



YEARLY STATUS REPORT - 2023-2024

Part A

Data of the Institution

1. Name of the Institution

Sonapur College

- Name of the Head of the institution **Dr. Devabrot Khanikor**
- Designation **Principal**
- Does the institution function from its own campus? **Yes**
- Phone no./Alternate phone no. **9435354374**
- Mobile no **9435117355**
- Registered e-mail **principalsonapurcollege@gmail.com**
- Alternate e-mail **iqacsonapurcollege@gmail.com**
- Address **Sonapur College, Sonapur, Kamrup (M), Assam**
- City/Town **Kamrup (M)**
- State/UT **Assam**
- Pin Code **782402**

2. Institutional status

- Affiliated /Constituent **Affiliated**
- Type of Institution **Co-education**
- Location **Rural**

- Financial Status **UGC 2f and 12(B)**
- Name of the Affiliating University **Gauhati University**
- Name of the IQAC Coordinator **Dr. Dipjyoti Deka**
- Phone No. **09435117355**
- Alternate phone No. **09435354374**
- Mobile **09435117355**
- IQAC e-mail address **iqacsonapurcollege@gmail.com**
- Alternate Email address **principalsonapurcollege@gmail.com**

3. Website address (Web link of the AQAR (Previous Academic Year))

https://www.sonapurcollege.ac.in/wp-content/uploads/2023/12/AQAR_2022-23_Submittred-1.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- if yes, whether it is uploaded in the Institutional website Web link:

<https://www.sonapurcollege.ac.in/wp-content/uploads/2024/12/Prospectus-2023-24-C.pdf>

5. Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 2	C++	65.5	2004	03/05/2004	02/05/2009
Cycle 2	B	2.58	2015	25/06/2015	24/06/2020
Cycle 3	A+	3.31	2023	10/03/2023	09/03/2028

6. Date of Establishment of IQAC

20/11/2002

7. Provide the list of funds by Central / State Government

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

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Institutional 1	Govt. Fee Waiver Scheme	State Government	2024	43,50,680/-

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

- Upload latest notification of formation of IQAC [View File](#)

9. No. of IQAC meetings held during the year **04**

- Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website? **Yes**
- If No, please upload the minutes of the meeting(s) and Action Taken Report **No File Uploaded**

10. Whether IQAC received funding from any of the funding agency to support its activities during the year? **No**

- If yes, mention the amount

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

An Entrepreneurship Fest was organised in collaboration with several organizations on 19th & 20th March 2024. Apart from the IDEATHON competition organised among 29 teams from different colleges & universities, panel discussions on various topics and subjects by inviting experts from various sectors. Aligned with IQAC's objective of building an entrepreneurial and innovation ecosystem for the benefit of the student community at large, the IQAC has facilitated the participation of students in various entrepreneurial workshops and events in and outside the college.

IQAC has taken the initiative with the departments of the College to observe and celebrate various national and international commemorative days such as World Heritage Week, National Wildlife Week, etc. to promote awareness amongst the students.

A 10 days Self Defence Training Workshop for girl students organised with effect from 16th August 2023 by District Social Welfare Office, Guwahati as part of girl empowerment initiative of the college.

Community development programmes have been organised in the adopted village DIKCHAK by inviting experts from the respective fields.-

awareness for communities - "Building Sustainable Community Addressing Climate Crisis", capacity building programme - "Organic Soap Making Workshop" etc.

Facilitates the NEP Task Force of the College to carry out different initiatives so as to act on its already formulated roadmap for implementation of NEP that got implemented in the previous session.

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

Plan of Action	Achievements/Outcomes
To continue working towards women health and empowerment in various fields	10 Day Self Defence Workshop for Girl students, Breast Cancer Awareness Programme in collaboration with B.Barooah State Cancer Institute,
To build a conducive environment for fostering entrepreneurial mindset amongst the students	Incubation and Training Programme with Assam Start Up and NE Impact Foundation on 10-11-23, Entrepreneurial Awareness Programme on 17.11.2023, Entrepreneurship fest organised in the College in collaboration with NEDFi, NEHHDC, etc on 19-20 March 2024,
To enhance community empowerment, awareness, capacity building and livelihood	Organised 'Building Sustainable Community Addressing Climate Crisis' in collaboration with Nature's Orbit, Guwahati on 22.04.2024, 'Organic Soap Making Workshop' for communities on 21.05.2024, Hosting groups of students from various universities and thereby add to their income.
To sensitize the faculties and students regarding emerging issues in society	Organised various awareness programmes on societal issues like gender, drugs, women empowerment, educational, etc.
To take steps to generate awareness regarding Indian Knowledge System (IKS)	Officially nominated teachers from Sonapur College to attend Training Programme on IKS

