SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SONAPUR COLLEGE

VILLAGE MILANPUR POST OFFICE SONAPUR DISTRICT KAMRUP METRO
782402
www.sonapurcollege.ac.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

August 2022

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Sonapur College, established on 2nd august 1991, has been thriving by spreading the light of Higher Education in a purely tribal inhabited area of Dimoria Block of the Kamrup(M) District of Assam. This institute of higher education which has been putting its effort since inception to turn true the dreams cherished by its founders for the intellectual, ethical, moral and physical upliftment of the students.

The college is permanently affiliated to the Gauhati University and is recognized by the UGC under section 2(f) and 12(B) of UGC Acts on 24-03-2006 and 20-09-2012 respectively and had gone through the NAAC assessment securing C++ Grade in 2004 in the 1st cycle and B Grade (CGPA 2.58) in the second cycle w.e.f. 25-06-2015. The college is now imparting major courses in 13 disciplines leading to B.A and B.Com., B. Vocation and Post-Graduation in Assamese, English and Geography under Gauhati University. Apart from this the UGC has sanctioned three B. Vocational Degree Programmes on Retail Management & IT, Theatre & Stage Craft and Tourism & Travel Management under the DDU KAUSHAL Kendra.

Apart from the NAAC accreditation, the college also takes pride in scoring state highest rank in NIRF Ranking 2018 and has continuously been ranked as one of the Best Arts Colleges by India Today - MDRA Best Colleges Survey and ranked 136 position among Top Best Arts Colleges of India this year.

The college also plays pioneering role in conducting community service programmes in the surroundings through its Extension Cells. NSS and NCC are taking part in Nation Building Activities and society building activities. The facilities for the students to inculcate their calibre have been given priority. Introduction of state-of the-art facilities in the teaching-learning programmes have always been a priority for the college.

The Self Study Report is prepared according to the guidelines laid down by NAAC. The documents have been prepared by the IQAC with utmost honesty and dedication and to the best of their knowledge with the records available in the institution. This SSR is the outcome of the collective and continuous efforts of the stakeholders of the college.

Vision

Vision:

"To strengthen the communities with the spirit of Higher Education by upholding the ethos of intellectuality and value orientation for a sustainable society"

The vision of the college is to look for an environment which promotes thinking mind. A sustainable society is what gets prioritized in the vision of the college. Since its inception in 1991, the main focus of Sonapur College has been to educate and to provide an incubator for scholarly activities. The college in its 32 years of journey boasts of producing a trained work force for the surrounding area. An extensive and collaborative relationship between the college and the community has always found room as envisaged in the vision of the college.

Though viewed as an auxiliary function by many, community development has continued to function as one of the prime sectors in which the activities of the college have remained rooted. A value oriented society has always been aimed at by strengthening the communities through quality higher education and its allied activities. As set in its vision, the college has always used its skills, talents and resources for the edification of the students and thereby the community. Higher education institutions in India are positioned to be the primary agent for change in a rural community and Sonapur College is not an exception in this regard. The college has always played a balancing act in its effort to meet the needs of its varied stakeholders.

Mission

The Mission:

"Sonapur College was established with a mission to impart higher education among the students of the locality in particular and to create an environment where the local poor people mostly belonging to tribal community for intellectual, ethical, moral, physical upliftment for preserving the traditional and cultural heritage as well as to get an exposure to modern technology to become aware of their rights, duties and betterment of the society"

Long back in 1991, a visionary few from a then very remote Sonapur area of Dimoria Block under Kamrup District established Sonapur College with a motto of imparting quality higher education to the aspiring students of the locality. Since inception the college in the locality was a welcoming relief for the aspiring students as well as their parents, this institute of higher education got embedded to their dreams and aspirations. An institute of higher education is not expected to remain contented with mere spread of education among the students, so creating an environment to augment the intellectual, ethical, moral and physical upliftment of the people belonging to different tribal communities of the locality was also considered a constituent of the college's mission. And this can be realised only by preserving the rich heritages of different tribal communities of the locality. The mission with which Sonapur College took its first strides has remained steadfast in its long walk to the post-Silver Jubilee years. The college that started with a few students in 1991 now boasts of imparting higher education to more than 1600 students from all over the state and outside. There has been constant addition of feathers to its successful implementation of different streams and courses such as Commerce, B.Vocation, Post-Graduation etc. The students of the locality in the process have received exposure to modern technologies so as to become aware of their duties and rights. Only a righteous and responsible citizen can serve to the expectations of a society and efforts are made to make the students not to participate in the rate race of marks but to imbibe qualities for the betterment of the people and society.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The College has a huge land area of 93 acre that strengthens future expansion facilities.
2. The College makes a conscious effort to meet the educational aspirations of the learners coming from diverse geographies, socio-cultural settings and economic strata. In this respect that authority motivates the faculties of all the departments to innovate and use creativity to cater to these learners.
3. The College is a hub of skill development courses with B.Voc courses in RMIT, TTM and TSC and short term courses.
4. The College also devises various initiatives like free studentship to girl students, recognition and awards, etc., to students in various fields to motivate and meet the aspirations of the students.

5. The College attempts to stay updated with emerging trends in higher education and has gradually incorporated student-centric ICT enabled quality enhanced learning.
6. The College has maintained a green campus with all modern infrastructure.
7. As the College is located in a tribal dominated area, the neighbouring communities actively participate in various aspects of the college. College takes pride in showcasing the rich culture and traditional items of these tribes like Dekachang. The College museum is an initiative for heritage conservation.
8. The College provides wide media and digital network with a strong repository of digital learning resources.
9. The College fosters an interactive learning environment.
10. The College promotes participatory management with up-to-date MIS.
11. The active participation of the students in the events and functions of the college is an important strength of Sonapur College. In such events, the responsibilities are de-centralised and involve only monitoring by the authority. The contribution of students in the development of the college since its inception is exemplary.
12. The NSS and NCC wings of the College are very strong that actively engage in nation building and community service.
13. The College exemplifies its dedicated commitment to community service through extensive engagement of students and teachers in extension activities in educational, environmental and societal spheres.
14. The College has strong industry and educational linkages through MoUs.

Institutional Weakness

1. As the College is located in a rural background, most of the students hail from economically weaker sections and are first generation learners.
2. As the students hail from the marginal sections, the College faces dearth of students in the self-financed courses including B.Voc.
3. The present facilities are gradually falling short of meeting the growing demand of student enrolment and demand.
4. The College has been unable to develop the practice of cultivation as the College is located in a hilly terrain.
5. Due to the hilly terrain, the College has great difficulty in building an encompassing wall along its boundary to strengthen the security aspect.
6. A part of the approach road of the College from the National Highway is steep and that poses difficulty for specially-abled students and visitors without any means of conveyance.
7. Though the college has initiated all means to make the students aware of ICT for education, the economic background of the students pose a hurdle for them to pursue the same and become technologically strong.
8. The possibility of promoting research environment amongst the faculties and the students need to be further augmented.
9. The College lacks its own sports ground.

Institutional Opportunity

1. As the College is located in a lush, hilly terrain with a land area of 93 acre, the College has the scope for expansion of infrastructure in diverse aspects.
2. With the introduction of PG courses and the increasing visibility of the College, there has been a rapid

growth of demand for pursuing higher education in Sonapur College from the student community from and outside the state.

3. The College has scope for introducing inter-disciplinary courses and research.
4. There is the scope for introducing a wide range of skill based vocational courses in the College keeping the local contexts in mind which is one of the main propositions of the NEP 2020.
5. There is ample scope for increasing industry linkages for student placement and also collaborations with national and international organisations for students' exposure to global trends.
6. The College has opportunities to introduce more courses under the distance learning programmes like IDOL, IGNOU, KKHSOU, etc.
7. Greater exposure to research oriented activities and workshops can be fostered by the College.
8. The location of the College in a tribal dominated area is an asset for the College and it can showcase the traditional and indigenous knowledge systems of these tribes for national and international appreciation and recognition.
9. The College can devise more strategies for active alumni engagement for the overall progress of the College.
10. The College can initiate Sports Training Programme for giving greater number of students the opportunity to develop an interest in sports.

Institutional Challenge

1. The College faces challenges in motivating the students to pursue skill based courses due to lack of awareness and financial requirements.
2. Preparing and motivating students for participation in co-curricular activities that can represent the College in national level in huge numbers is a challenging factor due to the lack of interest.
3. Receiving government grant poses a challenge for the College and the College has to function amidst financial crunch.
4. The discontinuation of funding from the agencies pose a challenge in the continuation of various courses including Bachelor of Vocation that plays a significant role in skilling the youth.
5. The College faces challenge in meeting the infrastructural demands of the students due to non-allocation of requisite funds by funding agencies.
6. Aligning students' mind-set hailing from the rural background to the current trends in education requires extra effort and time sometimes becomes challenging due to the limited time period.
7. The College faces challenge in imparting quality education at times due to shortage and non-appointment of permanent teachers to meet the demand.
8. State government policy on provincialisation impacts the functional aspect of the College like opening of new streams, introduction of PG in departments and B.Voc courses.
9. There is no government policy in the state for recruitments of employees such as sweepers, malis, etc. that play a vital role in the upkeep of the college ambience.
10. Mobilisation of funds from government and non-government for academic and administrative aspects is a major hurdle.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Sonapur college runs UG courses in three streams viz. Arts, B Com and B Voc and PG courses in three subjects

viz. Assamese, English and Geography. The curriculum designed by the Parent University i.e Gauhati University is followed across all programmmes. It is a regular practice of the college to chalk out the teaching plan departmentally among the faculty members and then is intimated to the Principal. The academic calendar is prepared wherein the course structure and daily routine of classes along with the designated teacher's names to ensure the commencement of the classes. Every department strictly maintain regular record of the curriculum delivery in Academic Progress Record which is monitored by the departmental heads and the principal of the college.

The college also runs Certificate courses designed by the faculty members of the institute itself. With regard to B Voc curriculum 40% of the course is regulated by Gauhati University and the rest 60% by SSC. The institution can adopt its own mechanism in dealing with project and OJTs (On Job Training). Besides B Voc, , Skill enhancement courses are introduced in 3rd and 4th semesters aimimg on the employability and building entrepreneurship skill. These courses focus on issues connected with human values, professional ethics, environmental science and gender issues targeting on the life skill attainment of the students. hTeachers also use audio-visual techniques for the classroom transaction of the syllabus.

The college has to conduct the internal examination with a 20% value of the total 100 marks of the final examination conducted by the Gauhati University. Internal evaluation is based on Sessional examination, home assignments, seminars, project work in each semester.

Some faculty members participate in the activities related to curriculum development and assessment of the affiliating university, i.e. GU. There are teachers who are question setters as well as examiner of the affiliating university.

The institution has been practicing the feedback taking system from its stakeholders viz. students, teachers, employers and alumni. The report of the feedback analysis is discussed in the Governing body meeting followed by necessary action taken report and implementation.

Teaching-learning and Evaluation

The institution takes utmost care in imparting quality learning for its student community. The college being situated in a locality of multi ethnic background and hence the teaching learning procedure has to be adopted in tune with the cross cutting issues connected with the learning level of students. Since students vary in their comprehensive level and also vary in adopting the syllabus such plan for experimental learning helps in addressing the needs and expectations of the learners Apart from the traditional method of lecture mode, All the departments organize seminar, paper presentation, field visit, peer teaching in nearby schools after training up students with the required skill. Special programmes are organised separately for both advanced learners and slow learners. The use of the ICT enable enables the teachers as well as the students to keep pace with the recent technological devel0opment. The covid pandemic poses threat to teaching learning process. Classes for the even semesters were fully held online so that the students do not fall back with their study through the Google Meet and Zoom platform and through conference calls. The students are encouraged for PPT presentation in the projector. For the B Voc students the online examination is conducted only through online mode only.

The transparency of the internal examination management committee is attained through timely notification on the syllabus content to be covered, the routine for the sessional examination, seat plan for the candidate as well as invigilation duty list. Students' seminar presentation, assignments and group discussion also fall under the

arena of internal evaluation. Project paper preparation enables the students to acquire experiential learning. The Principal of the college discusses the result of the internal examination along with the members of the Examination committee members to have an overview of the students performance in the examination.

The college takes initiative in assessing the POs and Cos of the curriculum which is imparted to the faculty as well as students through websites, in classrooms and displaying the same in front of every department. The college adopts different mechanisms to evaluate POs and Cos.

Research, Innovations and Extension

The college has maintained a tradition of promoting research among its stakeholders since the time of its inception. There is a Research monitoring cell that monitors and records the research activities of the faculty members. Publication of an ISSN no research Journal entitled 'Sona Sophia' with by the contribution of faculty and another ISSN no Research journal 'Budding Scholars' with the contribution of students serves as major research activity of the college but the continuity of the process was affected during the covid situation. Moreover, 27 research papers by different faculty were published in the UGC recognised journal. Besides, 52 entries are made in the list of authoring and editing books and articles in national and international publications.

Conducting extension programmes in feeder schools, outreach and other related activities are representative of the research activities of the instution. 59 outreached extension and outreached programmes are recorded during the five years. The NSS unit of the college has been instrumental in playing a pivotal role in carrying out the extension activities. The different cells and departments of the college keep such activities in the priority lists in the annual agenda

The college boasts on maintaining an ecosystem for innovations and also for creation and transfer of knowledge through different mechanisms from time to time.. In order to provide the students an access to expertised resources, the college has signed a number of MOUs with different government and non-government organisations. There are 25 functional MOUs as a part of which the college organised OJTs, peer teaching, extension activities etc. As part of one such initiative, **Sonapur College Incubation Centre (SCIC)** was introduced through a MoU between Sonapur College and Assam Start-up, Government of Assam, in association with IIM Calcutta Innovation Park (IIMCIP).

 So far almost seven start-up companies and individual entrepreneurs have been provided a full-scale range of services to develop their businesses. Four start-ups have already started their business operations in different parts of the states, whereas three others are gearing up to start operations at the earliest.

Infrastructure and Learning Resources

Infrastructure and learning resources form an integral component of any higher education institute. Sonapur College ensures adequate availability of physical infrastructure to accommodate the increasing enrolment in undergraduate and Post Graduate courses in Geography, Assamese and English. The college is equipped with a state-of-the-art computer laboratory, GIS enabled computer laboratory, etc. The college has a Ramp for differently abled students including a toilet meant for such students.

The college also runs a study centre of Krishna Kanta Handiqui State Open University (KKHSOU). The College runs UGC approved and funded (B.VOC) program on Retail Management and IT, Theatre and Stage Craft and Tourism and Travel Management under the Deen Dayal Upadhyay Centre for Knowledge Acquisition and Upgradation of Skill Human Abilities and Livelihood (DDUKAUSHAL) scheme.

For the enhancement of co-curricular environment for the students, the College has ample sport equipment like cricket, volleyball, badminton, a gymnasium and also gives the opportunity for development of the students' cultural understanding. The College has an indoor stadium, theatre workshop, etc. The College has a total of 42 classrooms and seminar hall equipped with ICT facilities, apart from 52 other classrooms and seminar halls. The College allocates a major amount in the annual budget for the augmentation of the infrastructure and learning facilities.

The Library of Sonapur College has been automated using Integrated Library Management System. Accessing resources in the library is extended with the enrolment of faculty and students in NDLI Club. The library is equipped with the latest version 3.0 of SOUL. The College Authority has installed 1KW Solar Plant exclusively for the College Central Library. The library also has facilities for accessing e-resources. The College frequently updates its IT facilities including wi-fi with appropriate band-width to add to the learning process.

Apart from updating the infrastructure and learning resource facilities, the College also maintains appropriate systems and procedures for maintaining and utilising physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms, etc. Required committees are constituted and process maintained for the maintenance and monitoring of these systems.

Student Support and Progression

Almost all the activities of the college are students oriented. It has created a number of Student support and mentoring mechanism. One of the major student supporting activity is the financial help at the time of admission to students. Altogether 65 students received a total amount of Rs 2,96,120 during the last 5 years. Though a series of skill development programmes, career counselling and personality development programmes are held in a regularly, such programmes could not be implemented during the Covid pandemic situation. A total of 14 career counseling and guidance programmes were conducted to aid with the career plan of the students. A total no of 96 capacity building and skill enhancement initiatives were taken up by the college to support the OJTs and other skill enhancement programme. Organising coaching for competitive examination through an initiative entitled PRAJNAN motivates the students to prepare for the civil service examination.

In order to boost the decision making power of the students, students members are included in a good number of committees of the college management.

The institute organises events as well as competition in the field of Sports, Culture and Literary arena. The college feels proud in having two of our students named Ms Damayanti Boro and Pankaj Roy as coaches in the National Kabaddi team and Regional kho kho team respectively.

The college considers the alumni network as one of the strongest linkages to support the existing students. The alumni association of the college provides extensive support for the present students in the areas like financial

support, extension activities, admission process, in providing assistance in cleanliness of the campus by providing manually made dustbins. The alumni Association organised online seminars and talks meant for the present students and attended by faculty and alumni too.

The successful implementation of POs and COs are visible through the placement of students in both Govt and Non-Govt organization and also through the progression to higher studies.

Governance, Leadership and Management

The governance of Sonapur is dedicated to achieve the broader need of higher education of the locality and to fulfil the vision and mission. To attain the wider goals and objectives of Sonapur College, the management serves and respond to the needs of learners, employers, local communities and government.

The Governance of Sonapur College is a dynamic, democratic, participatory and decentralised in nature, where all the stakeholders participate in the decision- making process in administrative and academic matters. The President of Governing Body spearheads the management followed by Principal of the college who is the executive head. The decision-making procedures are made at appropriate levels in the organizational hierarchy. The principal constitutes committees to carry out policies and programmes. The effective leadership of the stakeholders reflected in various institutional practices.

For qualitative improvement and vertical mobility of the institution, Sonapur College timely implements Strategic /Perspective Plan in a phased manner.

Sonapur College has several welfare measures for the teaching and non-teaching staff that provide cordial and employer friendly environment. The initiatives related in respect of health and hygiene, recreation, grievance redressal, etc helps to construct a strain free atmosphere. Sonapur College Staff Mutual Benefit Society provides financial support in distress. The institution encourages and supports to pursue research, to inculcate professional and skill development. The faculty members are eligible for availing the leave as per the Govt. and UGC rules. Sonapur College follows the guidelines of Govt. of Assam in recruitment, promotion and financial matters. The college follows a well organised Performance Appraisal System for both teaching and non-teaching Staff. Besides the regular activity of conducting feedback from the stakeholders, the institution arranges academic audit by resourceful academician.

