants etc.; UGC Grants; RUSA grants; received from other Govt. and non Govt. agency etc. Suggestions as well as objections are reviewed in the meeting of the finance committee for a desirable solution of the same.

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

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

20000

File Description	Documents
Annual statements of accounts	View File
Any additional information	**No File Uploaded**
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

For the effective and efficient mobilisation of funds, The master key for taking financial decision and related matter are Finance Committee and the Purchase and the Governing Body who constantly monitor and encourage for the proper utilization of allocated funds as per need. The institutional budget includes recurring expenses such as salary, electricity and internet charges, stationary & other maintenance costs as well as the prospective seminars and conferences of the departments and the college as a whole. The funds are allocated to each department during the preparation of yearly budget. The governing body is intimated with the same for the approval. In case of salary fund, for the sanctioned posts, UGC scale of pay disbursed released by the Govt. of Assam. For non-sanctioned and part time employees in both teaching and non-teaching, the negotiable salary paid as per the approval of the G.B. The institution also submitted different proposals to UGC, RUSA, ICSSR and various Govt. and non Govt. organisations for academic and infrastructural development. The fee collected from students is utilised for various student related activities for example in holding Annual college week as well as in providing financial aid to students who participate in inter college competitions.

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

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing

the quality assurance strategies and processes

The IQAC Cell of the college works towards improving and maintaining the quality of education, identifying and suggesting new ways of using teaching aids, developing suitable infrastructure, and offering suggestions for the new self-finance courses. Strategic planning of key areas and assigning responsibilities mostly cover academic results, student soft skills development, faculty development programs, research and development, initiating green audit etc. The two major activities initiated by IQAC during the period are as follows:

Academic audit: As a part of the regular practice, the academic audit for this session was carried out on 22th November, 2021 by Dr Niranjan Roy from Assam University, Silchar. A thorough inspection was accomplished in the different departments about the academic plan, extension activities, the teaching learning delivery mechanism, research publication of the faculty, departmental library status. Due to implementation of such academic audit, it is found out that all departments and committees have been constantly improving their curricular, co-curricular and extra co-curricular performances.

Launching of Incubation Centre: The IQAC has initiated the launching of Incubation Centre by organising an FDP on Innovation Ecosystem and Launching of Incubation Centre on 12th June, 2020 in collaboration with Assam Start Up.

File Description	Documents
Paste link for additional information	https://sonapurcollege.ac.in/incubationcentre/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. The following are the two major activities conducted in boosting up the teaching learning mechanism of the college:

Orientation Programme for Students: At the beginning of every academic session IQAC arranges orientation programme to let the

newly admitted students aware of the design and structure of their syllabi especially focussing on the internal assessments, experiential learning, importance of attendance as well as the functioning of the library both the central library and the departmental ones. The students are also intimated about the mentoring system that turns out to be one of the major criteria which helps the students immensely in carrying out their study.

Feedback Mechanism: The institutional practice of feedback management system influences the growth of teaching learning process immensely. Since the inception of the feedback system IQAC has taken the initiation to carry out feedback from all the stakeholders especially from students on teachers and course. IQAC has started taking online feedback that helps to reduce the time duration and it also fosters an objective analysis. The college also maintains a self-appraisal method for the teachers.

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

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://ssr.sonapurcollege.ac.in/reports/2022/01/Annual-Report-_2020-2021_Sonapur-College_Revised-format.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

1. **A Webinar on 'Portrayal of Women as symbol of Empowerment in Assamese films with special emphasis on Dr. Bhabendranath Saikia and Dr. Santana Bordoloi was organised on 14.07.2020.**
2. **An online panel discussion 'Covid-19 Pandemic and Plights of Women in the states of N.E India with special reference to Assam and Manipur' was organised on 16.07.2020.**
3. **The Women's Cell organised a 3 day capacity building workshop at Dikchak Village from 8th March 2021 – 10th March 2021 titled 'Application of Natural Dyes in Eri and Cotton Yarn'.**

File Description	Documents
Annual gender sensitization action plan	https://ssr.sonapurcollege.ac.in/reports/2022/01/7.1.1_Annual-gender-sensitization-action-plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://ssr.sonapurcollege.ac.in/reports/2022/01/7.1.1_Specific-Facilities-for-women.pdf

7.1.2 - The Institution has facilities for	**C. Any 2 of the above**

alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	[View File]()
Any other relevant information	**No File Uploaded**

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

i) Sanitary napkin incinerator installed in the bathrooms of the college – ladies teacher, library and girls' common room plays a significant role in the minimising solid waste.

ii) A vermicompost pit constructed in the college is operational where the biodegradable wastes are collected. The drainage system for managing liquid waste is effectively operating.