	organised by MMTC, Gauhati University, in collaboration with IKS, Division, Ministry of Education, Govt. of India, New Delhi from 09/10/2023 to 14/10/2023. from , Formed an independent IKS Cell in the college
To make continued efforts to preserve and safeguard regional and national language and cultural heritage and Identity amongst the student community	Dept. of Hindi organised the Hindi Divas at Kamalajari High School on 14.09.2023, PG Dept of Assamese with IQAC organised Multilingual Education is a Pillar of Intergenerational Learning on 21.02.2024

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

- Name of the statutory body

Name	Date of meeting(s)
IQAC	28/12/2024

14. Whether institutional data submitted to AISHE

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2022-23	14/02/2024				
15.Multidisciplinary / interdisciplinary					
<p>Multidisciplinary or interdisciplinary approach to education is one of the key aspects of NEP 2020. The college has always emphasised on this approach to cater to the needs of the students for a holistic academic achievement. Various papers from various subjects have been designed and introduced in the curriculum to help students gain knowledge and skills of different trades and subjects and the same have been approved by the affiliating university. Students of both Arts, Commerce and vocational streams now enjoy the flexibility in their choice of papers across different disciplines. A student from Arts or Commerce</p>					

discipline has the liberty of opting papers like Tour Guide/ Tour Packaging Management, Retail Sales Specialist cum Cashier, Information Technology in Business etc. from B. Vocational discipline. Similarly, papers like Business Mathematics, Foundation of Mathematical Science, Foundation of Library and Information Science, Basic Commerce and Management have also been introduced under the aegis of NEP 2020. Moreover, the faculties have also been fostering the aforesaid approach through their multidisciplinary research activities, participation in FDPs and allied activities.

16.Academic bank of credits (ABC):

Since opening of Academic Bank of Credit (ABC) by each and every student under Four Year Under Graduate Programme (FYUGP) is mandatory, the college has timely notified and sensitized the students regarding the same. The college has also made provision of hand-holding facility to the students so that no student under FYUGP is left out of the purview of ABC. The students have been sensitized from time to time regarding the role of ABC in their academic journey. Faculties have also been assigned the responsibility of guiding the students as well as sensitize them to learn how to store and accumulate credits across various universities and institutions through their ABC ID.

17.Skill development:

There has always been a due emphasis on skill development of students resulting in introduction and implementation of various skill development programmes in all levels. UGC has even granted DDU KAUSHAL KENDRA to the college and this has rightly augmented the efforts of the college in the same. These courses run by the college require internship and industry linkages for the students to acquire hands on and technical knowledge to be industry ready. Experts from related industries are invited for interaction and at the same time for imparting knowledge so as to help students develop public relation skills, which is vital to their growth. In line with this initiative by the college, short term courses like "Beauty and Wellness", "Home Gardening" and "Spoken English" have long been in the curriculum for skill development. In order to enhance the skill of the students across all disciplines, the College has been taking the initiative to introduce skill papers in the Skill Enhancement Course. The students can opt any one paper out of 3 - Tourism Management, Retail Management and Theatre. These papers require the submission of project reports based on ground survey apart from presentations.

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

The college has undertaken initiatives to incorporate Indian languages into its teaching learning process. Currently, Asaamese, English and Hindi are taught as compulsory subjects. To enhance students' proficiency in these languages, the college organises various activities including literary competitions, debates on language related issues. The college actively works to promote awareness of tribal culture, languages and traditions among its students, to achieve the goals the college has established the "Manuram Karkun Teaching and Rersearch Centre" for tribal languages and culture. It focuses on teaching various tribal languages to local students fostering linguistic diversity. It has already published two editions of the book titled "Aarleng Karbi Raata Bhasha Aakitap (The Language of Mikir People of Lower Assam)" and now it's working on its third edition. Integrating the Indian knowledge system with a focus on India's rich heritage, the institution has established an IKS Cell. Scholars trained in Indian knowledge system and culture are invited to deliver lectures on issues related to IKS. The cell ensures that content on IKS is delivered on regional languages, for students who are more comfortable learning in their mother tongue. Teacher have been trained in IKS pedagogy to deliver content effectively while connecting it to present context.