Sonapur College regularly conducts internal and external financial audits through a well-designed mechanism.

The College gives priority not only to mobilise funds to fulfil its larger visions but also on a healthy and transparent mechanism of utilisation of fund.

IQAC of Sonapur College is instrumental in developmental decisions of the college including infrastructural and academic. IQAC contributes to the quality assurance processes and in identifying, suggesting innovative measures.

Institutional Values and Best Practices

Sonapur College, located in a tribal dominated area places special emphasis on institutional values and social responsibilities for the enhancement of the overall academic and social environment of the locality. The College

has identified best practices unique to the college with its commitment beyond campus that fosters Gram-Swaraj and skilling the upcoming and new generation that has been able to have a positive impact on the overall environment of the surroundings. Further, with its focus on the conservation of the natural and cultural heritage of the locality, the college has emerged with a strong institutional distinctiveness.

Sonapur College has always placed emphasis on gender sensitisation and equality and tries to foster a conducive environment for female students and employees by providing them a safe ambience for pursuing education and increasing productivity. The College has laid special emphasis on maintaining the overall greenery of the surroundings and also maintaining a balance of the environment and energy. The College has installed alternate sources of energy like solar-powered bulbs and LED bulbs etc.

The College has also embarked on proper waste management system to add to the environment. The College has also taken steps for water conservation facilities. The College has undertaken steps for greening the campus by using pedestrian friendly pathways and landscaping with trees and plants. The College also undertakes regular green audit, energy audit and environment audit.

Sonapur College also has laid special consideration to building an inclusive academic environment by making the college, classrooms and washrooms accessible to the specially abled. By inclusion, the college also attempts to build an atmosphere that moulds the students so as to build tolerance and foster harmony towards cultural, regional, linguistic, communal socio-economic and other diversities.

The College also seriously undertakes its responsibility of sensitising the students and employees of the Institution to constitutional obligations: values, duties, rights and responsibilities of citizens. Further, the Institution has a prescribed code of conduct for students, teachers, administrators, and other staff.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SONAPUR COLLEGE
Address	Village MILANPUR Post Office SONAPUR District KAMRUP METRO
City	SONAPUR
State	Assam
Pin	782402
Website	www.sonapurcollege.ac.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Devabrot Khanikor	0361-2911260	9435354374	-	principalsonapurcollege@gmail.com
IQAC / CIQA coordinator	Biman Patowary	0361-3590961	9435342864	-	bimanpatowary@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	No

Establishment Details	
Date of establishment of the college	02-08-1991

University to which the college is affiliated/ or which governs the college (if it is a constituent college)		
State	**University name**	**Document**
Assam	Gauhati University	[View Document](#)

Details of UGC recognition		
Under Section	**Date**	**View Document**
2f of UGC	24-03-2006	[View Document](#)
12B of UGC	20-09-2012	[View Document](#)

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	**Recognition/Approval details Institution/Department programme**	**Day,Month and year(dd-mm-yyyy)**	**Validity in months**	**Remarks**
No contents				

Details of autonomy	
Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	Yes
If yes, name of the agency	National Institutional Ranking Framework NIRF and Open Magazine
Date of recognition	01-04-2018

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Village MILANPUR Post Office SONAPUR District KAMRUP METRO	Rural	94.375	5058.85

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Certificate Course	36	HS Pass	Assamese	100	100
UG	BA,Economics	36	HS Pass	English + Assamese	35	14
UG	BA,Education	36	HS Pass	English + Assamese	30	15
UG	BA,English	36	HS Pass	English	50	44
UG	BA,Geography	36	HS Pass	English + Assamese	30	19
UG	BA,Hindi	36	HS Pass	Hindi	20	10
UG	BA,History	36	HS Pass	English + Assamese	30	15
UG	BA,Philosophy	36	HS Pass	English + Assamese	40	30
UG	BA,Political Science	36	HS Pass	English + Assamese	50	36
UG	BA,Information Technology	36	HS Pass	English + Assamese	20	5
UG	BA,Mathematics	36	HS Pass	English + Assamese	20	0
UG	BCom,Commerce	36	HS Pass	English + Assamese	70	52

UG	BVoc,Tourism And Travel Management	36	HS Pass	English + Assamese	30	7
UG	BVoc,Retail Management And It	36	HS Pass	English + Assamese	30	8
UG	BVoc,Theatre And Stagecraft	36	HS Pass	English + Assamese	30	1
PG	MA,Certificate Course	24	BA Assamese Honours	Assamese	20	15
PG	MA,English	24	BA English Honours	English	30	30
PG	MA,Geography	24	BA BSc Geography Honours	English	15	15

Position Details of Faculty & Staff in the College

	Teaching Faculty											
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0				24				5
Recruited	0	0	0	0	13	9	0	22	1	4	0	5
Yet to Recruit				0				2				0
Sanctioned by the Management/Society or Other Authorized Bodies				0				0				15
Recruited	0	0	0	0	0	0	0	0	6	9	0	15
Yet to Recruit				0				0				0

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				15
Recruited	12	3	0	15
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	4	3	0	7
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	10	6	0	1	2	0	19
M.Phil.	0	0	0	0	0	0	0	3	0	3
PG	0	0	0	3	3	0	6	7	0	19
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	1	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	5	19	24
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	**Professor**			**Associate Professor**			**Assistant Professor**		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	2	0	2
PG	0	0	0	0	0	0	5	17	0	22
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	**Male**	**Female**	**Others**	**Total**
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	179	0	0	0	179
	Female	176	1	0	0	177
	Others	0	0	0	0	0
PG	Male	17	0	0	0	17
	Female	43	0	0	0	43
	Others	0	0	0	0	0
Certificate / Awareness	Male	87	0	0	0	87
	Female	125	0	0	0	125
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years

Category		Year 1	Year 2	Year 3	Year 4
SC	Male	22	16	11	25
	Female	14	23	17	16
	Others	0	0	0	0
ST	Male	72	50	83	64
	Female	64	76	87	80
	Others	0	0	0	0
OBC	Male	59	31	49	45
	Female	52	59	57	51
	Others	0	0	0	0
General	Male	36	30	26	45
	Female	34	53	32	41
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		353	338	362	367

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	The College is well aware of the need for multidisciplinarity. It has planned to prepare a roadmap for reforms in a phased manner that shall focus on multidisciplinary and holistic education and initiate a University-level discussion on curricular reforms. Further, the College has planned to introduce additional departments to run multidisciplinary programmes specially in Humanities. The College with the permission of Gauhati University (affiliating university) has already introduced intensive skill based courses under the Skill Enhancement Courses as required by the Choice Based Credit System (CBCS) introduced from 2019. The students from both honours and regular programs

	have the choice of opting for Tourism and Travel Management, Theatre and Stage Craft and Retail Management and IT in the second year of degree course. In the third year, the students having regular courses continue with this skill based courses. This is a major step of the College towards incorporating the mandate of NEP 2020 in introducing vocational education in HEIs. In the light of the above, the College has already introduced multidisciplinarity within the framework laid down by the affiliating University that has given the opportunity to the students to acquire skills that can add to their parent discipline.
2. Academic bank of credits (ABC):	Sonapur College is an institute of higher education affiliated to Gauhati University. The affiliating university lays down the framework for curriculum designing along with credits, assessment system and other aspects that the College has to follow. As such, the College is limited in its capacity in this respect of introducing ABC on its own. As and when the College is awarded graded autonomy as envisioned in the Perspective Plan of the College, it can independently introduce these systems.
3. Skill development:	Sonapur College which is located in a tribal dominated rural setting understands the need for skill development. Understanding the need for imparting skill education to the young generation, the College has introduced three B.Vocational Degree Programmes on Retail Management & IT, Theatre & Stage Craft and Tourism & Travel Management under the DDU KAUSHAL Kendra approved by UGC. These courses require internships and industry linkages for exposure of the students to technical aspects of the industry and making them industry ready. Experts from the related industries are invited for delivering sessions and interactions with the students that help the students with their public-relation skills. Further, keeping in mind the local contexts, the College has also taken the initiatives to start and complete short term skill courses like home gardening, beauty and wellness, yoga and meditation, etc. The College also runs a certificate course in Information Technology. Certificate course on Spoken English is also run by the Department of English, Sonapur College. The students pursuing conventional courses are also given the opportunity of acquiring skill through the Skill Enhancement

	Courses (SEC) in Tourism and Travel Management, Theatre and Stage Craft and Retail Management & IT. These SEC courses are aligned with the NSQF framework and the syllabus is designed in the form of Qualification Pack (QP) giving the students the opportunity to learn various 'job-roles' in each semester.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	The College has taken steps to use Indian Languages in its teaching learning process. So far, Assamese and Hindi have been taught as compulsory subjects in the college apart from English. To gauge the efficiency of the students in these languages, the college organises literary competition, debates on the language issues and other activities where students can participate and get benefitted. Scholars on Indian languages are invited to deliberate on issues pertaining to Indian languages. As the College is located in a tribal-dominated area, the College takes initiatives to sensitize the students regarding the tribal culture, language and practices. In this respect, college has constituted the Maniram Karkun Teaching and Research Centre for Tribal Language and Culture that plays a significant role in conducting research related to the indigeneous communities. It also aims at teaching different tribal languages to the students of the locality. The College has planned to initiate short term/certificate online courses on language in the future.
5. Focus on Outcome based education (OBE):	Sonapur College is an institute of higher education affiliated to Gauhati University. The affiliating university lays down the framework for curriculum designing along with credits, assessment system and other aspects that the College has to follow. As the Outcome Based Education requires restructuring the curriculum and assessment model, the College is limited in its capacity. However, the teachers in their respective classes innovate to make the classes more student-centric and try to engage the students in teaching-learning process even outside the classes in the form of peer education. But the framework for outcome based education has to be laid down by the affiliating university. As and when the College is awarded graded autonomy as envisioned in the Perspective Plan of the College, it can independently introduce these systems.
6. Distance education/online education:	Sonapur College has the facility of distance education

and provides UG programmes through Open Distance Learning (ODL) through Krishna Kanta Handiqui State Open University (KKHSOU). A number of students show interest in acquiring higher education through ODL for their professional development and the KKHSOU Centre of the College caters to the needy ones. The College is also planning to add more centres of distance learning in the future to meet the growing demand of the student community. The College also uses various online methods to enhance the teaching-learning process. The teachers use various platforms like Google Classroom, Google Meet, Zoom, etc. for effective delivery of teaching. The blend of online and offline has been incorporated in the teaching learning process by the teacher for ease of access. Apart from the above, the College has already developed the Institutional Development Plan (IDP) aligned to the NEP 2020 that lays down the road-map for NEP implementation seamlessly.

Extended Profile

1 Program

1.1

Number of courses offered by the Institution across all programs during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
456	411	408	363	370
File Description			Document	
Institutional data prescribed format			[View Document](#)	

1.2

Number of programs offered year-wise for last five years

2020-21	2019-20	2018-19	2017-18	2016-17
18	17	17	15	15

2 Students

2.1

Number of students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
912	880	846	835	836
File Description			Document	
Institutional data in prescribed format			[View Document](#)	

2.2

Number of seats earmarked for reserved category as per GOI/State Govt rule year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
246	230	230	211	211

File Description	Document
Institutional data in prescribed format	View Document

2.3

Number of outgoing / final year students year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
248	249	180	157	168

File Description	Document
Institutional data in prescribed format	View Document

3 Teachers

3.1

Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
42	44	44	43	44

File Description	Document
Institutional data in prescribed format	View Document

3.2

Number of sanctioned posts year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
44	45	44	43	44

File Description	Document
Institutional data in prescribed format	View Document

4 Institution

4.1

Total number of classrooms and seminar halls

Response: 47

4.2

Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
69.73242	166.6326	146.5064	220.3820	144.3995

4.3

Number of Computers

Response: 75

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

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

Response:

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

PLANNING AND IMPLEMENTATION

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

DURING PANDEMIC

The pandemic situation poses innumerable threat to the process of curriculum implementation in all educational institutions all over the world. In order to cope up with the challenges Sonapur College has adopted a series of online teaching learning processes for almost a period of 8 months. Immediate steps were taken so that the syllabus of the different courses get covered up in time. In ramping up capacity to teach remotely, the college has to take advantage of asynchronous teaching-learning process through zoom and Google meet.

File Description	Document
Link for Additional information	[View Document](#)

1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

Response:

The academic calendar of the college is constituted in tandem with the Academic calendar of the Gauhati University, the affiliating university of the college. Following the affiliating university and UGC guidelines of the total working days, Academic calendar was prepared by the expert faculty members of prospectus committee of the College before the commencement of academic session which is imparted in the Prospectus cum Academic Calendar. The Academic Calendar cum Prospectus is prepared to carry out all the activities of the college wherein the tentative schedule for the internal examination as well as the topics for the group discussion and seminar are also included. The academic calendar of the affiliating university and the other events as mentioned are strictly followed. The college comprises of a number of diversified courses with some differences in their structure. The guidance for the admission procedure right from online apply till payment is included in the Academic calendar. The college has to conduct the internal examination with a 20% value of the total 100 marks of the final examination conducted by the Gauhati University. Internal evaluation is based on Sessional examination, home assignments, seminars, project work in each semester. The time for all these tasks is allotted in the calendar and it is followed strictly. Along with this, the facility of the College Library is elaborately included in the academic calendar. There is a provision of book bank facility for the poor needy students.. The authority of the institution conducts Academic meeting to monitor the implementation and progress of all the activities according to the academic calendar.

The following are the major highlight of the academic calendar that are functional for holding regular activities of the college:

- Inclusion of the Mission, Vision and Goals and Objective of the college
- All the major academic and Co-curricular activities of the previous year get highlighted in the recent issue of the academic calendar setting a fresh instance for the upcoming students to boost up for newer and newer activities. Eg, Remedial classes, annual lectures and competitions, activities of

NCC and NSS etc
- Inclusion of the fee structure for the admission into different courses and follow up of the same
- Inclusion of the information regarding Grievance redressal and Anti sexual Harassment Cells in the prospectus to instruct the students about the dignity to be maintained.
- The regular practice of awarding the deserving students in the field of both academic and extra-curricular activity is implemented in accordance with the criteria provided in the academic calendar.
- Specification of college uniforms for students
- Inclusion of the information regarding Girls' hostel facility caters to the responsibility of the college towards the locality.
- The enlisting of the co-ordinators and convenors of different committees and cells
- The inclusion of the daily class routine stream wise wherein the names of the teachers are included.
- **Elaborate inclusion of the Student Support Services**
- The information regarding the Distance Education Study centre of Krishna Kanta Handique State Open University

File Description	Document	
Link for Additional information	[View Document](#)	

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 last five years

1. **Academic council/BoS of Affiliating university**
2. **Setting of question papers for UG/PG programs**
3. **Design and Development of Curriculum for Add on/ certificate/ Diploma Courses**
4. **Assessment /evaluation process of the affiliating University**

Response: A. All of the above

File Description	Document
Institutional data in prescribed format	[View Document](#)
Details of participation of teachers in various bodies/activities provided as a response to the metric	[View Document](#)
Any additional information	[View Document](#)

1.2 Academic Flexibility

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

Response: 100

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

Response: 18

File Description	Document
Institutional data in prescribed format	View Document
Link for Additional information	View Document

1.2.2 Number of Add on /Certificate programs offered during the last five years

Response: 19

1.2.2.1 **How many Add on /Certificate programs are offered within the last 5 years.**

2020-21	2019-20	2018-19	2017-18	2016-17
2	5	3	4	5

File Description	Document
List of Add on /Certificate programs	View Document
Link for Additional information	View Document

1.2.3 Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years

Response: 22.61

1.2.3.1 **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
77	402	122	185	187

File Description	Document
Details of the students enrolled in Subjects related to certificate/Add-on programs	View Document

1.3 Curriculum Enrichment

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

Response:

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. In order to cater to the need of the students the institution undertakes various programmes to supplement the curriculum of the affiliating University.

Professional Ethics

A few courses in the syllabus uphold the professional ethics in both CBCS and Non-CBCS course. The courses that focuss on professional ethics in the Non-CBCS programmes are found in a few papers in the dept of Geography, Economics, Education, Philosophy, History, Hindi and in all B Voc courses. The courses in RMIT, TTM and TSC consist of project papers that highly need the quality of professionalism. In the CBCS course 6 papers in dept of Education, 4 papers in the dept of English and in 69 courses of the three trades of B Voc courses. The knowledge of these papers inculcate the value of professionalism among the students. The professionalism is tried to be attained though providing intensive care to the needy students through mentoring

The teachers regularly attend the faculty development programme on ICT organised by the college as well as other institutions. (certificates from teachers). Practice of inviting Resource persons for courses in Personality Development, Soft Skill and Spoken English courses for students. The successful attainment of POs reflect the value of professional ethics.

Gender specific

1. Departmental project (list of seminar and project topic)
2. Selection of plays for performance with woman as central character by the department of theatre and Stagecraft
3. Invitation of Female Resource persons and female guest faculty

Human Values

1. Certificate course in Human Rights. (Certificate course conducted on Human Rights and Duties , where various issues on Human Rights Education ; such as consumer rights in India, Human Rights, Democracy and peace, terrorism and militarisation, Globalization are explicated . A course on human Rights incorporating current women issues is analytically studied by all UG students.)