File Description	Documents
Relevant documents like agreements/MoUs with Government and other approved agencies	**No File Uploaded**
Geo tagged photographs of the facilities	https://ssr.sonapurcollege.ac.in/reports/2022/01/7.1.3_Management-of-degradable-and-non-degradable-wastes.pdf
Any other relevant information	**No File Uploaded**

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	**B. Any 3 of the above**

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of Bicycles/ Battery powered vehicles 3. Pedestrian Friendly pathways 4. Ban on use of Plastic 5. landscaping with trees and plants	B. Any 3 of the above

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Any other relevant documents	View File

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

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

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	No File Uploaded
Certificates of the awards received	No File Uploaded
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment	A. Any 4 or all of the above

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

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

i) Dekachang, a traditional Karbi boys' dormitory serves the purpose of boy's common room.

ii) Guests are felicitated with traditional handloom showcasing the rich diversity of the area.

iii)A talk was organised on the topic 'Sathaya bidhir prasangat Asomor Poramporagot Samajik aru Dharmia Lokasar. In the event, noted folklorist Muralidhar Das of Sonapur was also felicitated.

iv)Destination Dikchak – a familiarisation tour for the tour operators of Assam was organised in Dikchak village, a karbi tribe dominated village where traditional Karbi Sports, folk songs and dances were performed. Traditional Karbi lunch was also prepared for the guests.

v)The departments of the college engage in peer teaching in various feeder schools in the locality.

vi) Dr. Dhanjit Medhi foundation organised an inter-school quiz competition at Sankardev Sishu Vidya Niketan, Khetri on 3.4.2021.

vii) A webinar on 'Student-Teacher relationship through Indian Tradition' was organised on 10.07.2021.

viii) Bishnu Rabha Divas was celebrated where the contributions of the legendary figure to greater Assamese culture was discussed.

viii) The topic of the Dhanjit Medhi Annual Lecture was 'Ritukalin Utsab aru Axomor Magh Bihu,' (Seasonal Festivals and Magh Bihu of Assam.' on 1.09.2021

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

1. **To conduct the surveys under Unnat Bharat Abhiyan, the students of the college were involved so that they can understand their surroundings better.**
2. **Extension education and peer teaching programmes are organised so that a sense of responsibility and duty can be inculcated amongst the students.**
3. **The 72nd Republic Day was celebrated in the college premises and the NCC cadets of the college also participated in the Republic Day parade held at Sonapur.**
4. **Celebration of 75th Independence Day on the college premises by hoisting the Tri-colour flag.**
5. **To mark the celebration of 75th year of India's independence, a quiz competition for the students of the college was organised in collaboration with India Tourism Development Corporation (ITDC) Ltd.was organised on 25th Feb 2021.**
6. **The 73rd NCC day was celebrated by Air / Army Wing NCC cadets and activities like Swacch Bharat Abhiyan, Tree Plantation and other cultural activities were organised on 28.11.2021.**

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	[View File](#)
Any other relevant information	**No File Uploaded**

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	**A. All of the above**

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

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

Sonapur College has a strong tradition of organizing events to celebrate the national and international commemorative days, events and festivals. The list of events is given below:

1. **The 72nd Republic Day was celebrated in the college premises and the NCC cadets of the college also participated in the Republic Day parade held at Sonapur.**
2. **Celebration of 75th Independence Day on the college premises by hoisting the Tri-colour flag.**
3. **The 73rd NCC day was celebrated by Air / Army Wing NCC**

cadets and activities like Swacch Bharat Abhiyan, Tree Plantation and other cultural activities were organised on 28.11.2021.
4. Diwali was celebrated in the college premises by lighting earthen lamp by Sonapur College Students' Union in 2020.
5. Saraswati Puja was celebrated in the college premises on 16.02.2021
6. The Bishnu Rabha Divas was celebrated on 20.06.2021 where Sri Naren Patgiri, Associate Professor of Dept. of History, Guwahati College delivered a lecture on online platform.
7. The Women's Cell organised a 3 day capacity building workshop at Dikchak Village from 8th March 2021 – 10th March 2021 titled 'Application of Natural Dyes in Eri and Cotton Yarn'.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	[View File](#)
Geo tagged photographs of some of the events	No File Uploaded
Any other relevant information	No File Uploaded