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

Outcome Based Education (OBE) is mission driven, evidence based and learning focused, and hence as a curriculum design it enables higher education institutions to develop various curricula based on the needs of the students and demands of the society. This also encourages educational institutions to clearly focus and and organise the learning environment for the benefits of the students. Since Sonapur College is affiliated to Gauhati University, so the college does not have the required autonomy for curriculum design to accomodate the scopes of OBE. OBE requires restructuring of the curriculum and the assessment models, but the same is possible only in the university level since the university is the sole authority for restructuring and redesigning of the curriculum. But efforts have been made to make teaching-learning more student centric and provide students with the opportunity to carry the same outside the classrooms in the form of peer education. If graded autonomy as envisaged in the perspective plans of the college is awarded, then there will certainly be adequate focus on the OBE model.

20.Distance education/online education:

Sonapur College has the facility of distance education and provides UG and PG programmes through Open Distance Learning (ODL) under Krishna Kanta State Open University (KKHSOU). a number of students every year registered for acquiring higher education for their professional development. The KKHSOU centre of the College published advertisement to sensitise and attract students regarding different UG and PG courses which can be done in distance mode. The College has been offering Postgraduate Programme in English, Assamese, Education, Political Science, Sociology, and MSW since the Academic Session 2023-24 and has introduced the same in Philosophy, History and Hindi from the Academic session 2024-25. The centre has also offered Masters in Commerce for the students willing to pursue higher education in Commerce stream. Apart from Distance Education the blended mode of teaching is also integrated into the teaching-learning process by the teacher of various department.

Extended Profile**1.Programme**

1.1	424
Number of courses offered by the institution across all programs during the year	

File Description	Documents
Data Template	View File

2.Student

2.1	1102
Number of students during the year	

File Description	Documents
Institutional Data in Prescribed Format	View File

2.2	407
Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	

File Description	Documents
Data Template	View File
2.3	287
Number of outgoing/ final year students during the year	
File Description	Documents
Data Template	View File
3.Academic	
3.1	47
Number of full time teachers during the year	
File Description	Documents
Data Template	View File
3.2	28
Number of sanctioned posts during the year	
File Description	Documents
Data Template	View File
4.Institution	
4.1	48
Total number of Classrooms and Seminar halls	
4.2	130.00 lakh
Total expenditure excluding salary during the year (INR in lakhs)	
4.3	78
Total number of computers on campus for academic purposes	

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution has a well-planned and well-documented mechanism for curriculum delivery.

The College prepares the Academic Calendar according to the guidelines of the affiliating university i.e. Gauhati University which includes the course structure along with the daily routine. The Academic Committee convened by the Principal to devise strategies for proper implementation of the curriculum through various mechanisms and to review the progress of the curriculum. Meetings for lesson plans, routine management, deciding the structure of internal evaluations - group discussions, seminar, assignments, presentations, etc. are organised by the departments. The Departments review the requirement of books in the Central and departmental libraries and forward the same for purchase. Some parts of the curriculum are also fulfilled through field trips. The Academic Progress reports are devised to keep a track of the curriculum progress and do the needful. Vocational departments send students for on job trainings. The PG departments organise special curriculum related sessions and talks by inviting resource persons. The PG Departments encourage the students to engage in academic writing through departmental publications. The well-written project papers prepared by the students as part of their curriculum are documented through the students' journal - The Budding Scholars.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sonapurcollege.ac.in/aqar/wp-content/uploads/2024/12/1.1_compressed.pdf

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

The annual academic calendar of the college is designed in accordance with the guidelines of the affiliating university, i.e. Gauhati University and UGC. Continuous internal evaluation is the yardstick of the annual institutional plans and hence, there is a strict adherence to the guidelines for admission procedure, course structure, holidays etc. The academic calendar makes provision for the tentative schedule for conducting various evaluation

mechanisms such as sessional examinations, seminars, group discussions, presentations, projects etc. The class routine is also mandatorily published in the academic calendar and the same is followed strictly by the faculties of the college. In case of any change in the dates and programmes, the same is notified by the College authority through notice - both soft copy and hard copies that are hung in the college notice boards. Apart from the affiliating Universities, in certain cases Govt. notifications regarding certain aspects have also to be followed by the institution. The continuous evaluation mechanisms as stipulated by the academic calendar provide the necessary inputs for further quality assurance mechanisms to be followed by the College.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://sonapurcollege.ac.in/agar/wp-content/uploads/2024/12/Prospectus-2023-24-compressed.pdf

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year.