1. Topics connected with human values are incorporated in students' projects/ seminar (list..
2. Certificate course in Yoga/ International Yoga Day Celebration
3. Transparent mechanism for timely redressal of students' academic grievances
4. Topics of annual lecture connected with human values

Environment and Sustainability into the Curriculum

1. Certificate course in Home Gardening
2. Regular Field Visit followed by report preparation by the students as a part of the curriculum in Geography department
3. One compulsory paper on Environmental study is included in the curriculum in the UG level. The course content deals with the measures for environmental protection, conservation of Natural Resources, changes in Climate, creating environmental awareness etc. Accordingly, environmental field works and projects are conducted by the faculty which helps the students to attain a better understanding of environmental studies.
4. Field Study as well as practical activities in connection with Environmental Education by students are conducted in the Dikchak Village.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View Document](#)
Any additional information	[View Document](#)

1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

Response: 4.09

1.3.2.1 **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
20	15	14	15	18

File Description	Document
Programme / Curriculum/ Syllabus of the courses	[View Document](#)
MoU's with relevant organizations for these courses, if any Average percentage of courses that include experiential learning through project work/field work/internship	[View Document](#)
Any additional information	[View Document](#)

1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year

Response: 75

1.3.3.1 **Number of students undertaking project work/field work / internships**

Response: 684

File Description	Document
List of programmes and number of students undertaking project work/field work/ /internships	[View Document](#)

1.4 Feedback System

1.4.1 *Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni*

Response: B. Any 3 of the above

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

1.4.2 Feedback process of the Institution may be classified as follows: Options:

1. **Feedback collected, analysed and action taken and feedback available on website**
2. **Feedback collected, analysed and action has been taken**
3. **Feedback collected and analysed**
4. **Feedback collected**
5. **Feedback not collected**

Response: A. Feedback collected, analysed and action taken and feedback available on website

File Description	Document
Upload any additional information	[View Document](#)
URL for feedback report	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Average Enrolment percentage (Average of last five years)

Response: 78.96

2.1.1.1 **Number of students admitted year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
416	367	343	336	353

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
680	455	425	400	400

File Description	Document
Institutional data in prescribed format	View Document
Any additional information	View Document

2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)

Response: 91.72

2.1.2.1 Number of actual students admitted from the reserved categories year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
220	212	212	195	195

File Description	Document
Average percentage of seats filled against seats reserved	View Document
Any additional information	View Document

2.2 Catering to Student Diversity

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

Response:

IDENTIFICATION OF ADVANCED AND SLOW LEARNERS

The students' learning level, in the initial level, is assessed in two ways, first the marks obtained in the HS Final /10+2 Examination and Major/ Honours Selection Test conducted by each department. Moreover, during each session, performance in the internal examination turns out to be another key factor for distinguishing advanced learners and slow learners.

As far as the question of advanced learners are concerned the college has adopted the following steps:

- 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 has faculty of the college are listed in the Prospectus cum Academic Calendar of the college every year.
- The college has already published four volumes of a student's journal entitled 'Budding Scholar' with ISSN No 2394-0492 where the research papers of meritorious students are published after rigorous scrutiny by a group of renowned editors.
- Each department in their extension education in the nearby schools engaged the comparatively bright students in the peer teaching classes. It provides them a opportunity to gain confidence in applying their acquired knowledge.
- The students are highly benefitted from the Annual Lectures of the college where renowned scholars are invited to deliver their scholasticity in respected field.

In case of slow learners, the following practices are conducted regularly in the college

- Arranging special classes has been the regular practice of the college as the students are constituted with various acquisition levels.
- The students are given opportunities for paper presentation, project writing and for group discussion activities.
- Regular practice of holding model and chart making competition organized by the dept of Geography to uphold learning by doing method.
- 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. This is a regular practice of the college to conduct seminars the record of which is found in the Prospectus cum academic calendar. Students are encouraged to enroll into various online courses especially to Internshala. Internship is also received by a few students of the

college.

- Holding remedial classes is a regular practice for some departments according to the cenneed of the students.
- Regular holding of Parent Teacher Met enables the teachers to handle special cases of slow learners through mutual discussion.
- Orientation programme for the students are conducted at the beginning of the session. It is projected that the students would recover from the stubbornness.
- Identification of the talent in extracurricular activities is a prime concern as far as the question of the slow learners is concerned.

They are provided with the opportunities to take part in various inter college as well as intra college competitions organized by the institution on a regular basis.

File Description	Document
Past link for additional Information	[View Document](#)

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

Response: 21.71

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

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

Response:

The institution caters to the need of the students to its fullest sense apart from the traditional methods of lecture mode in the classroom. Regular sessions are held to keep pace with the need of Curriculum. All the departments organize seminar, paper presentation, field visit, peer teaching in nearby schools after training up students with the required skill. The year wise plan is conceived for devising a experiential learning. Since students vary in their comprehensive level and also vary in adopting the syllabus such plan for experimental learning helps in addressing the needs and expectations of the learners. The student centric activities adopted in the teaching learning process are listed below:

- Seminar/ class paper presentation
- Project work
- Peer Teaching
- Field Visit
- Extension Programme etc.

Seminar:

Holding of seminars has been a regular activity of the college since the beginning of major classes in the college. The topics for the departmental seminars are specified in the prospectus and accordingly, topics are distributed to prepare the seminar papers. The presentations carry mark for internal evaluation.

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 grouped and are trained for specific unit of syllabus from school curriculum. Their demo presentations are scrutinized by the teachers in the college before actual presentation in the schools.

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. Specific papers are allocated for project work in Honours Courses.

Field Visit

Regarding the field visit for the students, there are two types of field visits conducted for the students. There are certain subjects in which field visit is included in the curriculum as a compulsory subject. Students get engaged in a process of learning by doing and they are also to prepare a report on their visit. On the other hand, the subjects in which there is no provision for field study as a part of the curriculum those departments too conduct field visit to different universities and historically important sites.

Extension Programmes

Academic extension programmes are regularly held as part of the extension activities of the college. Students are engaged both physically and psychologically through peer learning and peer teaching project. Every department possesses departmental library. Besides purchasing books from college fund, the students along with alumni contribute by donating library books.

Guest lectures are organized for PG departments regularly to involve students so that they receive knowledge from resource person outside the college fraternity. Credit Courses like Ability Enhancement, Generic and Skill Enhancement require maximum activities to be undertaken by students only. extracurricular activities like participation in NSS and NCC have been introduced to encourage students to participate and learn .

File Description	Document
Link for additional information	[View Document](#)

2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.

Response:

Though the normal functioning mode in the teaching-learning process of the college is one of offline, it is the need of the time to acquaint with the latest technological support that have been thought to be effective in imparting the curriculum to students. The use of ICT enabled tools has witnessed a drastic change over the last decade. Teachers as well as students get habituated with the use of different ICT tools by themselves when application of internet services and use of PCs, laptop and mobile phones in academic matters. But the college authority has arranged ICT enabled classrooms as well as smart classrooms for conducting classes and to provide the students the required facility. The following are the various ICT tools used by the faculty for an effective teaching learning process:

- There is a computer lab with a capacity of 92 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 students are encouraged for PPT presentation in the projector.
- For the B Voc students the online examination is conducted only through online mode only.
- The interactive board installed in a mini conference room is used for video conferencing, online lectures for both students and faculty

DURING COVID

The covid pandemic poses threat to teaching learning process. Classes for the even semesters were fully held online so that the students do not fall back with their study through the Google Meet and Zoom platform and through conference calls. The records of the classes were periodically submitted to the Principal of the college along with the attendance record and screenshots of the classes. All the stakeholders had to face the obstacle for poor internet connection, still, both teachers and students meet the challenges with dexterity. Whatsapp groups work in a dynamic way for providing study material to the students. Faculty of three departments viz. Assamese, Hindi and Retail and IT upload videos on classes on their own assigned topics. During the lock down period, the assignment based examinations were conducted by the parent university. Platforms for google and e mails were used by the students for sending the assigned tasks.

ON CURRICULUM

Students of TDC 3rd semester are provided with the opportunity of opting for a paper on Retail and IT for the compulsory paper on Skill component.

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

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

Response: 24

2.3.3.1 Number of mentors

Response: 38

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	[View Document](#)
mentor/mentee ratio	[View Document](#)
Circulars pertaining to assigning mentors to mentees	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

Response: 98.65

File Description	Document
Year wise full time teachers and sanctioned posts for 5years(Data Template)	[View Document](#)
List of the faculty members authenticated by the Head of HEI	[View Document](#)
Any additional information	[View Document](#)

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 43.36

2.4.2.1 **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
20	20	18	19	17

File Description	Document
List of number of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. and number of full time teachers for 5 years (Data Template)	View Document
Any additional information	View Document

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

Response: 15.05

2.4.3.1 **Total experience of full-time teachers**

Response: 632

File Description	Document
List of Teachers including their PAN, designation, dept and experience details(Data Template)	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Response:

- Students are briefed about the internal assessment system in their Orientation programmes conducted at the beginning of each session. The procedure is also mentioned the Academic calendar cum prospectus.
- 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.
- There are also project papers in the fourth and the sixth semesters of the Major/ Hounours Course in different subjects.
- 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.

SESSIONAL EXAMINATION:

- Instruction is given from the authority to submit the question papers at least one week ahead of the sessional examination.
- The syllabus for the internal examinations is provided to the students in respective classes.
- Regarding the sessional examination in M.A. in English, the parent university provides the question paper and the paper checking and the evaluation are also conducted by the university.
- Valuation of the examination copies are completed within stipulated time.
- Checked examination copies are shown to students and their signature is taken in the answersheets itself. department takes the responsibility of storing the respective examination copies because these have to be sent to the Gauhati University after the internal mark feeding in the respective website.
- The mark for the sessional examination is conveyed to the students. Students are free to discuss about any type of grievance regarding the evaluation process.
- All the other records of examinations are maintained both by the examination committees and the departments.
- The sitting arrangement of the students for the sessional examinations is made centrally maintaining the examination ethics. Daily examination arrangement is displayed clearly in notice board.
- No electronic device is allowed inside the examination hall. Arrangement is made for keeping the mobile phones of the students.
- CCTV is installed in every room where examinations are conducted.
- While feeding internal assessment mark the Head of the Departments are required to put their signature on each physical copy of the internal assessment mark sheet.

ASSIGNMENTS

- Regarding assignment, the questions for the assignment are discussed in the class and the students are given stipulated time to submit it.

PROJECT

- The topics for the projects are finalized by the departmental faculty in accordance with contextual necessity

- The students are provided with proper guidance to prepare the project papers. They have to present their findings in a seminar in which evaluation is done on the basis of their presentation and the submitted work.

PRACTICAL EXAMINATION

- Practical Examinations are held following all the rules of the parent institution i.e. Gauhati

University. Examinations are held in the presence of external examiner who is deputed from Gauhati university and the internal examiners for the college itself.

File Description	Document
Any additional information	View Document
Link for additional information	View Document

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

Response:

Though immediate measures are taken to deal with internal examination related grievances, the mechanism of holding the internal assessment is set in a way that it proves to be grievance free. Here follows a set of systems that is strictly followed to conduct internal examination:

AT THE INSTITUTE LEVEL

- 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.
- For all internal examination queries the Heads of the department s are bestowed with the responsibility to act and adjudicate the grievance of students.
- As every faculty member bears a good rapport with the students the latter do not hesitate to approach their teacher to discuss any kind of dissatisfaction with the assessment system.
- 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 by every department. The college has a robust, steady and effective system of communicating the marks to the guardians by regularly holding Parents Teacher Meet. The proceeding of PTM of different departments record the confidence of the parents on the mechanism by which Internal Exmination are conducted. It bears testimony to the tenacity of the transparent examination system.
- The checked answer scripts are shown to the students for their self assessment. 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. If grievance comes from parents they can meet the Principal who tries to assuage the doubt and anxiety by consulting with the concerned faculty. Evidence of such case is rare.
- The Principal of the college discusses the result of the internal examination along with the members

of the Examination committee members to have an overview of the students performance in the examination.

- Mot of the grievances are sorted out in the departmental level. The departments take utmost care in handling the grievances of the students so that they do not lose their internal mark.

AT THE UNVERSITY LEVEL

If the students grievances are related to End semester results, the authority takes the initiation by forwarding the students' application for further action. The grievances in the University level fall under three heads viz. re evaluation, challenging evaluation and showing absence in the examination.

File Description	Document
Any additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Response:

All the programmes are augmented with the

- Programmes Outcomes developed based on the core and prime objectives of the Institution to mould the passed out students
- Programme Specific Outcomes to describe the skills that the passed out students will acquire by each department.
- Course Outcomes

The Programme and course outcome of each subject is clearly stated in the college website. In order to communicate the same to the stakeholders the following mechanism is adopted by the college authority:

- Each department preserves the hard copy of the syllabi for reference
- Discussion takes place in the academic meeting regarding programme outcome and course outcome so that the plan for career counseling can be chalked out.
- The students are oriented about the learning outcome of the course in the departmental orientation meetings as well as in the career counseling programmes held from time to time.
- In the orientation programme students are communicated with the placements of the alumni of the various departments.

- The use of laboratory equipment is instructed to the students through trained faculty especially in the department of geography and Education.
- The Course Outcome and Programme outcome of each subjects are displayed in front of all the departments.
- Since the inception of PG courses in three departments, the UG students can gather the knowledge of the course outcome of the respective departments.
- Since the progamme specific outcomes are related to the syllabus, the same is intimated to the students departmentally.
- These are also perlocated to students through organization and participation in extra curricular activities. Every departments plan their student related activities based the particular outcomes.
- Peer teaching has introduced as a part of the regular practice in the departmental activities of the college. Peer teaching is conducted in the nearby schools after training
- The dept of English organizes workshops on Advanced Writing Skill to let the students aware about the importance of oral skill as a part of the syllable.
- Remedial courses are conducted by the dept of Economics, Philosophy and Commerce to acquaint the new students with the course and the syllabi of the course.
- Academic and administrative audit ensures the successful intimation of course outcome to the students.
- The feedback obtained from the students on teaching-learning process help to understand the expected learning outcomes.
- Considering the B Voc Programme the Programme outcome of the students are exposed to the students by the OJT (On Job Training) programmes in which they are engaged in learning by doing activities in different companies and organization with which the college has signed MoUs. Specific skill requirements are obtained through these trainings in the micro level leading to a macro level skill acquisition at the end of the three year degree course.
- Though the course outcomes are designed by the parent university, the college has designed a few certificate programmes that cater the necessity of the programme

File Description	Document
Upload COs for all Programmes (exemplars from Glossary)	[View Document](#)
Upload any additional information	[View Document](#)

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

Response:

The Pos and Cos are At the beginning of the session the Programme Outcomes and Course Outcomes are discussed in the departmental meetings. The POs are considered satisfied on attainment of expected level. The attainment of the same is evaluated through a series of activities conducted throughout academic sessions. The institute follows the curriculum prepared by the affiliated university. The programme outcomes, programme specific outcomes and course outcomes are evaluated by the institution in the following ways:

- Performance in Sessional Examination: Sessional Examinations are conducted once in a semester and each of them covers the evaluation of all the relevant COs attainment.
- Performance in Semester End Examination: It is descriptive metric for assessing whether all the COs are attained.
- Paper presentation in Departmental Seminars
- Project works
- Model and Chart Competition
- Engagement in departmental activities
- Engagement in different co-curricular activities
- Progression to Higher Studies by the graduates.
- Placement of Alumni: The records shows the employment of the alumni in different Jobs like Administrative Officer, Bank POs College Teachers, School Teacher, Advocates and corporate sector jobs.
- Feedback System: A Systematic feedback on Course helps to assess the implementation of the Course Outcome. The feedback is sought from the students in the standard format with clear indication for measuring the Cos.
- Annual meeting of the Principal with the faculty.

The aim of the attainment of POs consists in shaping the graduates to make them intellectually proficient, social responsible, communicatively skilled and soft skilled.

Each course for both UG and PG level has a defined set of Programme outcomes with specific corresponding evaluation criteria. The course outcomes decided by the Gauhati University authority. The performance of the students in the examinations during the semester in each course is used to compute the level of attainment of the POs and PSOs through the mapping of questions to COs and COs to POs and PSOs.

For a successful attainment of Course Outcome every department prepares the teaching plan through departmental meetingsmuch ahead before the new session begins ensuring a timely completion of the syllabus for the students. The implementation of the teaching plan is valliditated by the regular maintenance of the Academic Progress Report that is periodically scrutinized and signed by the Principal of the college.

- All students are apprised of the objectives and expected outcomes of their programme on the mandatory orientation programme at the beginning of the academic session. Moreover, the same is displayed in the respective departments.
- The classroom activities are mostly decided on the areas connected with Programme outcomes of each course considering the academic, social, moral and spiritual value of such course.
- The college has utilized the system of Student Satisfaction Survey developed by NAAC (for conducting it during assessment and accreditation process). The institution has conducted series of SSS among the last semester students the report of which is uploaded in the website. It helps the institute to have a clear evaluation of students' response on the Curriculum and Teaching Learning.

File Description	Document
Upload any additional information	[View Document](#)
Paste link for Additional information	[View Document](#)

2.6.3 Average pass percentage of Students during last five years

Response: 78.65

2.6.3.1 **Number of final year students who passed the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
178	197	121	146	138

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
248	249	180	157	168

File Description	Document
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View Document](#)
Paste link for the annual report	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

Response: 3.89

File Description	Document
Upload database of all currently enrolled students (Data Template)	[View Document](#)
Upload any additional information	[View Document](#)

Criterion 3 - 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, Chairs in the institution during the last five years (INR in Lakhs)

Response: 9.55

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
0.6	0.308	0.5	0.25	7.89

File Description	Document
List of endowments / projects with details of grants	[View Document](#)
e-copies of the grant award letters for sponsored research projects / endowments	[View Document](#)
Any additional information	[View Document](#)

3.1.2 Percentage of teachers recognized as research guides (latest completed academic year)

Response: 0

3.1.2.1 **Number of teachers recognized as research guides**

File Description	Document
Institutional data in prescribed format	[View Document](#)

3.1.3 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 12

3.1.3.1 **Number of departments having Research projects funded by government and non-government agencies during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	2	1	4

3.1.3.2 **Number of departments offering academic programes**

2020-21	2019-20	2018-19	2017-18	2016-17
15	15	15	15	15

File Description	Document
Supporting document from Funding Agency	[View Document](#)
List of research projects and funding details	[View Document](#)
Paste link to funding agency website	[View Document](#)

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The college boasts on maintaining an ecosystem for innovations and also for creation and transfer of knowledge through different mechanisms from time to time. Several talks and seminars are organized by inviting resource persons throughout the year with a view to disseminate knowledge to the students as well as stake holders on different topics and issues. Through this the centre aims to avail to the prospective entrepreneur the best advice for their future endeavours. Sonapur being a tribal area, the existence of this centre is filling the role of guiding the local youths in matter of entrepreneurship and skill. It is bring them closer to the various resources which would ignite and propelled their desire to build a successful start-up.

In order to provide the students an access to expertised resources, the college has signed a number of MOUs with different government and non-government organisations. These initiatives are expected to create awareness among students and youths regarding entrepreneurship as a career option. As part of one such initiative, **Sonapur College Incubation Centre (SCIC)** was introduced through a MoU between Sonapur College and Assam Start-up, Government of Assam, in association with IIM Calcutta Innovation Park (IIMCIP).