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

Best Practice

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 and 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 College in memory of its late Former Principal, 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 of the neighbourhood. The various initiatives and practices are as follows-

- **Life and Livelihood Initiatives at Dikchak**

  - **'Destination Dikchak' – a familiarisation tour for the stakeholders of the tourism industry – both private and government – including the tour operators and representatives of the Assam Tourism Development Corporation was organised on 24.01.2021. It comprised of a trekking, lunch cooked by the local communities and cultural evening in Dikchak. It was organised with the purpose of giving the community an idea regarding the income opportunities from tourism.**
  - **As a follow up to Destination Dikchak and to initiate tourism activities in the village for augmenting livelihood opportunities of the communities, another programme 'Dikchak Village Walk and Discussion on Tourism Development in Dikchak' on 20.02.2021 was organised where tour operators and tourist guides along with community members of Dikchak were involved. Based on their insights on tourism potentiality in and around the village of Dikchak, they provided feedbacks and their valuable suggestions on how to promote and start tourism activities in the region.**
  - **Training programme for the women of Dikchak village on**

'Application of Natural Dyes in Eri and Cotton Yarn' from 8th March 2021 – 10th March 2021.

- **Educational**

  - Teaching in feeder schools.
  - Peer teaching by students – Department of Economics at Gyanjyoti High School (1.02.2021), Department of Political Science at Gyanjyoti High School (2 – 3.02.2021).
  - Special coaching programme for CSIR UGC NET by Dept. of Geography.
  - Extension Education Programme
  - Workshop for high school teachers on Language Skills.

- **Health and sensitization**

  - Awareness on COVID and distribution of sanitizers and masks in nearby villages.
  - Community Bathroom was constructed in Dikchak Village by Sonapur College.

- **Environmental Awareness**

  - Plantation Programme at SSV Niketan.
  - Plantation Programme at Jagannath Mandir, Mitoni by NCC Cadets.
  - Cleanliness Drive at Sonapur Public Crematorium and five primary schools by NSS Unit.
  - Webinar on Wildlife and importance of conservation titled 'Let's talk Wildlife and Conservation.'

- **Moral and Intellectual Development**

  - Inter School Quiz Competition by 'Dr. Dhanjit Medhi Foundation".
  - Financial support to noted Litterateur Sri Murulidhar Das by Dr. Dhanjit Medhi Foundation
  - Webinar on 'Fostering UBA – A Commitment of HEIs Beyond Campus, Issues and Challenges.' On 7.8.2021.

- **Obstacles faced if any /strategies adopted to overcome them**

The frequently encountered problems faced during the augmentation of the mission of skilling are -

  - Lack of scientific spirit owing to poor literacy level of

the villagers.

- Lack of motivation of the people especially towards entrepreneurial mindset.
- Limited financial resources of the college.
- Apathy in the part of government agencies.
- The consultation with village communities needs to be a continuous process which becomes sometimes comes to a standstill.
- The onset of the pandemic and the restrictions to be followed has also emerged as one of the hurdles in giving a thrust to the mission.

Strategies to overcome the hurdles

- Efforts have been made in the form of awareness, guidance and support programmes for young generations to infuse them with the scientific spirit.
- Initiation towards registering the college under 'Unnat Bharat Abhiyan' under MHRD.
- Extension activities are accorded priority under the curriculum so that the contacts with communities and surrounding areas can be kept intact.

- Impact of the Practice

- The appreciation and the expression of gratitude from the managements of the beneficiary schools.
- 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.
- There are four Self Help Groups (SHGs) formed in the village after its adoption working for financial self-sufficiency. Having registered themselves as SHGs, the women of Dikchak village have been able to undergo various trainings organised by various agencies and institutions from time to time as informed by them. This has enabled a level of economic empowerment of the women in the village.
- A tourism related organisation named Ampri Valley Eco-Tourism Development Society was formed with the youths of Dikchak village and neighbouring village so that tourism activities can be undertaken after consultation with the tour operators. Since the formation of the society, some trekking trips have been successfully conducted. Teachers of Sonapur College also form the advisory board of the committee and the Department of TTM (B.Voc) is closely

associated with the society in matters of tourism consultation.