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

18

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

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

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

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

370

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

1.3 - Curriculum Enrichment

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

The institution is highly committed to a continuous process of integrating cross-cutting issues relevant to professional ethics, gender, human values, environment and sustainability into curriculum. The institution upholds professional ethics by ensuring adherence to working hours properly, which reflects a commitment to discipline, accountability and time management by the faculties. The institution sets a strong example for students to emulate during the teaching learning process. This is achieved through a well structured mechanism that includes teacher's self appraisal, student's feedback on teachers and review of results etc. Parent-teacher meetings are regularly conducted to update parents or guardians on various college initiatives taken for the holistic development of the students. Feedback from parents/guardians are recorded and reviewed and implemented wherever applicable. The prescribed curriculum is designed to address issues like gender equality, human values, environment and ecology. The college has a women's cell that undertakes various activities like organising talks, seminars etc. pertaining to gender.

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

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

26

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

560

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://sonapurcollege.ac.in/aqar/wp-content/uploads/2024/12/1.4.1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sonapurcollege.ac.in/agar/wp-content/uploads/2024/12/1.4.1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

521

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

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

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

361

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

2.2 - Catering to Student Diversity

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

The college caters to the needs of advanced and slow learners through its annual plan which has the provisions of addressing the issues identified by the teachers and discussed in various

platforms such as Parent-Teacher Meets, Academic Meetings etc. The feedback received from teachers serves as the guiding principles for the actions initiated and incorporated in the academic calendar of the college. There are prizes and awards under various heads to motivate the meritorious students towards achieving excellent academic performances. These students receive appreciation and accolades publicly as they get awarded in college functions. The academic calendar also has a designated page dedicated to publish their names and achievements.

On the other hand, the slow learners are provided academic support through remedial and tutorial classes. The remedial and tutorial classes are also mentioned in the class-routine, which is mandatorily published in the annual academic calendar of the college. Besides these, depending on the performances in internal assessments, the slow learners are subjected to counsellings by the teachers so as to deal with their weaknesses that hinder the learning process. Students identified with communication problems are encouraged to engage in oral presentations of their topics.

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

Number of Students	Number of Teachers
1100	47

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college adopts various student-centric methods, such as experiential learning, participative learning and problem-solving methodologies to enhance the learning experience. The college provides opportunities for students to engage in hands-on and real-

world learning experiences through on-job-training. Students are taken on field visits to gain practical exposure to curricular components. Students are asked to prepare projects from field visits, which enhances their critical thinking and application of knowledge. Students from Vocational stream undergo mandatory on-the-job training every semester, ensuring professional skill development as part of their curriculum. All departments organize educational tours to enrich learning and provide students with exposure beyond the classroom.

The college also encourages active student engagement through participative learning methods. Like, GD, Seminar, peer teaching, students exchange program etc. Group Discussions on curriculum-related topics, fostering peer interaction and viewpoints. Seminar Presentations Students present seminar topics and receive constructive feedback from peers and faculty, enhancing communication and analytical skills. Peer teaching sessions are conducted both within the college and in neighbouring institutions, promoting collaborative and reciprocal learning. Student Exchange Programs also initiated for students to provide diverse learning environments, broadening their academic and cultural perspectives.

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

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

Use of ICT enabled tools has become the mandate of the new education system which focuses on an enhanced learning environment. The college has been able to create an ICT ecosystem with a good number of classrooms and seminar halls with ICT facilities. As of now, 42 classrooms and 5 seminar halls are equipped with Wi-Fi enabled devices for power point presentations, movie screenings, online classes and meetings etc. Departments like English and Assamese make provisions under curriculum for screening of movies based on novels for the specific students of literature. The students have always provided with positive feedback regarding comprehension of different aspects of the novels thus screened while interacting at the end of the sessions.