This centre is dedicated to create an ecosystem wherein the innovative set of skills or ideas of the students in particular and the youth of the locality in general, is effectively nurtured and convert such ideas into a product for commercial sustenance by infusing and harnessing entrepreneurial spirit as well as enhancing competencies in order to make them self-reliant and thereby ensuring a sustainable society at large. To achieve this goal it aims to raise awareness among the students and youths regarding entrepreneurship as a career option. This effort has resulted in an ecosystem wherein the innovative ideas of the students and potential entrepreneurs get adequately nurtured and put forward for further development.

The college takes pride in inculcating solution driven mind-set among the young generation that attributes guidance and mentoring support to first time entrepreneurs during gestation in a collaborative manner. The centre is not only helping its own students and alumni but has also helped the local youth entrepreneur to hone their entrepreneurial skills.

So far almost seven start-up companies and individual entrepreneurs have been provided a full-scale range of services to develop their businesses. Four start-ups have already started their business operations in different parts of the states, whereas three others are gearing up to start operations at the earliest. The start-ups that got incubated under the aegis of **Sonapur College Incubation Centre (SCIC)** are:

1. Hy Food- is a start-up which is working in the field of Agricultural and Food processing.
2. Agent Bazar- is working in the e-Commerce sector.
3. Bikozee Aggregator Services- is focused on e-mobility services.
4. Vidyazone- is an Ed-tech start-up.
5. Sevamitraa- is a essential service delivery start-up.
6. (vi) Patravali- is a start-up which is manufacturing organic plates and other utensils.

File Description	Document
Upload any additional information	[View Document](#)

3.2.2 Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years

Response: 22

3.2.2.1 **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	6	3	5

File Description	Document
Report of the event	[View Document](#)
List of workshops/seminars during last 5 years	[View Document](#)

3.3 Research Publications and Awards

3.3.1 Number of Ph.Ds registered per eligible teacher during the last five years

Response: 0

3.3.1.1 **How many Ph.Ds registered per eligible teacher within last five years**

3.3.1.2 **Number of teachers recognized as guides during the last five years**

File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	[View Document](#)

3.3.2 Number of research papers per teachers in the Journals notified on UGC website during the last five years

Response: 0.58

3.3.2.1 **Number of research papers in the Journals notified on UGC website during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
10	8	5	1	1

File Description	Document
List of research papers by title, author, department, name and year of publication	[View Document](#)

3.3.3 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 1.08

3.3.3.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
3	8	8	10	18

File Description	Document
List books and chapters edited volumes/ books published	[View Document](#)
Any additional information	[View Document](#)

3.4 Extension Activities

3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.

Response:

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' and also in other parts of Dimoria. 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. The NSS unit of the college has always been found proactive in arranging camps and carrying out campaign drives to create awareness regarding the evil consequences of drug and alcohol consumption since the villages in the neighbourhood are mainly inhabited by tribal population for whom consumption of rice beer is customary. The efforts to eradicate such social evils have resulted in decrease in anti-social activities and creation of a knowledge system advocating for spread of awareness among the people. The B.Voc departments of the college have also initiated extension programmes from time to time in order to train the local people on finding new career avenues in tune to their available resources and expertise. Several measures were also adopted to combat the spread of deadly diseases such as Covid 19, malaria, typhoid etc. through different sensitization programmes under the "Health & Hygiene" schemes of the college. Under such initiatives, there have been remarkable changes recorded in the livelihood patterns of the people along with benefits drawn in their health and hygiene.

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. The different cells and departments of the college keep such activities in the priority lists in the annual agenda. As the programmes are intended to bring required changes in the societies and communities, the college has witnessed a gradual improvement in holistic development resulting from sensitization of the students and their communities. The students in turn have played a pivotal role in sansitizing their parents and relatives towards this much coveted change. A few health check-up camps in certain villages even augmented the habit of seeking medical attention on regular basis, thus creating a healthier lie-style for all.

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

3.4.2 Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years

Response: 0

3.4.2.1 **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Number of awards for extension activities in last 5 year	[View Document](#)
e-copy of the award letters	[View Document](#)

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 58

3.4.3.1 **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
16	10	12	11	9

File Description	Document
Reports of the event organized	[View Document](#)
Number of extension and outreach Programmes conducted with industry, community etc for the last five years	[View Document](#)

3.4.4 Average percentage of students participating in extension activities at 3.4.3. above during last five years

Response: 84.56

3.4.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
609	818	682	1105	419

File Description	Document
Report of the event	View Document
Average percentage of students participating in extension activities with Govt or NGO etc	View Document

3.5 Collaboration

3.5.1 Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year

Response: 64

3.5.1.1 **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
10	18	17	9	10

File Description	Document
e-copies of related Document	View Document
Details of Collaborative activities with institutions/industries for research, Faculty exchange, Student exchange/ internship	View Document

3.5.2 Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years

Response: 17

3.5.2.1 **Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
6	3	0	2	6

File Description	Document
e-Copies of the MoUs with institution/ industry/corporate houses	[View Document](#)
Details of functional MoUs with institutions of national, international importance, other universities etc during the last five years	[View Document](#)

Criterion 4 - 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.

Response:

The college ensures adequate availability of physical infrastructure to accommodate the increasing enrollment in undergraduate and Post Graduate courses in Geography, Assamese and English. Before starting the Academic session, necessary cleanliness measures are taken. The Academic Calendar Committee plans ahead to meet all requirements for the smooth conduction of the academic environment. An AMC has been signed between 'Vinayak system' Kahilipara, Guwahati-19 for maintenance of the computing equipment of the administrative office as well as computer laboratories. The college is equipped with a state-of-the-art computer laboratory funded by Guwahati Refinery, Noonmati of Indian Oil Corporation. The department of Geography comprises GIS enabled computer laboratory which was also complies to the pre-requisite conditions for permission of post graduate course in the college. The college has a Ramp for differently abled students including a toilet meant for such students funded by RUSA under 'Equity Initiatives' for which amount of ? 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 proper 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. At the beginning of the academic year need-assessment for replacement/up-gradation / addition of the existing infrastructure is carried out based on the suggestions from Heads of the departments, lab bearers' requirements, computer-student ratio, budget constraints, working condition of the existing equipment and also students' grievances. The Academic cum Prospectus committee plans ahead for all requirements regarding classrooms, laboratories, furniture and other equipment.

The college caters to the need of a section of students intending to study vocational course through information technology. The college also runs a study centre of Krishna Kanta Handiqui State Open university (KKHSOU) and has been offering courses leading to B.A. Degree addition of post graduate courses in Assamese and Geography in 2019 to the existing to the curriculum has enhanced the efficacy of the institute

Considering the importance of skill development amongst the youths, the UGC has approved bachelor of vocational (B.VOC) program on Retail Management and IT, Theatre and Stage Craft and Tourism and Travel Management under the Deen Dayal Upadhayay centre for knowledge acquisition and upgradation of skill Human abilities and livelihood (DDUKAUSHAL) scheme. The university Grants Commission has granted the prestigious status of the DDU KAUSHAL Kendra to Sonapur college. The UGC has also accorded permission to start the vocational program at a higher level leading to master's degree.

The college is continuously participating in various National Ranking surveys such as National Institutional Ranking Framework (NIRF) and India Today MDRA survey of Higher Education. The college was ranked in the rank band of 101-150 in NIRF-2018 and placed at 89th and 109th in India Today

Best College Survey (Among Arts Colleges) in 2019 and 2020 respectively.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

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

Response:

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. To support this, the institution has the following facilities which are kept open beyond the working hours for students and staff.

Facilities and Infrastructure are available at College:

The College has amenities for both Indoor and Outdoor games.

- The Mini 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, 2 TT bats, 5 boxes of TT balls, 9 Carrom Boards with 20 boxes of Carrom coins and 10 Chess Boards.
- For Outdoor games, there are 2 Football nets and 6 Footballs, 4(four) shot puts, 4(four) discusses, 5(five) javelins, 2(two) victory stands, 1(one) high jump stand.
- For Cricket we have 6 bats, 2 Season Bats, 3dozen Season Balls, 4 Helmets, 4 Wicketkeepers? Gloves, 6 Hand Gloves for Batsmen, 4 Abdomen Guards, 4 Elbow pads, 2 Chest Pads, 4 Thigh Pads, 4 pads, and 12 Stumps + 4 dozen Tennis Balls.
- For Volleyball, we have 2 big Nets, 2 Balls and 2 Timers.
- For Badminton we have 8 Badminton Rackets, 2 dozen Shuttlecocks, and 1 Net. •
- Football and Cricket kits, T-Shirts are provided from the college as per the players requirements during intercollege, University Zonal Meets and other sports events.
- Our college has modern Byamagar for boys' and girls' students and staff usage. Our students have won Medals and Prizes in various competitions in Inter-Zonal and National level participation and have brought many laurels to the college.

The college has active MoU with Sports Association Sonapur and Birsa Munda Playground, Ural for conducting of various outdoor activities and sports.

Cultural Activities:

As cultural activities are an integral part of the study, the students are permitted to participate in various

cultural activities inside and outside the campus. It provides personal growth by learning skills, to meet new people and to pass on the cultural traditions. 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	Document
Upload any additional information	[View Document](#)
Paste link for additional information	[View Document](#)

4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. *(Data for the latest completed academic year)*

Response: 89.36

4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 42

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

4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)

Response: 40.01

4.1.4.1 **Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
35.83255	62.08188	56.21743	123.25755	24.70362

File Description	Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload Details of budget allocation, excluding salary during the last five years (Data Template)	View Document
Upload audited utilization statements	View Document
Upload any additional information	View Document

4.2 Library as a Learning Resource

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

Response:

The central Library of Sonapur college was established in the year 1991 with 200 number of books which have now taken the count of more than 17000 books and volumes comprising of books for academic usage, reading habits, journals, dissertations, publication of Faculty members and much more. The library provides daily access to copies of newspapers and regular journals in multiple languages. The Library is headed by Mrs Archana Sarma, Librarian, and assisted by two working professionals. Also, a Computerized circulation counter is made available for OPAC. The facility of "Open Access System" is adopted in the library and the digitalised reading material is made available through it. The library provides a perfect ambience for reading and the well stocked library is surely an asset to the college.

The Centralised Library of Sonapur College performs with the primary objective to acquire, organize and update the library facilities to support the teaching – learning process. It emphasises on encouraging students to read beyond the requirements of the curriculum.

The Mission of the Library service is to establish itself as a resource centre. It aims to develop a comprehensive collection of books and journals in order to make itself useful at the optimum level both for students and faculty of the college by providing an efficient dessimination of knowledge.

The Vision of the Library is its aim to become a model library among the existing institutional libraries of the state. The library intends to incorporate the latest technology and adopt user friendly approach towards students and faculty. The Library intends to offer comprehensive services related to dissemination of knowledge.

The digital library section provides access to archival rare books to the college fraternity. This digital library enriches the epistemological horizon of the readers. The different educational sites and resources are made available for the students and faculty through N List. Accessing resources in the library is extended with the enrolment of faculty and students in NDLI Club. Most of the official work is being done with the help of ICT. The college regularly maintains the IT facilities.Also, a Computerized circulation counter in the Central Library is made available for OPAC. The facility of "Open Access System" is adopted in the library and it complies with the digitalised availability of reading material. The library is equipped with the latest version 3.0 of SOUL.

The College Authority have installed 1KW Solar Plant exclusively for the College Central Library.

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

4.2.2 The institution has subscription for the following e-resources

1. **e-journals**
2. **e-ShodhSindhu**
3. **Shodhganga Membership**
4. **e-books**
5. **Databases**
6. **Remote access to e-resources**

Response: A. Any 4 or more of the above

File Description	Document
Details of subscriptions like e-journals, e-ShodhSindhu, Shodhganga Membership , Remote access to library resources, Web interface etc (Data Template)	View Document

4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

Response: 3.06

4.2.3.1 **Annual expenditure of purchase of books/e-books and subscription to journals/e- journals year wise during last five years (INR in Lakhs)**

2020-21	2019-20	2018-19	2017-18	2016-17
2.60282	5.94612	1.99561	2.64606	2.08667

File Description	Document
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the last five years (Data Template)	View Document

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

Response: 1.26

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

Response: 12

File Description	Document
Details of library usage by teachers and students	[View Document](#)

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities including Wi-Fi

Response:

There are different digital facilities available in the college. The IT facilities of the college are used to assess the various online Examinations of B.Voc conducted by SSC, NSDC.

There are 01 smart classroom, 02 IT labs and 02 digitally equipped conference hall and 06 digitally equipped classrooms in the college. A well equipped computer lab is also functioning in the college and a Remote Sensing and GIS lab runs under the Department of Geography. The students of the college have access to the computer lab as well as Digitised Library facilities. The whole college building and the library building are facilitated with High Speed Wi-Fi connectivity through Railware.

There is open access of Wi-Fi connectivity to all students and the administrative staff members of the college. All the departments of the college are provided with computer with N-computing facility. All teaching staff members use the ICT in the classrooms and laboratories whenever needed. The different educational sites and resources are made available for the students and faculty through N List. Accessing resources in the library is extended with the enrolment of faculty and students in NDLI Club. Most of the official work is being done with the help of ICT. The college regularly maintains the IT facilities.Also, a Computerized circulation counter in the Central Library is made available for OPAC. The facility of "Open Access System" is adopted in the library and it complies with the digitalised availability of reading material. The library is equipped with the latest version 2.0 of SOUL.

The office administration comprises trained employees for generation of salary and all concerned official tasks are performed through Office Automation backed by Vinayak Systems and Kareng Technologies, Guwahati. The internet facilities are provided with High Speed bandwidth service delivered by Bhaskar Boro of Gopi Junction, Sonapur, Kamrup (M) 782402. The college holds a functional AMC with Vinayak System, Hatigaon, Guwahati-28 who is responsible for the overall smooth functioning of all IT related services and to communicate with all other concerned vendors. The website of the college is maintained by Anurag Mahanta of Guwahati Industrial Art, GNB road, Ghy-03. Photostate facilities are provided to the students as well as faculties.

The admissions to various courses of Under Graduate as well as Post Graduate are completely done through online mode as well as all official notifications are made available in the college website promptly.

The attendance of all employees including the teaching and non-teaching staff is enrolled with the latest Biometric Attendance system with face reading facilty.

Following are some basic facilities for updating: Computers are formatted and updated in regular basis. College itself formats the computer without no fees by the help of computer operator. Anti-virus are installed in computers and renewed annually. All computers are equipped with Wi-Fi connectivity mentioned in concerned criterion, i.e., in Principal chamber, Office-room, IQAC room, various departments, library and laboratories.

Properly functional CCTVs are installed in every classroom as well as the whole campus including Hostels.

File Description	Document
Upload any additional information	View Document
Paste link for additional information	View Document

4.3.2 Student - Computer ratio (Data for the latest completed academic year)

Response: 12.16

4.3.3 Bandwidth of internet connection in the Institution

Response: C. 10 MBPS – 30 MBPS

File Description	Document
Upload any additional Information	View Document
Details of available bandwidth of internet connection in the Institution	View Document

4.4 Maintenance of Campus Infrastructure

4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

Response: 65.56

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

2020-21	2019-20	2018-19	2017-18	2016-17
76.34397	72.38244	70.24186	97.11714	119.69590

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View Document

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.

Response:

Sonapur College has a set of established procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance of library:

For maintenances of library infra-structure and facilities the library committee and administration have been given the responsibility to purchase, procure books, manuscripts and other materials, as per the recommendations received from the departments of the colleges. The departments of the colleges have a good stock of text books and reference books in their departmental libraries. For enriching of the library, the committee procures some good publications from national and international publishers. The library committee use to organize reading sessions and competitions amongst students, appeals to and encourages students, teachers, alumni, guardians to donate books.

Maintenance of the laboratory:

The laboratory equipments are purchased by the office of the principal and purchase committee as per the requirements of the teaching departments of the college which have practical component.

Maintenance of the sport facilities:

Students' union sport secretary and his/her Professor-in-charge takes the responsibilities of the maintenances of the sport facilities. The necessary goods and sports items are purchased by the office of the principal folloeing recommendations of the sport secretary and the Professor-in-charge of the Student Union of the college. The college authority purchases them by calling quotations from reputed sport outlets. Periodically necessary steps have taken by the authority to develop the sport activities of the students. A Mini Indoor Stadium has been constructed by help of fund provided by UGC for the students within the campus, so that the students can enjoy the events of sports week, organized in the college annually. Some of the sports items are kept in girls' common room and Students' Secretariat and given out for use of students under the monitoring of the Sports Secretary and Common Room Secretaries. Students'achievements are publicly felicitated and also supported financially to the extent possible.

Maintenance of Computers and IT facilities:

The office of the principal decides about purchasing necessary IT equipments as per recommendations received from the departments of the college and the administration of the college. IT facilities are maintained by computer skilled personnel of the college and they also take the responsibilities of periodic

up-gradations of the IT resources. The IT facilities are taken stock of by the administrations and they are modified or changed whenever necessary. For the maintenance of the IT facilities an AMU is signed with Vinayak Systems, Guwahati in 2014. The cleanliness of classrooms is ensured by a group of Grade -IV workers and sweepers. After the admission process in every semester it is ensured that all the classrooms have adequate desks, benches. The fans and electrical appliances are checked wherever requirements are found the purchase committee is appraised of the requirements. The purchase committee makes the purchases after approval from the Principal. There are projectors in as many as five classrooms, besides smart classrooms. Student support and welfare: In the college campus, there is a good environment for the benefit and welfare of the students. Various sub committees are in the college to support services, student welfare and to meet their needs. The principal is the chairperson of all sub committees besides the students union. There is a canteen committee for maintenances of the college canteen and to ensure the healthy and hygienic food for the students as well as the other members of the college. The girls' hostel in the college campus with 60(Sixty) girls has a warden, one matron and a night chowkidar. The hostel management committee ascertains smooth administrative functioning of the hostels as well as tries to maintain a homely environment for its borders. It may be mentioned here that almost 65% of the students in the college fall under tribal communities below poverty line. The students mentoring system is related to stress management of the students and make some counselling sessions to the needy students. There is a Yoga centre in the college and they conduct Yoga sessions for students which is a good step for stress management also. Along with the Yoga centre the gymnasium 'Byamagar' also provide various facilities of physical exercises with a good stock of equipments. For the bike riders there are bike stands in the campus.