- The impact of cleanliness drives, awareness programmes etc are quite visible from their roads and households where the bamboo dustbins are extensively used.
- The purifier cum reservoir constructed for the spring water tapping in the adopted village is now providing continuous flow of water for drinking and other uses.

- **Resources Required**

Both financial resources and technically sound human resource is required for augmenting the extension and outreach programme in the neighbouring villages. The fund currently available for such initiatives is not sufficient. It is expected that through approval of schemes under UBA, the college would be able to deliver service to the community at large. Further, the college is also contemplating on ways of materializing CSR funds from industries and companies for the purpose.

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**

A zealous commitment to its cherished mission, worrying scenario of mass unemployment inspite of prevalence of myriads of explored and unexplored areas of job opportunities, has prompted Sonapur College to take up various skill enhancement initiatives for the students. 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 offering three UGC funded B.Voc Courses in Retail Management & IT, Tourism & Travel Management and Theatre and Stagecraft, the college is also currently offering Certificate Courses on Yoga, Spoken English and Computer Basics.

Moreover, there are a number of practices in the college which essentially provide the much-required boost to its skill enhancements initiatives. The salient features of such practices are -

- Speaking and writing skill enhancement training to identify and improve the public speaking ability of students.
- Beauty and Wellness Course is introduced to develop skills for self-application as well as to build their career.
- Incubation Centre set up at Sonapur College under Assam StartUp the Nest, Department of Industry and Commerce, Govt of Assam and Innovation Park, IIM Kolkata has successfully incubated the start up 'Seva Maitra' which received a grant of Rs 5 lakhs. Another start up incubated at Sonapur College, Emozi was successfully launched by Hon'ble Minister of Industries and Commerce on 14.02.2021.
- Ideathon 2021, an initiative of Assam of Assam Start up, organised by the Incubation Centre of Sonapur College was inaugurated in Sonapur College. Under this initiative, an idea incubated at Sonapur College also found place in the list of winners. Many participants participated in the programme and placed their ideas.
- Sona Harvest, a specially designed sales outlet where the students can make, display and sell their hand made artefacts, mostly traditional handicrafts and household agro-products. Many students have sold their home produces through the outlet and have earned since the launch of SonaHarvest. It also serves as a channel through which they can build their business and entrepreneurial skills. It also gives them an opportunity to showcase their skills and receive an impetus to make their talent market-friendly.
- Peer Teaching by the UG and PG students helps them in building their skills and confidence.

- o **Managerial Skill and Leadership quality development of the students through the opportunities to manage different events of the college right from venue arrangements to catering etc.**
- o **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.**
- o **Skill of traditional handicrafts: through the workshops, competitions etc**
- o **Theatrical Skill by holding regular workshops and production of plays, besides assignments from the authority to make and edit college videos for different.**
- o **During the pandemic, skill-oriented webinars were organised – 'Entrepreneurship Skill Development', a webinar on travel photography 'Tourism through Frames', 'Computational Linguistics and the Assamese Language.'**

- • **Life Skill Workshops building through motivational workshops that focus on self-focus, communication, critical thinking, engaged learning, facing adversity etc.**
- • **Obstacles faced if any, strategies adopted to overcome them**

The major obstacles faced during the augmentation of the mission are:

- o **Insufficient fund and non-availability of qualified faculty to start new skill- based Certificate/Diploma courses.**
- o **Lack of awareness amongst the students regarding skill courses and reluctance.**
- 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 **Reluctance in the part of the reputed corporates to absorb the graduates of these courses.**
- o **No funding for short term certificate courses and B. Voc Courses from the Government and private sponsors.**

- • **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. The students of the college have received special complements from the DSW, Gauhati University for their outstanding managerial skills displayed in the Zonal Youth Festival hosted by the college.Similarly, many of the alumnus seem to have managed to carve echelon in the world of fashion, film and television world as actors, make-up artistes, craftsmen etc. The bamboo made artifacts of the students, especially dustbins have received wide acclamation.