The vocational departments such as Retail and IT, TTM and TSC regularly use the projectors and computers installed in the classrooms for students' presentations and lecture delivery.

Moreover, for imparting classes on remote sensing, the Department of Geography uses GPS and GIS installed in the departmental classrooms and laboratories.

The teachers of the college also share materials and assignments through Google classroom and internet.

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

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

2.3.3.1 - Number of mentors

23

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

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

29

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

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

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

21

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

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

2.4.3.1 - Total experience of full-time teachers

799

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

2.5 - Evaluation Process and Reforms

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

A transparent and robust mechanism is employed to assess the performances of the students at regular intervals. A sessional Examination Committee conducts the exams as per the routine displayed on the notice boards. No teacher of the same subject is assigned as invigilator. Students mandatorily appear for the sessional exams and also other internal evaluation processes. Only students with medical emergency are granted leaves of absence and are subjected to special or re-sessional examinations conducted at a later date. Copies of the exams are evaluated within a stipulated date and are made accessible to students for self-review. The marks and results are announced on dated already notified and are displayed on the notice board. As part of Internal Assessment Process, students also submit assignments and projects which are checked by the teachers of the concerned departments. The marks scored by the students are recorded by the departments and the same is fed into the affiliating university portal by the office in presence of the HoDs.

The college also has the mechanism to maintain confidentiality of the exams and hence, the question papers are stored confidentially and respective papers are taken out only on the day of the examination.

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

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

The college has always been adopting the mechanism to address internal examination related grievances in a well-structured manner. This mechanism is transparent, efficient and time-bound. Students who fail to appear for the internal examinations on medical grounds are allowed to appear for re-sessional or special examination conducted within a stipulated time frame so as to allow the students to bring improvement on the basis of their performances in the internal examinations. The students also enjoy the freedom to register their grievances through proper channels and the same is addressed in consultation with exam committee and the concerned department. Grievances regarding marks can directly be addressed to the concerned teachers of the departments for easy and prompt resolution.

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

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.

Programme and course outcomes are an important component of the whole teaching learning process and hence, the college authority ensure the same is well communicated to students as well as faculties of the college. Since Sonapur College is affiliated to Gauhati University, so the website of the university is accessed for the same. The programme and course outcomes are also displayed in the departments to remind the students and teachers about the same. Orientation programmes are conducted annually at the beginning of the sessions to make students aware of the probable programme and course outcomes and prepare accordingly.

The departments also develop strategies to help students realise their goals aligned with programme and course outcomes. The teachers also prepare lesson plans so as to meet the outcomes as specified in the curriculum. As many programmes and courses include components that can be fulfilled only through project works/field studies/internship/extension activities, etc., the concerned departments extend support to the students by conducting the same during the course period.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sonapurcollege.ac.in/agar/wp-content/uploads/2024/12/1.1_compressed.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Annual Review Meeting of the Academic Committee is organised by

the authority to evaluate the achievement of programme and course outcome. The methodology includes examinations, project reports, home assignments, group discussions, presentations, etc. The performances of the students in all the mentioned formats are evaluated and quantified. The topics for the mentioned formats of assessment are significantly aligned to the Programme and Course outcomes.

Efforts to record the achievements of the alumni are made to evaluate the adherence of the Institution to the Programme and Course outcome. The students enrolled in the B.Voc programmes also undergo on job trainings that are directly related to the attainment of the programme and course outcome. Many of the students who underwent OJTs have been placed successfully in the industry that justifies the achievement of the PO and COs.

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

2.6.3 - Pass percentage of Students during the year

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

208

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

2.7 - Student Satisfaction Survey

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

<https://docs.google.com/forms/d/1dMoXh90->

kJKGKcSo8M_iIRmAK91Dy_UdUNLPu1PaGj8/edit

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.7 Lakh

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

02

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

3.2 - Innovation Ecosystem

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

The college already has an ecosystem that caters to the needs of students who have a creative mind set. The college has an Entrepreneurship Development Cell (EDC) which organises seminars, workshop, training programmes etc. for the students having interests in developing entrepreneurial ideas into meaningful engagements. The ecosystem is so created to create and transfer knowledge not only through classroom deliberations but also through hand-on-practices during workshops.