Activities of NCC Unit: The NCC Unit has been instrumental in providing a platform to the college students to participate in State level and National level camp. The cadets from this college participated I All India Vayu Sainik Camp(AIVSC), Republic Day Parade Camp, National Integration Camp etc. A number of cadets of NCC 50 Assam Air Squadron (FLG) have been awarded 'B' and 'C' certificate in 2018.

NSS Activities: The NSS Unit of the college has been actively involved in different extensional activities. An NSS mega Programme was held from 25th February to 27th February, 2018 during which the NSS Team undertook a series of activities. The activities included planting trees in Gojaigaon LP School Campus, taking classes in the schools, cleaning the school campus and planting trees in each household of the village. The students also conducted door to door awareness programme on health, hygiene and cleanliness. They frequently conduct cleanliness and other awareness programme in and around Sonapur.

DDU KAUSHAL Kendra: There are 3(three) B. Voc. Degree courses Retail Management and IT, Travelling and Tourism Management and Theatre and Stagecraft funded by UGC under DDU KAUSHAL Kendra.

Educational Tour: A number of educational tours for the students are organized every year in different places of the state as well as different parts of the country as a part of the academic curriculum. These trips are partially funded by the Government of Assam.

Career Counselling Cell Activities: Career counselling programs are organized by the college regularly. Some of the notable programs are Recruitment Rally as Airman in group V (Non-technical), Air Force Station, Borjhar, Guwahati (17-19 Mar, 2018) Enhancing the Employability Skills of the youths in the college which dealt with interview skills, skill development and motivation by Kaziranga University in Mar 2018.

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during last five years

Response: 61.49

5.1.1.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
743	701	533	482	214

File Description	Document
upload self attested letter with the list of students sanctioned scholarship	[View Document](#)
Upload any additional information Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years (Data Template)	[View Document](#)

5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 1.51

5.1.2.1 **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

2020-21	2019-20	2018-19	2017-18	2016-17
11	17	13	13	11

File Description	Document
Upload any additional information	View Document
Number of students benefited by scholarships and freeships institution / non- government agencies in last 5 years (Date Template)	View Document

5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

    1.**Soft skills**
    2.**Language and communication skills**
    3.**Life skills (Yoga, physical fitness, health and hygiene)**
    4.**ICT/computing skills**

Response: A. All of the above

File Description	Document
Details of capability building and skills enhancement initiatives (Data Template)	View Document
Link to Institutional website	View Document

5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 41.81

5.1.4.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
406	603	227	396	182

File Description	Document
Number of students benefited by guidance for competitive examinations and career counselling during the last five years	View Document

5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: B. 3 of the above

File Description	Document
Upload any additional information	[View Document](#)
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	[View Document](#)
Details of student grievances including sexual harassment and ragging cases	[View Document](#)

5.2 Student Progression

5.2.1 Average percentage of placement of outgoing students during the last five years

Response: 0

5.2.1.1 **Number of outgoing students placed year - wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

File Description	Document
Details of student placement during the last five years (Data Template)	[View Document](#)

5.2.2 Average percentage of students progressing to higher education during the last five years

Response: 60.89

5.2.2.1 **Number of outgoing student progression to higher education during last five years**

Response: 151

File Description	Document
Upload supporting data for student/alumni	[View Document](#)
Details of student progression to higher education (Data Template)	[View Document](#)

5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: IIT-JAM/CLAT/ NET/SLET/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations, etc.)

Response: 100

5.2.3.1 **Number of students qualifying in state/ national/ international level examinations (eg: IIT/JAM/ NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations,** *etc.*)**) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
17	8	2	1	4

5.2.3.2 **Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
17	8	2	1	4

File Description	Document
Upload supporting data for the same	[View Document](#)
Number of students qualifying in state/ national/ international level examinations during the last five years (Data Template)	[View Document](#)

5.3 Student Participation and Activities

5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.

Response: 20

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) year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	5	4	4

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national/international level during the last five year	[View Document](#)
e-copies of award letters and certificates	[View Document](#)
Any additional information	[View Document](#)

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

Response:

The students are entrusted with a major role in the various administrative, co-curriculum and extra curricular activities of the institution. The following committees in the college are operational to showcase the students' representation:

- Sonapur College Students Union
- NCC Co-ordination Committee
- Career Counselling and Placement Cell
- Internal Complain Committee
- Grievance Redrassal Cell
- Extension Activities and Outreach Cell
- Publication Unit
- Campus Cleanliness and Beautification
- Election Steering Committee
- Literary Committee
- Cultural Committee
- Anti Sexual Harassment Cell
- NSS Programme Co-ordination Committee
- Literary Committee, Dept of English
- Drama Society, Dept of English
- Wall Magazine Committee for all the departments
- Sonapur College Girls Hostel Management Committee

- Editorial Board for the College Magazine
- Fee review committee
- Manuram Karkun Tribal Language Research Committee

Sonapur College Students Union

Sonapur College Students Union is formed following a process of democratic election where all the students vote for the nominated candidates. The body comprises of the President, The Vice President, General Secy, Assistant general Secretarmy followed by a set of Secr5etaries viz, Sports Secy, Cultural Secy, Debate And Symposium Secy, Mino Games secy, Boys' Common Room Secy, Girls' Common Room Secy, Cultural Secy, Literary Secy. The major role played by the body of students is to organize students related activities viz. Annual College Week, the programme for showcasing the talents of the students through a lot of activities in the field of Sports, Culture and Literary Events. The body is also instrumental in coordinating the students who participate in the inter college competition across the state. They play a major part in coordinating the students in the regular celebration the Independence Day, Republic Day, other International and National Celebration Days. The Election for electing the office bearers of the Sonapur College Students Union is run with the active participation of the students. The college has a regular practice of conducting extension programme in the feeder schools and neighbouring villages. As the motto of such activities is to provide an opportunity for the students, the Students Union turns out to be the most effedctive agents in such programmes. The publication of the college magazine as well as the regular issues of the wall magazines of all the departments is possible only with the engagement of the students.

It is noteworthy to mention that during the Covid pandemics the student union extended handful of effort in the distribution of collected food items for the needy and in the awareness for the contagious disease and its precautionary measures in the neighbouring communities.

The students union give priority in the maintenance of campus discipline and regulating the vehicle parking for students.

The students body helps the authority of the college in solving the issues of the students at the time of admission.

The department of Geography publishes a news bulletin in the form of a wall magazine named 'Geo Site' where the editorial board is formed with student members along teacher-in-charge.

File Description	Document
Upload any additional information	[View Document](#)

5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 3.2

5.3.3.1 **Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	4	5	3	3

File Description	Document
Report of the event	View Document
Number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions (Data Template)	View Document

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

Response:

The Alumni Association of Sonapur College has been registered under Registration of Society's Act XXI of 1860with registration No RS/KAM(M)263/Z/558o of 2021-22.

 The alumni association has actively involved for the betterment of the college. The engagement of the alumni finds its best visibility in their association with the respective departments. Periodic annual meetings are conducted in the vibrate mood with the college authority to discuss the prospective plan for the development. The following are the major areas through the Alumni Association joins hands with the college administration:

- **FINANCIAL AID DONATION**: The Alumni Association contributed to the college an amount of more than 5 Lakhs during the last five years. The donation of the alumni is valued in different forms, viz., books to both central and departmental, almirah for books, Sound system, desks and table for departmental library, laboratory equipment for practical works like tracing table along with lighting facility, wall clocks for all the departments, photo frames with photographs for showcasing different departmental activities.
- **NET SLET Coaching**: One of the alumni of the college working as an Assistant professor of the affiliating unive,i.e. Gauhati University regularly organises coaching for NET and SLET for the

students of PG classes.

- **EXTENSION ACTIVITY**: The alumni association plays a major role in organising various extension activities in the feeder schools of the adopted and nearby villages.
- **ALUMNI MEET:** Through the Alumni Meets, the alumni of the college interact with the present students by providing input and share their experience regarding skills, recent technologies and in applying knowledge in various fields.
- **ADMISSION PROCESS**: The Alumni association plays a very functional role in the admission process in orienting the students for the POs and Cos of the curriculum. They also enrol the newly admitted students in the Alumni Association so as to link them with it.
- In connection with the renovating the Deka-chang, the Boys' Common Room of the college, a group of alumni have engaged themselves manually using the raw material collected from the college campus itself.
- The dept of Tourism and Travel Management makes utmost utilisation of the Alumni Association while engaging the present students in the trekking events and in their mission to search for tourist spots as well as to gather the information of the such spots.
- A few members of the alumni association installed bamboo made dustbins in the college campus to aware the students about cleanliness as well as the maintenance of the ecological balance.
- The field of sports happens to be the major area where the present students get support and assistance as a few alumni are placed as national as well as state level coach in Kabbadi, Kho kho and Mixed martial Arts.
- Organising Seminar: The alumni Association organised online seminars and talks meant for the present students and attended by faculty and alumni too.
- Functioning as Teaching Faculty: The college takes pride in appointing alumni as the teaching faculty of the college.

File Description	Document
Upload any additional information	[View Document](#)

5.4.2 Alumni contribution during the last five years (INR in lakhs)

Response: A. ? 5 Lakhs

File Description	Document
Upload any additional information	[View Document](#)

Criterion 6 - 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

Response:

The Mission of the college to impart higher education among the students of the locality and to create an environment of overall growth and development in various aspects as for intellectual, ethical, and physical upliftment of the people, particularly the people belonging to tribal communities by preserving their heritages and exposing the students to modern technologies to make them aware of their rights and duties for the betterment of the society.

The vision of the institution is to strengthen the communities with the spirit of Higher Education by upholding the ethos of intellectually and value orientation for sustainable society.

Goals and Objectives

- To impart education for the attainment of a Degree in the streams of Arts, Science and Commerce.
- To encourage the students to participate in extra-curricular activities like games and sports, cultural programmes, etc.
- To encourage the students for spiritual development and to train them in civil responsibility, healthy living condition etc.
- To serve the rural people through extension education by the application of scientific knowledge and Techniques in solving Rural Problems.
- To create an environment for the development of human virtues like spirit of co-operation, discipline, love and feeling of brotherhood among the students.
- To undertake programmes for preservation and development of the tribal language and culture that constitutes a major component of population of the locality.
- To spread the feeling of Nationalism amongst the new generation.

Nature of Governance:

Nature of Governance is democratic and participatory where all the stakeholders participate in the decision- making process of the administrative and academic matters. The President of Sonapur College Governing Body spearheads the management followed by the Principal of the College who is the executive head. The Principal, Governing Body, Teachers representatives to Governing Body, representatives in Governing Body from non-teachers, Student's Union Body, IQAC along with different cells of IQAC, PMU play an important role in implementing the vision and mission of the college

Perspective Plan:

The college develops its Perspective Plans after several brain storming sessions for overall development based on the requirements in academics, infrastructure, students and teachers academic and holistic needs, etc. in a systematic, well thought out and phased manner.

The governance of the institution is reflective of and is in tune with the vision and mission of the institution and the teachers play an important role in it. There are two teacher representatives along with the IQAC Coordinator on the Governing Body of Sonapur College to influence the institutional plan and policy. Different Committees are constituted with the teacher members by the Principal according to the approval of the Governing Body of the college for smooth conduct of various academic/finance/extension/examination/research activities.

The Finance Committee, the Building Committee, Project Management Unit and the Hostel Committee take important decisions regarding finance, building construction, renovation, maintenance and other issues related to the college.

Teachers' Unit of Sonapur College reviews the institutional strategic plan which in turn sets the academic aims and objectives of the institution and identifies the financial and recruitment strategies.

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

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

Response:

Leadership and Governance at Sonapur College bring out the collaborative and decentralized structure through participative management of different stakeholders - Governing Body (GB), Principal, Teaching and Non-Teaching Staff, Students and Alumni with proper and well defined inter-relationships.

Sonapur College maintains a decentralised and transparent mechanism in almost all the activities/ programme like – College Administration, Admission Procedures, Library Management, organization of Seminar/ Workshops, Freshmen Social, College Week, Student's Union Election, Extension Education/

activities Programmes, Social Welfare Programmes, Canteen Management, publication of College Magazine, News Letters, Research Publications and celebration of different festivals, programmes, environment cleanliness programmes, etc.

Case Study:

The effective leadership of the stakeholders reflects in various institutional practices. One such Institutional Practice was the organization of Gauhati University Youth Festival in the year 2018, where all the stake holders- Governing Body (GB), Principal, Teaching and Non-Teaching Staff and Students, Alumni, NSS, NCC, and public participated with enthusiasm.

Sonapur College successfully hosted the Gauhati University Inter College Youth Festival Central Zone, with a three day long programme starting from 28th June to 30th June, 2018. A total of 419 competitors from 27 colleges under the Central Zone of the Gauhati University comprising of Kamrup, Kamrup (M) and Morigaon Districts, participated in the festival where competitions were held on 35 different events of music, dance, theatre, literary activities and fine arts.

The Committees and Sub-committees to oversee different domains were constituted by the Principal included representatives from different stakeholders for the purpose. The committees included Registration, Reception, Accommodation, Transport, Infrastructure, Programme, etc. Various categories of events were conducted namely literary, cultural, fine art, modelling, etc. Members and conveners of the various committees included teachers, non-teaching staff, students and public. Teachers also played the role of motivators and spearheaded different activities.

The college premises throbbed with activities and enthusiasm during the three days of the festival after the arrival of the competitors, teacher-in-charges, judges, students, teachers from the participating colleges and the officials of Sonapur College had provided all support in managing various aspects of the event. The activities were organised in several venues throughout the campus. The winners of various events were felicitated and certificates were distributed in the valedictory session held in the evening of 30th June. The event was a grand success which was reflected in the overwhelming responses and feedback provided by participants, guardians and teachers from participating colleges. They highly appreciated the warm hospitality, discipline and decorum managed by the students of the college and efficient arrangements provided by Sonapur College for the successful conduct of each event.

The decentralized structure enabled the smooth functioning and conduct of the event apart from encouraging participation of faculty members as well as non- teaching staff and students at all levels of decision making. NSS, NCC and Sonapur College Students' Union took voluntary responsibility for maintaining discipline. This event highlights the organisational skill of the students of Sonapur College under the able guidance of the teachers and employees of the college in promoting youth leadership.

File Description	Document
Upload any additional information	**View Document**
Paste link for additional information	**View Document**

6.2 Strategy Development and Deployment

6.2.1 The institutional Strategic / Perspective plan is effectively deployed

Response:

Sonapur College timely implements Strategic /Perspective Plan for qualitative improvement in college education.

One successful implementation that was based on the strategic plan was *Introduction of the new Stream at the UG level and opening of PG courses in a phased manner.*

As par the Perspective Plan, in order to expand the scope for higher education of the college, Sonapur College Governing Body authorised the Principal to initiate the process for opening of P.G. courses at least in three subjects.After that, Sonapur College had fulfilled all academic and infrastructural needs as per the affiliating university requirements for opening of Post-graduate courses.

Accordingly, based on the terms and conditions and guidelines of affiliating Gauhati University, the Principal of the College submitted the proposal for granting permission for opening of PG Courses in Assamese, English and Geography in the year 2018.

In response to the proposal of the authority of Sonapur College, Gauhati University (GU) appointed three teams for inspection of the respective departments at Sonapur College.

1. Department of Assamese: Date of inspection: 03-04-2018

Inspected by: 1. Prof. Taranee Deka, Head, Department of Assamese, G.U.

2. Prof. Dilip Bora, Head, Department of MIL, G.U.

2. Department of Geography: Date of inspection: 31-03-2018

Inspected by: 1. Prof. Anup Saikia, Head, Department of Geography, G.U.

2. Prof. A. K. Bora, Department of Geography, G.U.

3. Department of English: Date of inspection: 06-04-2018

Inspected by: 1. Prof. Pradipta Borgohain, Head, Department of English, G.U.

2. Prof. Nandana Dutta, Department of English, G.U.

Based on the inspection reports of the team, Executive Council of Gauhati University had granted the permission for opening of P.G. Courses in Geography and Assamese from the Academic Session 2018-19 and English from the year 2020-21 with a seat allotment of 10, 20 and 30 respectively. The allotment of seat has been enhanced to 20 in Geography in the next Academic session on the basis of their performance and student demand. The Post-graduate Department of Assamese and Geography were also accorded permission to conduct the P.G. Semesters Examinations at Sonapur College Centre from the year 2020. P.G. Department of English was granted permission as an Examination Centre from the year 2022.

Apart from this, Gauhati University has inspected the Geography Laboratory and has recognised the Laboratory of Geography Department of Sonapur College as a Ph.D. Research Laboratory from the academic session 2019-20, which is another addition to the College's efforts in providing vertical mobility to its students.

File Description	Document
Upload any additional information	[View Document](#)
strategic Plan and deployment documents on the website	[View Document](#)

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

Response:

Administrative Set Up:

Sonapur College follows the principles of decentralization, participative and consultative management.

The President of Sonapur College Governing Body (GB) spearheads the management followed by the Principal of the college. Principal acts as the administrative and academic head. GB and Principal are the final authority of all administrative, academic and financial matters. Principal is assisted by Vice-Principal in academic matters, followed by Head of the Departments, Academic Committee, teaching and non-teaching staffs.

In the administrative matters Principal is followed by the Head Assistant cum Accountant, Senior and Junior Assistants.

The GB of the College is formed as per the Provincialized Act (2005), Government of Assam. The members of the GB sit quarterly to discuss and resolve the academic and administrative matters of the college and finalise the future programmes for a holistic development. GB supports development through planning and execution, budgeting, review of performance in all respect and policy making.

Principal constitutes various Sub-Committees for smooth conduct of various academic/finance/extension/examination/research activities. Principal is the Chairperson of the sub-committees with convenors and members both from the teaching and non-teaching staff.

Vice-Principal assists the Principal in all activities for overall growth and development of the institution, especially the academic matters. The Co-ordinator of IQAC helps the Principal in the overall administration which involves planning of the academic and infrastructural matters and its systematic implementation. On consideration of the proposals from stakeholders, the Coordinator, IQAC has discussed it in the IQAC Committee meetings and finalized it as per preference for placing to the Principal for execution.