- **Resources Required:** In order to augment the mission of 'Skilling the New Generations', the college needs both financial and human resources. Financial resource is needed primarily to initiate new skill development programme in the college. New short-term training programme for craftsmen like plumber, electrician, mobile repairing would be quite instrumental to fulfill their demand in Guwahati, the capital city of Assam.
- About the Institution

Name of the Institution: Sonapur College

Year of Accreditation: First Cycle-2004

Second Cycle-2014

    ○

District-Kamrup (M), Assam

1.

Grade awarded by NAAC: B

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File Description	Documents
Best practices in the Institutional web site	[View File](#)
Any other relevant information	**No File Uploaded**

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Institutional Distinctive Practice:

- **Understanding and Institutionalizing Heritage Conservation"**

Mission of the College:

Sonapur College was established with a mission to impart higher education among the students of the locality along with creating an environment for the intellectual, ethical, moral and physical upliftment of the people mostly belonging to tribal communities. As the word 'heritage' in the present times encompasses both natural and cultural heritages, the college has gradually assigned importance to spreading awareness amongst the communities and students for preserving both natural and cultural heritages of the area. This includes preserving of cultural heritage by preserving cultural artefacts and generating awareness about the importance of natural landmarks found in the region.

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. Keeping in view of the this necessisity, the Sonapur College has incorporated the "Heritage Conservation" in its mission since inception. The conservation of different artifacts' as remnants of heritage in a 'Heritage Museum' in the college premises is only the baseline of the multifaceted activities undertaken by the college. Apart from the same, an awareness regarding the importance natural landmarks around the region like

rivers, streams, beels that are ecologically important is sought to be generated for environmental consciousness.

Initiatives during 2020-21:

The different initiatives undertaken by the college to augment the mission "Understanding and Institutionalizing Heritage Conservation" during the session 2020-21 are summarized as follows-

- More artifacts' have been added to the museum, mostly collected by the students.
- The students were guided to take up various places and spots in and around Sonapur and greater Dimoria area that have ecological significance and are associated with the culture of the inhabitants of the region like Bomani Beel where community fishing occurs in the month of January. The students of 3rd semester were asked to make reports on such significant areas that included the importance of the area, its cultural association to the inhabitants and its prospects of tourism for safeguarding the area. Likewise, various destinations have been selected by the students to prepare their research reports.
- In all occasions of the college, the invited guests are felicitated with the local traditional artifacts viz 'Gamocha', 'Arnai', 'fali', 'sarai' belonging to the different neighbouring communities.
- The practice of making traditional properties such as masks, puppets etc needed for the performances in stage or movie is being carried out by the students of 'Theatre and Stage Craft'.
- A dekachang (a traditional meeting place for the males of the Tiwa tribe) has been built which serves the purpose of a boys common room in the college.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	No File Uploaded

7.3.2 - Plan of action for the next academic year

FUTURE PLAN OF ACTION

SONAPUR COLLEGE, SONAPUR

Session: 2021-22

1. To start more skill based certificate courses
2. Extension and construction of Classroom Buildings
3. Class room facilities to be improvised with ICT facilities.
4. Extensive care to upgrade academic and cocurricular activities of the students.
5. To encourage the faculties to publish more reasearch papers and to undertake research projects.
6. Institutional funding for inhouse research projects.
7. To expand the inter institutional collaboration by signing MoU at National level.
8. Student and Teacher Exachange Programmes to be continued under the MoU initiatives.
9. Livelihood initiatives in the adopted villages under UBA and college initiatives.
10. NCC and NSS to participate in the Nation Building Events.
11. Extension education programme through peer teaching in the feeder schools.
12. To continue the publications of the college.
13. To generate fund for construction of an auditorium.
14. To strengthen the Alumni Association
15. To complete the construction of the college library.
16. To purchase books and journals and to exten more online facilities to the students and faculties.
17. Special Coaching for NET
18. To organise coaching programmes for competitive examinations
19. To explore business ideas through Incubation Center.
20. To initiate more activities of Societial activities (Institutional Social Responsibility).
21. To work mutually to implement the clauses of NEP, 2020 for acquiring the Graded Autonomy by 2030