Academic Committee:

The Academic Committee constituted and headed by the Principal approves all Academic Activities relevant to Curriculum, Course Structure, Policy Matters, Admission, Examination, Extension Activities, Research Activities, Publications, Infrastructural Development of the college etc.

The Librarian acts as the Convener of the Library Advisory Committee (LAC) for management of library. According to the fund sanctioned by the Principal, the librarian purchases books and other accessories for the library on approval of LAC.

Appointment and Service Rules, Procedures, and Policies:

Recruitment process is carried out according to the norms of the affiliating University and State Government guidelines. A Selection Committee comprising of two representatives of the Vice Chancellor, two External Subject Experts nominated by affiliating university, President of College GB, Head of the concerned department and Principal decide the worthiness of the candidates for appointment as an Assistant Professor. The appointment procedure for the non-teaching staffs is followed as per the direction and State government guidelines. The college management committee has constituted the selection committee for selection of the non-teaching staffs.

1. Sonapur College follows the guidelines of Assam Govt. for the Recruitment.
2. The teaching staffs are promoted to the next levels as per UGC guidelines and Provincialisation Act of Assam Govt. and non-teaching staffs are promoted as per State Government guidelines.

The decision-making procedures are made at appropriate levels in the organizational hierarchy.

The institution strictly follows the benefits of Provident Fund, Gratuity, Mediclaim, etc. as applicable.

File Description	Document
Link to Organogram of the Institution webpage	[View Document](#)

6.2.3 Implementation of e-governance in areas of operation

    1. **Administration**
    2. **Finance and Accounts**
    3. **Student Admission and Support**
    4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces	[View Document](#)
Details of implementation of e-governance in areas of operation, Administration etc	[View Document](#)
Any additional information	[View Document](#)

6.3 Faculty Empowerment Strategies

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

Response:

Sonapur College has several welfare measures for the teaching and non-teaching staff that provides cordial and employer friendly environment to maintain high motivation level amongst its employees.

We encourage and provide opportunities to pursue research, professional development courses and skill enhancement courses to teaching and non-teaching staffs. Internet with Wi-Fi, Library, computer facilities are made available to all staffs. Academic support and progress; and expertise in office management are the primary objectives of the college. The necessary leave and support are given when sought for.

Leave:

The faculty members are eligible for availing all kind of leaves as per the Govt. and UGC rule. Duty leave is provided for the faculty who are assigned duties by the institution. There is a provision for study-leave for pursuing higher studies after a certain period of service.

Health and Hygiene:

Sonapur College organises free health awareness, check-up camps in the college premises for better and healthy life. During Covid Pandemic, Rapid Antigen Tests are arranged from time to time for the employees and students. Contactless sanitizer dispenser and automated biometric attendance system with face recognition is installed as precautionary measure during Covid pandemic. Doctor on call facilities is available. The hygiene is maintained well by cleaning and disinfecting all lavatories, installing Vending machines with incinerators.

Recreation:

The institution has adequate facilities for sports, games (indoor, outdoor), gymnasium, etc., and cultural activities. Sonapur College arranges staff annual picnic for refreshing the minds. Canteen facility is availble.

Shopping outlet 'SonaHarvest' (earn when you learn) serves as a window for students and alumni to participate in the process with their produces.

Grievance Redressal Cell, Internal Complain Committe:

The Grievance Redressal Cell has been constituted by the College to build a strain free atmosphere for all its stakeholders. The Institute addresses any act of indiscipline, at all levels, seriously, and necessary corrective measures /actions are taken at the earliest. Grievances of the staff are addressed through Internal Complaint Committee. GRC redresses the grievances of the stakeholders by sorting out the problems promptly and judiciously for a pleasant, ambient atmosphere and good work culture with an in-built goodwill and mutual understanding among its stakeholders.

An Internal Complaint Committee (ICC) has been constituted in the college specially to look into issues faced by women in the organisation. The ICC is responsible for the redressal of grievances related to sexual harassment in the institute.

Finance:

All employees are eligible for Pension, Leave Encasement, PF, Gratuity, Casual/special/vacation leave, TA/DA, as per institutional and govt. norms.

The teaching and non- teaching members of the College formed a financial society in the name of Sonapur College Staff Mutual Benefit Society for their mutual benefits. Each member of the society contributes the monthly contribution as fixed earlier and can avail a short term loan of max. 6.0 Lacs at an interest of 9% only. The SMBS also provides retirement benefit and emergency financial support in distress.

File Description	Document
Upload any additional information	View Document

6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 49.31

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
30	31	35	2	9

File Description	Document
Upload any additional information	View Document
Details of teachers provided with financial support to attend conference, workshops etc during the last five years	View Document

6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

Response: 2.2

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	1	1

File Description	Document
Upload any additional information	[View Document](#)
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	[View Document](#)
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff	[View Document](#)

6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).

Response: 6.97

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

2020-21	2019-20	2018-19	2017-18	2016-17
7	5	2	0	1

File Description	Document
IQAC report summary	[View Document](#)
Details of teachers attending professional development programmes during the last five years	[View Document](#)

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

Response:

The college follows a well organised Performance Appraisal System for both the Teaching and Non-teaching Staff.

For teaching and non-teaching staff following appraisal mechanisms are followed:

- Students' Feedback
- Parents' feedback
- Alumni Feedback
- Self-appraisal reports

- HODs Annual Reports
- Annual Confidential Report

Students Feedback is taken at the end of every semester through a questionnaire provided to the students to review the performance of the faculty members and necessary appraisal is done by the Principal.

Each department organises Parent Teachers Meet in every semester and the parents have given their feedbacks in the meeting and is reported to the Principal for review. ~~form are collected by the department and the report is submitted to the Principal.~~

Apart from the College Alumni Association, the departments have also constituted Departmental Alumni Associations. These groups remain in touch with the departments through Whatsapp medium. The alumni members continuously provide various feedbacks for the improvement in various fields.

The self-Appraisal Report of each faculty members are taken on annual basis using well-structured questionnaire. The Principal reviews the feedback and takes the initiative to guide the faculties for their improvement.

Farewell meeting is organised by each department for the outgoing students and in the meeting their feedback are collected and the report is prepared by the HOD and submitted to the Principal.

Besides taking feedback from various stakeholders on diverse aspects of college management, the institution conducts Academic and Administrative Audit (AAA) with resourceful academicians. Performance of all the departments and every individual teacher is assessed accordingly. An exit meeting on AAA is held to intimate the staff about any shortcoming or gap on their part and thereby suggestions are given for the improvement. Regarding the promotion of the teachers, API score, is calculated according to the prescribed format. Feedback is one of the instruments for assessing the API score. Professional contribution to the academics is also assessed through publication of research papers in Scopus, Indexed Journals as well as in books. The engagement of teachers in FDP, Short Term Courses, performing invigilation duties, contribution to college administration through committees, engagement in Governing Body, committees in connection with NAAC, UBA, NIRF, NSS, NCC, etc., are also taken into account.

Regarding the appraisal of non-teaching staff, regular meetings are held to assess their attendance and work details. Feedback is provided through annual appraisal report. As the employees are given specific responsibilities, annual survey on each activity, viz., admission, examination, scholarship, registration of students etc. is 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	Document
Upload any additional information	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly

Response:

Sonapur College conducts internal and external financial audits regularly. There is a well-defined mechanism for internal and external financial audit.

Internal audit is conducted in each financial year by a Chartered Accountant appointed by Sonapur College Governing Body. The Chartered Accountant verifies all the original documents of Receipts, Payments, Voucher of all transactions, Ledgers, Cash Book, Bank Passbooks in respect of all the accounts maintained by the college in presence of the Principal and the Accountant. By checking all the transactions of receipt and payments, the CA submits the report to the Principal who in turn places the report in front of the G.B. for approval.

External Audit refers to which means the Government Audit conducted by the Office of the Accountant General, Govt. of Assam. This office appoints government auditors to audit once in two or three years. Govt. appointed auditors ensures proper maintenance of the following: original Grants release letters, original Receipts, Payment details, Voucher of all transactions, Ledgers, Cash Book, Bank Passbooks, etc.

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 verifies the accounts of the College in different heads like fee collection from the students; funds received from different Govt. Grants and Aids for various specific purposes; Scholarship Grants; UGC Grants; RUSA grants; funds received from other Govt. and non Govt. agency, etc. After proper verifications, suggestions as well as objections are placed and are reviewed in the meeting of the finance committee for a desirable solution of the same to be submitted to the Auditor General.

- **Source of income verification**: The auditors verify various sources of income of the college on different heads, i.e. head wise student's fee collection, different Govt. grants, Govt. aids for specific purposes, Govt. scholarship grants etc., UGC Grants, RUSA grants, Grants received from other Govt. and non Govt. agency, etc.

- **Expenses Verification:** Auditors verify the reconciliation of bank accounts as per the audit suggestions and check the conformations, verify various payments along with the Bill and Vouchers, Documents for Tender for works including Comparative Statements, Salaries payments details sanctioned by the Govt. from salary bill payment statements, TDS payment details, other statutory compliances required as per Govt. rules and regulation like tax deductions, GST payment details, royalty payment details, etc.

- **Discrepancies:** In audit verification, if the auditors notice doubt and discrepancies, these are discussed with the Accountant and the Principal and the doubt is clarified. If the auditors are not satisfied with the clarifications of the college authority, they submit their objections and issues in their audit report for further review and settlement. The detailed review and clarifications on the audit objections are then submitted to the Auditor General from the college authority for acceptance.

- **Objections:** In the Govt. Audit Reports of 2016-17, 2017-18, 2018-19, 2019-20 and 2020-21 a number of objections were raised by the auditors and were meted with by providing relevant documents.

File Description	Document
Upload any additional information	[View Document](#)

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

Response: 23.78

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

2020-21	2019-20	2018-19	2017-18	2016-17
1.20	5.0	0	0.2	17.37650

File Description	Document
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the last five years	[View Document](#)

6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Response:

The institution has strategies for mobilization of resources and ensures accountability and financial transparency. The funds which are allocated and released by government and non-government organizations are utilized for which it was sanctioned. The improvement of institutional infrastructure,

resources for acquiring knowledge, IT infrastructures and social responsibility are the major heads where the funds are allocated. The College has a transparent and well-planned financial management system where the Government and Management are the main sources of funds.

Financial Resources are:

? State Government funds in various Head of accounts.

1. Fund from UGC
2. Fund from RUSA

? Tuition Fees

? Corporate Grants

? Hostel Fees

? Grants From individuals, philanthropist, teaching and non-teaching staff of the college

? College Development Fund

? Alumni Contributions

? Central Development Fund

? Central/State Government funding for NSS and NCC

? Grants given to students from reserved communities: Funding/ Scholarships for SC/ ST/

OBC/EWS.

? Financial assistance from MLA/MP

OPTIMUM UTILIZATION OF RESOURCES:

The granted funds allotted for specific purposes are optimally utilised within stipulated time following the guidelines of funding agencies. Funds generated from above sources are principally used for development, maintenance and overall development of the institution. All expenditures to be incurred are allocated

according to the sections letters, e.g. for infrastructure maintenance, staff salaries, research incentives, student welfare, to organize various events in the college for enhancement of academic ambience, etc.

The demand and requirements of funds are raised and discussed in various meetings - staff meeting, library advisory committee meeting, Sonapur College Students' Union meeting, Alumni Association meetings, NCC, NSS Cell, sports, cultural committee, etc. These demands are scrutinised and placed in G.B. meeting for approval. After the approval of Governing Body, the college authority submits proposals to UGC, RUSA, ICSSR, and other Govt. and Non-Govt. organisations requesting for allocation of grants for academic and overall development of the college.

The management provides financial supports to organize seminars/workshops/ expert talks/ educational extension activities beyond the college/ Faculty Development Programmes/ extension and outreach programmes. Apart from the grants allocated for organizing Seminars, Workshops, Talks, etc., the College Management also mobilises funds from other organisations and individuals if and when the need arises.

The extracurricular activities of the students are a major concern and adequate funds are allocated for Sports and Cultural activities such as Annual College Week, Fresher's Social, North-East Inter College Debate Competition, Youth Festival and different regular events organised in the college, etc. through resource mobilisation. Various National and State level Scholarships are awarded and also provide free studentships to the deserving candidates.

State Govt. and Central Govt. provide Scholarships for meritorious students under the category of ST, SC, OBC, Minority, etc. College authority regularly notifies the students regarding such information in the notice board so that students can avail the scholarship in time.

The College also gives importance in mobilisation of funds for fulfilling the vision of the college.

The Governing Body of the college coordinates and monitors the optimal utilization of the funds for the holistic development of the college.

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

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

Response:

The IQAC of Sonapur has consistently attempted to institutionalize quality assurance strategies and

processes at every level from Academic to administrative for its stake holders.

The IQAC) carries out activities that encompass all aspects of the functioning of the Institution. It helps in maintaining the momentum of quality consciousness. The IQAC of the college plays a vital role for improving, maintaining, and enhancing the quality of the institution.

The IQAC strives to spread quality culture through quality enhancement initiatives.

Among the wide range of initiatives two significant Quality Improvement Strategies adopted by the IQAC being institutionalised by the College are as follows

1. Initiation for Departmental Alumni Association

The IQAC has been playing key role for organising Alumni association of Sonapur College. With the initiatives of IQAC several meetings were convened where the members discussed about the plans and strategies for the reorganising the Alumni Association of Sonapur College. Periodic meetings are also being organised with the Alumni of the college working as teacher and non-teaching staff, with Executive Committee of Alumni Association, where several resolutions were adopted for revamping of Alumni Association.

As per the Suggestion of IQAC, all the departments have successfully organized their Departmental Alumni Meets in the month of June and July, 2019. After that, General body of Alumni Association was formed. IQAC also entrusted Dr. Prasanta Saikia, Associate professor Economics, for the registration of Alumni Association of Sonapur College. Accordingly, with the efforts of IQAC of Sonapur College Alumni Association was well organised and have already obtained the Government registration.

1. Fostering Office Automation

ICT is an important tool for the smooth conduct of administrative and academic matters of a higher educational institution. The IQAC of Sonapur College has always suggested for updating the software of MIS including Office Automation of Sonapur College. In a meeting of IQAC held on 08.10.2018 it is formally resolved that a new MIS and College Automation Software be procured which would be highly beneficial for the administrative and academic quality enhancement of the college. According to the suggestion of IQAC, College authority purchased advanced ICT tools, Wi-Fi facility etc to enrich ICT infrastructure.

After the untiring efforts of IQAC, a new office Automation Software has been installed. Currently this software is fully operational for all administrative and academic activities. MIS and facilities have also been established to support the admission procedure of the college. It also has a data bank of students and faculties. OPAC software in library has been installed which enriches the well maintenance of the Library Information.

Besides above two some other Institutionalised Strategies for quality enhancement initiatives adopted by IQAC of Sonapur College

1. The Academic and Administrative Audit
2. New short term courses
3. Installation of solar energy panel and Water Harvesting

4. Coaching programme for Civil Service Exam
5. Holding workshop and seminar
6. Renovation of Sonapur College Museum
7. Publication of Books
8. Participation in NIRF
9. Initiative taken for Green Audit
10. Documentation of various activities
11. Feedback mechanism

File Description	Document
Paste link for additional information	[View Document](#)

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 (For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives)

Response:

IQAC of Sonapur College initiate, plan and supervise various activities that are necessary to increase the quality of quality standards in teaching, learning imparted by the institution.

The IQAC continuously reviews and takes steps to improve the quality of the teaching-learning process. 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.

The coordinator of IQAC is the member of the Academic Committee of Sonapur College which monitors and reviews the teaching-learning process regularly and the performance of the students regularly after the announcement of their semester results.   If the result of the students, in a subject, is not found up to the mark, necessary steps are taken to find out the reasons and the concerned faculty members are counselled and motivated to work towards improvement

In accordance with the norms set up by IQAC, every department has to submit and prepare annual report annually and document teaching learning process.

Every concerned department has to devote and take initiatives of their innovative activities for effectiveness of teaching & learning process, which implemented and recorded by the concerned departments of Sonapur College systematically. The department conducted different activities that related to boosting teaching learning process of Sonapur College such as faculty exchange Programme, Value

added programme, Parent Teacher meets, Conferences, Seminars, Workshops, extension education programme, project works, and procedure of internal examination, use of ICT in the classroom programs, etc. Individual faculty members prepare systematic Teaching plan along with correlation to the Course Outcomes (COs), Program Outcome (POs). They maintain academic progress record.

The record of all these activities related to Teaching Learning process, structures & methodologies has to submit to IQAC. Institution and IQAC of Sonapur College monitored and reviewed the standard methods of teaching, learning, and evaluation of the Institution based on those records.

IQAC, gives suggestion and recommendation for ample infrastructural facilities for effective teaching and learning which is evaluated and implemented by the the institution. Respective departments submit departmental requirements to Internal Quality Assurance Cell (IQAC). After discussion and as per needs IQAC forwards it to Principal, and College Purchase Committee. On receiving approval from the Sonapur College Governing Body, decision is decisions are executed.

IQAC of Sonapur College conductive of all academic activities and planning that reflected in institutional level and

The following are the two major activities conducted by the institution with the initiative of IQAC in boosting up the teaching learning mechanism of the college

Academic Audit:

The IQAC organizes regular academic audits to ensure effective implementation of teaching learning process and maintenance of course files. The IQAC has framed the procedures institute level Academic audit. Accordingly, in 2019 and 2021 Academic audit was done inviting eminent academicians.

The Team members of Academic and Administrative that held On 29th June 2019, visited the various academic departments and interacted with concerned faculty members, Principal, IQAC members and students. They observed two shortcomings that related to Teaching Learning process i.e. 1. Inadequacy of Library to cater the growing needs 2. Inadequacy of ICT enabled teaching Learning process. The Team suggested improving those facilities.

The IQAC of Sonapur College advised the administration to enrich ICT infrastructure by purchasing advanced ICT tools, Wi-Fi facility and encourage the teachers and non- teaching staff to use ICT by arranging different workshop i.e. handling ICT instrument etc.

With the initiatives of IQAC Sonapur OPAC software in library has been installed which improves and enriches the well maintenance of the Library Information System which controls over all the transactions of the library. The College also enhance library infrastructure to ensure proper dissemination of learning by acquiring, maintaining, and ensuring efficient use of the latest hard copy/soft copy of books, e-books, journals, documents, reports and other learning resources.

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 curriculum and teaching -learning. IQAC

has started taking online feedback that helps to reduce the time duration and it also fosters an objective analysis. The college also maintains aself-appraisal method for the teachers.

The feedback survey covers the assessment teaching learning process such as abilities, skills and attributes acquired by faculties, assessment of the learning environment in the college, assessment of supports services, assessment of curriculum offered, attainment of Programme Outcomes, Usage of Innovative Teaching Methodologies, flexibility of curriculum, , library facilities etc.,

File Description	Document	
Paste link for additional information	View Document	

6.5.3 Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
2. **Collaborative quality intitiatives with other institution(s)**
3. **Participation in NIRF**
4. **any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

Response: A. All of the above

File Description	Document	
Upload details of Quality assurance initiatives of the institution	View Document	
Paste web link of Annual reports of Institution	View Document	

Criterion 7 - 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 last five years.

Response:

The College has set up a conducive environment for women – students and employees in pursuance of educational and professional excellence. It also stresses on sensitizing its students and staff on various gender issues and takes up the activities based on the Annual Gender Sensitization Action Plan.

Gender Equity and Sensitization in Curricular Activities

* The courses offered in the college have papers that specifically deal with gender issues.
* There are specific papers and texts in BA and MA English that deal with gender issues and theories. Some units of Philosophy also deal with Feminism and paper of Education named 'Women and Society' deals with similar topics.
* The college has 65 % of girl students
* There are a total of number of 22 women faculty in permanent and 17 number in adhoc positions in the teaching and 6 number in non-teaching staff that amounts to 55.56 % of the total work force.
* Women are appointed in administrative positions such as HoD, Convenors of Committees, etc.
* Free education is provided to the girl students belonging to Dikchak, the adopted village of Sonapur College.
* The minimum reservation for girls is fulfilled and the numbers of students remain over and above the minimum reservation.

In Co-curricular activities

* The College has constituted major committees like Women's Cell (WC) to create awareness amongst the students and work for the upliftment of the women of the neighbouring rural and tribal community, Internal Complaints Committee to respond to complaints regarding harassment and to undertake formal proceedings to resolve them, etc. that focus on gender issues and gender sensitivity.
* The College orientation programme held at the beginning of every session lays emphasis on gender awareness, anti-ragging and anti-sexual harassment practices of the college.
* The Women's Cell organizes International Women's Day on 8th March of every year to highlight women issues. The Women's Cell also reaches out to the women of the locality and outside the locality by organizing events in women old age homes.
* Whenever feasible and possible, Sonapur College includes sessions on gender issues in national seminars organised in the college.
* The Department of Theatre and Stage Craft staged a play titled 'Bhumikanya' thatshowcases the plight of women across ages. The play is based on two Indian epics – Ramayana and Mahabharata. The characters of the play voice their resentments, anguish and opinions about the way in which their characters were built.

Special Activities:

- Health awareness programme are organised for girl students on Menstruation, Physiology, Health and Hygiene and Screening for Breast Cancer, AIDS etc. .
- Gender Audit is conducted in the college annually to ascertain the status of girl students in terms of participation in various activities, facilities for the girl students, scholarship awarded etc.

Facilities for Women:

1. Girls' common room renovated with modern washroom and hygiene facilities with installation of Sanitary Napkin Vending Machine and Incinerator apart from the Ladies' Staff washroom and library.
2. CCTV cameras have been installed in the college premises at all vantage points for providing a safe and secure environment.

File Description	Document
Link for specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	[View Document](#)
Link for annual gender sensitization action plan	[View Document](#)

7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. **Solar energy**
2. **Biogas plant**
3. **Wheeling to the Grid**
4. **Sensor-based energy conservation**
5. **Use of LED bulbs/ power efficient equipment**

Response: B. 3 of the above

File Description	Document
Geotagged Photographs	[View Document](#)

7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- **Solid waste management**
- **Liquid waste management**
- **Biomedical waste management**
- **E-waste management**

- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

Response:

As Sonapur College is located close to the Amchang Wildlife Sanctuary, it falls in a biodiversity rich area. Understanding it's responsibility in maintaining the environment of the area, the college takes initiatives to dispose the waste generated from the premises in a responsible way. The College takes active measures for keeping the premises waste free in different ways.

Solid Waste Management:

- As women staff and girl students form a major part of the population of Sonapur College, special care has been taken to minimise the non-degradable solid waste generated by sanitary napkins by installing Sanitary Napkin incinerator in the Ladies' Staff Washroom and Girl students' washroom.
- For facilitating the disposal of biodegradable waste and as an initiative for waste recycling system, a vermicompost pit has been constructed in the college premises. The compost is used for gardening.
- There are separate bins for degradable and non- degradable solid waste in the college campus. The solid waste is segregated in different coloured dustbins – green for wet and biodegradable waste, blue dustbins for plastic wrappers and non-biodegradable waste, and yellow dustbin for papers and glass bottles.
- These wastes segregated in the dustbins are then treated accordingly.

Liquid Waste Management:

- As Sonapur College is located atop a hill, the liquid waste, mainly waste water that is generated in the wash areas, canteen, etc. run down the hills along the traditional drains and get absorbed midway in the earth.

E-Waste Management:

- The E-Waste generated in the college is segregated and used in e-waste art installation recently in the college campus.
- For e-waste management, an MoU has been signed with Balaji Computer Studios, Guwahati, under which the organisation takes necessary actions for removal of e-waste from the college and its disposal.

Waste Recycling System

- The papers with single side printing are reused.

Biomedical waste management and Hazardous chemicals and radioactive waste management: Not applicable

File Description	Document
Link for Geotagged photographs of the facilities	[View Document](#)

7.1.4 Water conservation facilities available in the Institution:

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Response: B. 3 of the above

File Description	Document
Geotagged photographs / videos of the facilities	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.5 Green campus initiatives include:

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**

Response: A. Any 4 or All of the above

File Description	Document
Various policy documents / decisions circulated for implementation	[View Document](#)
Geotagged photos / videos of the facilities	[View Document](#)

7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Response: A. Any 4 or all of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	[View Document](#)
Certification by the auditing agency	[View Document](#)
Link for any other relevant information	[View Document](#)

7.1.7 The Institution has disabled-friendly, barrier free environment

1. **Built environment with ramps/lifts for easy access to classrooms.**
2. **Divyangjan friendly washrooms**
3. **Signage including tactile path, lights, display boards and signposts**
4. **Assistive technology and facilities for 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**

Response: A. Any 4 or all of the above

File Description	Document
Policy documents and information brochures on the support to be provided	[View Document](#)
Any other relevant information	[View Document](#)
Link for any other relevant information	[View Document](#)

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 500 words).

Response:

Sonapur College is located in an area dominated by diverse tribes and communities. They have been co-existing harmoniously since ages. Understanding that the college has a significant role to play in upholding its objective of providing an inclusive environment, the College has taken various steps in the direction which have been mentioned below:

- The Dhanjit Medhi Foundation formed by the College undertakes various literary activities like Quiz competitions involving the schools of the locality.
- The College adopted Dikchak, a Karbi tribe dominated village which is economically backward. The college has been involved in many developmental works for the benefit of the villagers. In order to propagate the idea of female education, the College also offered free education to girl students belonging to the village who pursued education in Sonapur College. Capacity building workshops on different topics have been organised in the village for the community members for their socio-economic development.

- The College emphasises on the smooth disbursal of the scholarships of the Scheduled Caste and Scheduled Tribe to ensure their economic inclusion.
- The Maniram Karkun Teaching and Research Centre for Tribal Language and Culture was established to teach different tribal languages to the students. It also undertakes different research works in relevant topics and also encourages the students for the same.
- A College has a museum that displays various artefacts belonging to the tribes and the communities. These artefacts were collected by the students of the college that helped in sensitizing them towards their culture and 0developing an appreciation for the same.
- The Cultural Rally is an integral part of the Annual College Week of Sonapur College. In the rally, the students showcase cultural aspects of different tribes and communities of Assam which hints at their cultural awareness.
- Traditional dance performances by the students of the college form an important part of the college functions.
- Sonapur College has tried to incorporate cultural components of the dominant Karbi tribe of the locality by constructing a Dekachang in the college which also functions as the Boys Common Room.
- Hindi Divas is celebrated every year in the college premises by the Department of Hindi to propagate the importance of significance of the national language amongst the students.
- It has become a tradition for the college to felicitate guests invited to the college with tribal (Tiwa, Karbi, Rabha) handloom that showcase the rich diversity of the area. The tradition is followed even in in-house felicitations.
- The College has adopted 5 villages under Unnat Bharat Abhiyan (UBA) which are tribal dominated.
- An event was organised in Dikchak, the adopted village of Sonapur College by the name of Destination Dikchak to promote the village as a viable tourist destination by focusing on the community. The community members were financially benefitted as visitors visited the food stalls set by the women of the community. The event highlighted the traditional dance, sports and songs of the Karbi community.

File Description	Document
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	[View Document](#)

7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

Response:

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

Sonapur College is actively involved in propagating the constitutional values amongst its students and

employees and takes all opportunities for the same. The efforts of the college are evident in the following activities:

- Subjects like Political Science deal extensively with Constitutional Rights, Duties Responsibilities, etc. Subjects like Education and Philosophy also deal with certain aspects of Constitution of India.
- The NCC and NSS wings of the college are actively involved in various activities. The NCC cadres of the college take part in the Republic Day and Independence Day Celebrations. They participate in the Independence Day Parade. These days of national importance are also celebrated in the college where the students and employees participate. Similarly, the NSS candidates extensively conduct cleanliness programmes and drives in the college campus and outside the campus that upholds the fundamental duties of the citizens.
- A Street Play on the 'Right to Franchise' was conducted by the students of the college to spread awareness regarding the importance of exercising the right to vote by responsible citizens.
- The students of Department of Theatre and Stage Craft performed a street play on 'Drug Abuse' in various places of Sonapur and Dimoria.
- The Students Union of Sonapur College, a student's representative body elected by the students democratically though voting system helps in reinstating constitutional values amongst the students.
- The College had also successfully started and completed a short-term Human Rights Programme where a number of students had been awarded completion certificates.
- The College also organises International Yoga Day to motivate the students towards pursuance of healthy living.
- In the year 2019, students were taken to visit the Assam State Assembly. They were acquainted with the various legalities and formalities of the State Assembly.
- In order to infuse a sense of responsibility amongst the students, peer teaching by students in the neighbouring schools is organised that also helps in the sharing and dissemination of knowledge.
- The College authority along with the active participation of the students distributed flood relief to the inhabitants of flood affected area under Morigaon district.
- At the onset of the COVID 19 pandemic, awareness drives were organised in the neighbouring localities where sanitizers and masks were also distributed. In the same campaigns, basic hygiene and handwashing techniques were displayed which were important to maintain for the COVID 19 pandemic.
- The College has initiated the practice of singing the National Anthem at the end of meetings.
- The College organises an Annual Inter College Debating Competition where participants from different colleges of North East India participate. This serves as a platform for the students to understand the decorum of the legislative assembly apart from making them aware regarding the contemporary political and socio-economic conditions of the state and the nation.
- In order to uphold the basic tenets of cleanliness and hygiene, free health check up camps are organised from time to time.

File Description	Document
Link for details of activities that inculcate values necessary to render students in to responsible citizens	[View Document](#)
Link for any other relevant information	[View Document](#)

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.

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Response: A. All of the above

File Description	Document
Code of ethics policy document	[View Document](#)

7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

Response:

Describe the efforts of the Institution in celebrating/organizing national and international commemorative days, events and festivals during the last five years within 500 years.

Sonapur College has a strong tradition of organizing events to celebrate the national and international commemorative days, events and festivals. The college makes a conscious effort to inculcate democratic and secular values as envisaged by the Indian Constitution. Celebrating these festivals, national and international commemorative events with the active participation of the students and staff give an opportunity to inculcate these values. The list of events is given below:

- **Republic Day:** This major day for the Indian nation is celebrated in the college premises with ceremonial hosting of the Indian flag by the Principal in the college campus on 26th January. The NCC cadets of the college take part in the parade. The NCC cadets of the college also take part in the Republic Day Parade that is organised in the Sonapur Mini Stadium.
- **Independence Day:** Every year on 15th August, Independence Day is celebrated in the Sonapur college campus by hoisting the tricolor and singing the National Anthem. The NCC cadets actively participate in this occasion of national significance.
- **World Environment Day:** The College makes utmost effort to foster consciousness for the environment and sustainability by celebrating days like the World Environment day on 5th June every year. The day is celebrated by organizing talks by eminent persons related to environment and conservation, cleanliness drives, plantation drives, etc.

- **International Women's Day:** The College celebrates International Women's Day every year to create and generate awareness regarding various women issues.
- **International Yoga Day:** It is celebrated annually on June 21 by organizing Yoga sessions where the students and teachers of the college participate.
- **Hindi Divas:** Hindi Divas is celebrated on 14th September every year to generate awareness regarding the importance of the national language by organizing seminars and talks where resource persons are invited.
- **Saraswati Puja:** Saraswati Puja is celebrated every year by the students of the college in the college premises to pay obeisance to the Goddess of Learning. This has taken the form of an annual event which is organised by the students union of the college with the help of the students, college authority and the teachers.
- **Teachers' Day:** Teachers' Day is celebrated every year in the college on 5th September. All the departments of the college organise this event according to their convenience and pay respect to their teachers in functions that are organised by the students.
- **NCC Day:** The NCC Day is celebrated every year on the 4th Sunday of November by the NCC cadets of Sonapur College.
- **World Tourism Day:** The World Tourism Day is celebrated by the Department of Tourism and Travel Management on 27th September every year by participating in the WTD held by the Govt. of Assam and other activities.

File Description	Document
Link for Geotagged photographs of some of the events	[View Document](#)

7.2 Best Practices

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

Response:

Title of the Practice: Fostering Gram Swaraj – Commitment Beyond Campus

Sonapur College, located in a tribal dominated belt of Kamrup (Metropolitan) district of Assam, was founded with the funds mostly raised from the masses of the locality. Therefore the College, since its inception, deems it a moral responsibility to contribute to the welfare of the local communities residing in the area, address the societal needs and redress the problems faced by the people thereby contributing to the area's all round development. With this aim, the college had initiated the process of 'Village Adoption' and extension activities in the neighbouring areas. In this process, the College plays an active role in contributing to the upliftment of the local communities from not only an educational perspective but also from a socio-economic perspective. In other words, the College not only aims to create awareness regarding the importance of education amongst the tribal and other communities residing in the area but also make a conscious effort to make education affordable for them (as these communities are mostly economically weak), but also make use of the College resources for fulfilling their socio-economic needs through all possible means.

Objectives of the Practice:

1. To maintain solidarity with the local communities for their contribution to the foundation of the college.
2. To make education and its accessibility easier for the communities
3. To contribute to the well-being of the local communities
4. To make an effort towards making villages and communities self-reliant through capacity building.
5. To actively engage with the local communities in devising ways of augmenting their socio-economic condition by introducing them to various livelihood activities.
6. To help them understand their traditional knowledge and devise ways to cope with the emerging trends utilise them.
7. To instil a sense of humanitarian and ethical values into the students by engaging them in various extension activities.
8. To develop a sense of appreciation for their fellow beings amongst the students.

The Context:

Assam is a state where a majority of the population resides in the villages. In such a scenario, it becomes the responsibility of the higher education institutions to forge an understanding with the local communities to be able to propagate and create an awareness regarding the importance of education amongst them. At the same time, creating a congenial atmosphere for the pursuance of higher education and maintaining a goodwill amongst the communities regarding the institution becomes important.

Sonapur College, located in a tribal dominated rural setting, realises the need for the upliftment of the local communities for creating a conducive atmosphere for outreach of education. Therefore, village adoption and other extension activities in the neighbouring areas form a major forte of Sonapur College.

This is a multi-pronged approach that encompasses various needs of the communities – livelihood security, education, health and sensitization, environmental awareness and moral and intellectual development.

The Practice:

Livelihood Security Initiatives

The College organises various livelihood related activities in the adopted village for the benefit of the local communities. These livelihood activities are initiated keeping in mind the resources available with the communities for the pursuance and continuation of the activity for its effectiveness. Within this, other activities like cattle vaccination, etc. are also undertaken.

Education

To make college education accessible and to motivate the students for higher education, free education is provided to the girl students of the adopted village. At the same time, the Departments of the college undertake extension education classes in the feeder schools of the locality to enhance the quality of education. Peer teaching by the students of the departments are also regularly undertaken in these schools. Workshops for the high school teachers on various aspects are also organised.

Health and Sensitization

The college organises health check up in the college premises for the neighbouring communities as well as in the adopted village where the students actively participate. Special stress is laid on women health. Awareness on COVID-19 was held in the neighbouring areas where masks and sanitizers were also distributed. Other initiatives related to health and sanitation are planned and executed like awareness campaigns against drug abuse, alcoholism, etc.

Environmental Awareness

Extensive plantation drives are undertaken by the students of the college in various localities. At the same time, cleanliness drive inside and outside the college campus and in various villages are undertaken with the help of the students.

Moral and Intellectual Development

The College organises different activities that involve members of the local communities in various ways. Inter-school quiz competition amongst is regularly organised in the area by Dr. Dhanjit Medhi Foundation, a trust formed by the college. The College also organises the Sinam Uriba Singh Memorial North-East India Inter-College Debate Competition every year that gives a platform to the students of the college to participate in a regional level debate competition. It also gives them an opportunity to interact with students that come from different parts of North-East India for participating. For the moral and intellectual development of students of the college and neighbouring schools, the college conceptualises and organises functions like 'Sadhur Edin' – a storytelling competition.

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)

Skilling the young generation to meet the demands of the changing times and increasing their employability in the job market is one of the major concerns of education in the present times. With the gap between education received and the requirements of the job market widening, there has been increasing dearth of skilled student force that can be recruited immediately after completion of education. Further with trends that change frequently, it has become the need of the hour to create a workforce that is adaptable and resilient to changes. Therefore, apart from the traditional courses, Sonapur College is conscious regarding the need for infusing a competitive mindset amongst the students and keeping them updated with the trends of the job market by imparting skill based education that can give them an edge in the competition.

Objectives of the Practice:

1. To keep track of the changing trends of the job market for the benefit of the students.
2. To introduce short term and long term skill based courses that can be availed of by the students.
3. To skill the students in technical as well as soft skills that can enhance their overall personality.

4. To instill confidence into the student force by making them industry ready through the provisions of internships and entrepreneurships.
5. To create awareness amongst the students regarding entrepreneurship possibilities from limited resources and providing opportunity for the same.

The Context

With the disproportionate ratio educated youths and the jobs in the job market, it has become increasingly important to assess the effectiveness of the education system. This has necessitated for skilling the youths on various technical skills for particular jobs as well as soft skills for instilling confidence into them to compete in the job market. Therefore the College has capitalised on every possible opportunity that it has found for the introduction long term as well as short term skill based courses in the college to benefit the students enrolled in the college as well as the locality. The initiation of the 'Incubation Centre' is also an effort towards encouraging students for entrepreneurial ventures.

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. 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

Special emphasis is given to enhance the speaking and writing skills of the students. This becomes a special necessity for the students to build their confidence on language and communication skill so as to improve their public speaking skills.

Short Term Skill Courses

A number of short term courses are introduced in the college from time to time which can be availed of by the students enrolled in the regular courses like beauty and wellness, yoga, home gardening, etc. Such courses are designed as capacity building courses to add to their skills.

Building Entrepreneurship skills

Entrepreneurship forms a very important aspect of skill education. In order to build on the entrepreneurship skills of the students, various motivational, personality and career counselling sessions are held from time to time. To further the prospect of entrepreneurship, Sonapur College started an **Incubation Centre** under Assam StartUp the Nest, Department of Industry and Commerce, Govt of Assam and Innovation Park, IIM Kolkata. Since the setting up of the Incubation Centre, an event named **'Ideathon'** has been successfully organised to bring out entrepreneurial ideas from the youths have been organised and selected.

'SonaHarvest' is another initiative for providing the students with an opportunity to earn while pursuing their education in the college. It is an outlet for the students to sell their home produce and products and earn from it.

Peer-teaching

The departments of the college engage in peer teaching by the students of the college build their confidence and skills. This gives the students an opportunity to enhance their teaching and learning skills apart from their communication skills.

Developing managerial and leadership quality

The students are given an opportunity to organise various events of the college and the departments from venue arrangement to catering that helps in developing their managerial and leadership qualities.

On Job Trainings –

The on job trainings of the B.Voc Courses provide students with hands on training and increase their employability.

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.

File Description	Document
Link for Best practices in the Institutional web site	

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

- **Understanding and Institutionalizing Heritage Conservation"**

Sonapur College, founded on the initiative of the local communities, is situated in an area inhabited by culturally diverse people of different ethnic groups giving it a unique identity. However, due to the pressure of the modern times these diversities are gradually diminishing. The College has been a proud torchbearer of the ethnic diversities of the area and had taken it upon itself to safeguard their rich culture inherited through generations. Keeping in view this necessity, the Sonapur College has incorporated "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. Further necessitated by the degrading environmental conditions in and around the area which is also rich in biodiversity, conservation of natural heritage has also been incorporated recently in 'Heritage Conservation' apart from cultural heritage.

Institutionalising appreciation for natural heritage: The students are 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 as topic of their projects. For example: Bomani Beel where community fishing occurs in the month of January, Phong-Ari where an Annual Karbi festival is organised by the tribe, Nazirakhat – that is not only an archaeological site but also a place of worship for the Hindus, etc. The students of 3rd semester are asked to make reports on such significant areas that include the importance of the area, its cultural association to the inhabitants and its prospects of tourism for safeguarding the area. Accordingly, various destinations have been selected by the students to prepare their research reports.

The students of the Department of Geography undertake various projects on the preservation of *dongs* and *beels* that have great significance for the inhabitants of the region and in maintaining ecological balance. The *dongs* are traditional means of irrigation for the crop fields still in use by the farmers of the locality.

In-depth researches have been undertaken by faculty of the Department of Geography on such *dongs* and *beels*. Some of such researches conducted are 'Endangering the Status of Dong due to Land Use Change and Its Impact on Flood Water Discharge: A Case Study of Bordong Basin of Sonapur Revenue Circle of Assam, using Remote Sensing Data,' 'Geo-Environmental Significance of *Dong,* a Traditional Water Harvesting System in Digaru River Basin and the Threat to its Sustainability due to Human Interference

with special reference to Bardong Sub-Basin,' etc.

Talks on Cultural and Natural Heritage Conservation: The College organizes various talks on important aspects of heritage and their conservation for creating awareness amongst the students. Efforts are also made to incorporate technical sessions on heritage conservation in national seminars organised by the college, whenever possible. A talk on 'Preservation and Making of Manuscript in Sanchipat,' was also organised in the college where a talk on was delivered by Sri Hari Narayan Konwar, Assistant Secretary, Srimanta Sankardev Research Institute, Nagaon.

Environmental awareness programmes and plantation drives are periodically executed with the help of the students so that they develop environmental sensitivity and can understand their role in natural heritage conservation. International commemorative events like World Environment Day and World Wetlands Day are celebrated in the college.

Sonapur College Museum: The College Authority initiated the conservation of heritage conservation through the college museum which is a storehouse of many artefacts belonging to the different tribes of the area. The collection drive for the museum was mainly conducted with the help of the students so that they could develop an appreciation for their culture and zeal to safeguard it. It also provided them a window to learn important aspects of their culture.

Dekachang: The *Dekachang,* a traditional boy's dormitory of the Karbi tribe has been constructed in the college premises that also functions as the boys common room. This was built by the villagers of Rongdoloi village of Sonapur in the college. The villagers have also shouldered the responsibility of maintaining it till the present times.

Use of traditional elements in guest felicitations: The College takes pride in felicitating its guests with traditional elements like 'Gamocha', 'Arnai', 'Fali', 'Sarai' belonging to the different neighbouring communities. Such an initiative of the college makes a positive impression on the students enrolled in the college regarding their tradition.

Workshops on traditional crafts: The students of the Department of Theatre and Stage Craft participate in workshops that train them on traditional crafts like mask-making, puppetry, bamboo and cane crafts.

Showcasing culture and tradition: The College gives ample opportunity and scope to the students to indulge themselves in showcasing their culture and tradition in college events and activities like the Annual College Week. The Cultural Rally that is organised on the first day of the Annual College Week gives the students an opportunity to showcase and understand the culture that they portray.

Staging plays showcasing tradition and culture: The Department of Theatre and Stage Craft has staged plays incorporating tribal (Karbi, Tiwa, etc.) elements in the college premises that have been greatly appreciated by spectators.

1. **Adaptation from Shakespeare's 'A Midsummer Night's Dream':** This was enacted in the Sonapur College on the occasion of the 'National Conference on Reading, Teaching and Performing Shakespeare in Contemporary Times'. The performed play was an adaptation from Shakespeare's 'A Midsummer Night's Dream'. Tiwa and Karbi elements were used in set and property design, costume design and choreography. It was enacted in Assamese language with use of tribal words and dialect in between.

2. **'Retracing the Bond':** This play was performed as a part of the National Seminar organised by the Department of Geography, Sonapur College. The play was based on Karbi folklore that depicted the significance and importance of nature in the lives of the Karbi tribe. It emphasised on the importance of conservation and preservation of nature (flora and fauna).

File Description	Document
Link for appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

- Sonapur College aspires for continuous upgradation from all fronts. With its mission to achieve higher academic scholastic endevour, the prime focus is directed to improve the research culture. Mention is to be made to the affiliation of the recognition of the Geography Laboratory as a research lab by the affiliating university. It is aspired that this recognition will lead to the recognition of Ph D guideship for the faculty and the enrolment of Research scholars in the department.
- A number of faculty members of the college are engaged in the Assessment and evaluation process, question paper setting of other universities.

- Though there is less scope for placement opportunity the institution organizes job fairs, career counselling programmes through its career counselling cell at a regular basis.
- Besides the publication in Scopus and UGC recognized journals, a number of faculty in the college have published articles and research papers in both national and international books and journals.
- Ceaseless trial is being made for fund mobilization for the construction of the auditorium.
- In order to facilitate the sports activities for the students initiation is being taken to construct a sports ground in the college campus.
- The college feels proud in highlighting the achievement and activities of the NCC and NSS unit of the college. In the Air wing 25 cadets passed C certificate examination and 64 cadets passed B Certificate. In the Army Wing, 8 cadets have passed C certificate examination and 28 cadets passed B certificate examination. Our cadets also participated in the Republic Day and Independence Day parade in New Delhi. Hemanta Deka and Nayanjyoti Deka in 2016 and Sumi Sarkar in 2017 participated in RDC in New delhi.
- All the activities aims to prepare the students to participate in national and international platform providing both vertical and horizontal mobility.
- Rooted cultural value and moral responsibility inculcated are reflected in the contribution of the Alumni association of the college.
- During the covid pandemic the coordination of teachers and students in the online teaching learning process resulted in a commendable outcome that is reflected in the final result of the semesters.

Concluding Remarks :

Advocating quality analysis in a Higher Education Institute is the backbone of the institute for future development. The quality assessment is hence mandatory and the SSR has been prepared considering the criteria wise documentation to fulfill the requirement of the SSR. This SSR has been prepared taking account the activities from the Academic Session 2016-17. The AQARs were submitted regularly during the five years. To improve the quality of the assessment and accreditation process the authority as well as the IQAC engages all the stakeholders for collecting the necessary information and documents to showcasing the activities and achievements throughout the tenure of the assessment. Consequently, feedbacks were taken from all the stakeholders that have been analysed and were presented to the concerned authority for taking follow up actions. It helps the IQAC to chalk out the plans to be adopted for quality assurance of the college.

The NAAC has extended the validity of Assessment to the HEIs and hence our period has also been extended to 2020-212. The report tries to incorporate all the regular and special activities of the college under different heads. The activities that are included in different QnM and QlMs ensured the participatory engagement of the students, teachers and the authority. The process helps the institute to know its opportunities and challenges and to grow in its own pace. The data given in the QnMs are based on the records extracted from the different departments as well as the office. The data are authenticated and validated by the IQAC of the college.

The preparation of the SSR has highlighted the strengths, weakness, opportunities and challenges of the college and has helped to conceptualise certain plans and initiatives for meeting these requirements in a phased manner in the years to come. It has also helped in understanding the effectiveness of the policies and actions executed by the College for meeting its Mission and Vision.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.2	**Number of Add on /Certificate programs offered during the last five years** 1.2.2.1. **How many Add on /Certificate programs are offered within the last 5 years.** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>3</td><td>4</td><td>3</td><td>4</td><td>5</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>2</td><td>5</td><td>3</td><td>4</td><td>5</td></tr></table>
1.2.3	**Average percentage of students enrolled in Certificate/ Add-on programs as against the total number of students during the last five years** 1.2.3.1. **Number of students enrolled in subject related Certificate or Add-on programs year wise during last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>212</td><td>267</td><td>122</td><td>185</td><td>187</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>77</td><td>402</td><td>122</td><td>185</td><td>187</td></tr></table>
1.3.2	**Average percentage of courses that include experiential learning through project work/field work/internship during last five years** 1.3.2.1. **Number of courses that include experiential learning through project work/field work/internship year-wise during last five years** Answer before DVV Verification: <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>19</td><td>11</td><td>16</td><td>19</td><td>17</td></tr></table> Answer After DVV Verification : <table><tr><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td><td>2016-17</td></tr><tr><td>20</td><td>15</td><td>14</td><td>15</td><td>18</td></tr></table>

	Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.
1.3.3	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year** 1.3.3.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 671 Answer after DVV Verification: 684 Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.
1.4.1	*Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders* *1) Students* *2)Teachers* *3)Employers* *4)Alumni* Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. Any 3 of the above Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.
2.1.1	**Average Enrolment percentage (Average of last five years)** 2.1.1.1. **Number of students admitted year-wise during last five years** Answer before DVV Verification:

2.1.1.1 Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
416	367	362	338	353

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
416	367	343	336	353

2.1.1.2. **Number of sanctioned seats year wise during last five years**
Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
640	455	425	400	400

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
680	455	425	400	400

Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

2.1.2	**Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy) during the last five years (exclusive of supernumerary seats)** 2.1.2.1. Number of actual students admitted from the reserved categories year-wise during the last five years Answer before DVV Verification: {table1} Answer After DVV Verification : {table2} Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

{table1}

2020-21	2019-20	2018-19	2017-18	2016-17
246	230	230	211	211

{table2}

2020-21	2019-20	2018-19	2017-18	2016-17
220	212	212	195	195

2.4.2	**Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)** 2.4.2.1. **Number of full time teachers with *Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.* year wise during the last five years** Answer before DVV Verification: {table3} Answer After DVV Verification : {table4} Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

{table3}

2020-21	2019-20	2018-19	2017-18	2016-17
26	25	25	22	20

{table4}

2020-21	2019-20	2018-19	2017-18	2016-17
20	20	18	19	17

2.6.3	**Average pass percentage of Students during last five years**

2.6.3.1. Number of final year students who passed the university examination year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
178	197	121	146	138

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
178	197	121	146	138

2.6.3.2. Number of final year students who appeared for the university examination year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
268	249	180	157	168

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
248	249	180	157	168

Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

3.1.1	**Grants received from Government and non-governmental agencies for research projects, endowments, Chairs in the institution during the last five years (INR in Lakhs)**

3.1.1.1. Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
0.6	0.308	0.5	0.25	9.99

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0.6	0.308	0.5	0.25	7.89

Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

3.1.3	Percentage of departments having Research projects funded by government and non government agencies during the last five years
	3.1.3.1. Number of departments having Research projects funded by government and non-government agencies during the last five years
	Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	2	1	6

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	1	2	1	4

3.1.3.2. **Number of departments offering academic programes**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
15	15	15	15	15

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
15	15	15	15	15

Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

3.2.2	**Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the last five years**

3.2.2.1. **Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year-wise during last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	6	4	7

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
2	6	6	3	5

Remark : As per clarification, updated data and supporting documents received from HEI, based

	on that DVV input is recommended.
3.3.2	**Number of research papers per teachers in the Journals notified on UGC website during the last five years** 3.3.2.1. **Number of research papers in the Journals notified on UGC website during the last five years.** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
11	9	5	1	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
10	8	5	1	1

Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

3.3.3	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years** 3.3.3.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	8	8	10	18

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	8	8	10	18

3.4.2	**Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years** 3.4.2.1. **Total number of awards and recognition received for extension activities from Government/ Government recognised bodies year-wise during the last five years.** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
6	3	7	3	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	0	0	0

Remark : Certificate of appreciation/ Local award should not be considered under this metric, DVV input is recommended accordingly.

3.4.3 | **Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

3.4.3.1. **Number of extension and outreached Programmes conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
16	10	13	11	9

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
16	10	12	11	9

Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

3.5.1 | **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship per year**

3.5.1.1. **Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
10	18	17	9	17

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
10	18	17	9	10

Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

3.5.2	**Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the last five years**
	3.5.2.1. Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
8	3	0	2	8

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
6	3	0	2	6

Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

4.2.2	**The institution has subscription for the following e-resources**

   1. **e-journals**
   2. **e-ShodhSindhu**
   3. **Shodhganga Membership**
   4. **e-books**
   5. **Databases**
   6. **Remote access to e-resources**

Answer before DVV Verification : B. Any 3 of the above
Answer After DVV Verification: A. Any 4 or more of the above
Remark : As per the data provided by HEI, DVV input is recommended.

4.3.3	**Bandwidth of internet connection in the Institution**

Answer before DVV Verification : A. ?50 MBPS
Answer After DVV Verification: C. 10 MBPS – 30 MBPS
Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

5.1.4	**Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years**
	5.1.4.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
406	603	227	406	182

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
406	603	227	396	182

Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

5.1.5	**The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases** 1. **Implementation of guidelines of statutory/regulatory bodies** 2. **Organisation wide awareness and undertakings on policies with zero tolerance** 3. **Mechanisms for submission of online/offline students' grievances** 4. **Timely redressal of the grievances through appropriate committees** Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above Remark : As per the documents received from HEI opt. 1,3&4 are considered.

5.3.1	**Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.** 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) year-wise during the last five years.**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
4	12	12	9	8

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	4	5	4	4

Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

5.3.3	**Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)** 5.3.3.1. **Number of sports and cultural events/competitions in which students of the**

Institution participated year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
790	1273	1326	1318	1105

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
1	4	5	3	3

Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

6.3.3 **Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years**

6.3.3.1. **Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff year-wise during the last five years**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
2	4	3	1	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
3	3	3	1	1

Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course).**

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

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
7	37	7	0	1

Answer After DVV Verification :

2020-21	2019-20	2018-19	2017-18	2016-17
7	5	2	0	1

Remark : As per clarification, updated data and supporting documents received from HEI, based on that DVV input is recommended.

7.1.2	**The Institution has facilities for alternate sources of energy and energy conservation measures** 1. **Solar energy** 2. **Biogas plant** 3. **Wheeling to the Grid** 4. **Sensor-based energy conservation** 5. **Use of LED bulbs/ power efficient equipment** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: B. 3 of the above
7.1.4	**Water conservation facilities available in the Institution:** 1. **Rain water harvesting** 2. **Borewell /Open well recharge** 3. **Construction of tanks and bunds** 4. **Waste water recycling** 5. **Maintenance of water bodies and distribution system in the campus** Answer before DVV Verification : A. Any 4 or all of the above Answer After DVV Verification: B. 3 of the above
7.1.5	**Green campus initiatives include:** 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** Answer before DVV Verification : B. 3 of the above Answer After DVV Verification: A. Any 4 or All of the above

2.Extended Profile Deviations

ID	Extended Questions
1.2	**Number of programs offered year-wise for last five years** Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
18	17	15	15	15

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
18	17	17	15	15

2.1 Number of students year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
912	880	846	835	837

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
912	880	846	835	836

2.3 Number of outgoing / final year students year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
225	268	233	235	214

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
248	249	180	157	168

3.1 Number of full time teachers year-wise during the last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
42	42	44	43	44

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
42	44	44	43	44

3.2 Number of sanctioned posts year-wise during last five years

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
44	44	44	43	44

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
44	45	44	43	44

4.1	**Total number of classrooms and seminar halls** Answer before DVV Verification : 52 Answer after DVV Verification : 47

4.2	**Total Expenditure excluding salary year-wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
112.17652	134.46432	126.45929	220.37469	144.39952

Answer After DVV Verification:

2020-21	2019-20	2018-19	2017-18	2016-17
69.73242	166.6326	146.5064	220.3820	144.3995

4.3	**Number of Computers** Answer before DVV Verification : 92 Answer after DVV Verification : 75