The college has signed MoUs with different academic institutions, organizations and industries from which resource persons and experts are invited to help students acquire knowledge. The college as part of this ecosystem has organised several seminars and workshops on entrepreneurship and also an Entrepreneurship Fest in which experts were invited to talk on different aspects of entrepreneurship. Moreover, a total of 29 colleges and universities of the state participated in IDEATHON - pitching of business ideas and got awarded for best business ideas. The college authority ensures that this said ecosystem gets sustained through a collaborative effort of all the stake holders. The local youths are also entitled to draw benefits from such programmes organised by the college.

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

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

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

7

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

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

2

File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

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

5

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

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

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 year

7

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Extension education has become an integral part of the education system, with special focus on the community development programmes carried out in neighbouring villages and localities. Sonapur College has special mentions about the programmes in its academic calendar. The themes on which the students are aimed to sensitize through extension activities are hygiene and cleanliness, environmental issues, livelihood issues, social issues like gender sensitization, women empowerment etc.

The students apart from conducting cleanliness drives in and around the campus also participate in programmes in neighbouring villages to sensitize the villagers regarding use of plastics, health and hygiene etc. The NSS and NCC cells are always proactive in such programmes. World Environment Day is observed every year either in the college or different schools of the Dimoria region. Various competitions and activities aimed at creating awareness are conducted on this occasion.

It is worth mentioning that students, who have participated in various cleanliness programmes, have also started undertaking cleanliness and plantation activities on their own thereby augmenting a positive change in the society. Awareness regarding health issues have also been created among the students and their families.

File Description	Documents
Paste link for additional information	https://sonapurcollege.ac.in/agar/wp-content/uploads/2024/12/Sonapur-college-pdf_11zon.pdf
Upload any additional information	View File

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

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

07

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

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

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

14

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year**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 year**

1140

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

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

632

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

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

20

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

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

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

The academic ambience is well-supplemented by infrastructural facilities for effective teaching-learning process. The College has a total of 43 rooms with ICT facilities. The class time-table and routine streamlines the allotment of the classrooms in the beginning of the sessions that enables smooth delivery of lectures and classroom teaching.

The College has adequate labs for the programmes that require lab-works for fulfilment of the curriculum. The Department of Education and PG Department of Geography has their dedicated practical labs. The College has a Language lab and IT lab as well funded by the Guwahati Refinery. The Department of Theatre and Stage Craft also has a dedicated workshop for the activities of the students. The institution is also equipped with separate departmental rooms for the respective faculties with departmental library, computer systems and intercoms.

The College, in its effort, to make education accessible for all students, has constructed ramps and toilets for specially-abled students. Important cells of the College like the NCC and NSS have also been allotted dedicated rooms enabling them to function smoothly and with some autonomy.

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

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

Apart from the enhancing the academic ambience of the institution, Sonapur College also gives equal weightage to the inculcating a healthy spirit of cultural inclination and sportsmanship amongst the students of the College. There is a state-of-the-art mini theatre hall that is used for cultural events. The College has adequate space to conduct various activities for the students. The Annual College Week is organised every year where a number of sports and cultural activities are organised so that students can showcase their skills. National competitions like the North East India Debating Competition are organised that gives a platform to various students from different parts of North East India to hone their debating skills.

The College has requisite equipments for athletic games such as volley balls, cricket bats, badminton racket, football, javelin, discuses, shotputs, etc. In order to facilitate outdoor sports practices, Sonapur College has also signed MoUs with Sports Association Sonapur and Birsa Munda Playground.

The College also has a well-equipped gymnasium for the students. The College also an indoor stadium where various types of classes related to Yoga are organised from time to time for the students.

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

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

42

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

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

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

25.50 lakhs

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

4.2 - Library as a Learning Resource

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

The library of Sonapur College has been upgraded with the use of Integrated Library Management System (ILMS). The College makes continuous effort to upgrade the source of knowledge by adding on new books, periodicals and journals and making their access easy through ILMS. More than 17000 books, journals and periodicals as its assets, the college library has remained a source of information and knowledge for both the faculties and students.

The College Library is automated through SOUL 3.0 (Software for University Libraries) which helps in cataloguing of library books, tracking circulation through OPAC, etc. A computerised circulation counter for Open Public Access Catalogue (OPAC) is made available for the users. This helps the students and the readers to search for their required book and its details in the system.

The digitalised reading materials become available through the adoption of "Open Access System" - a facility accessible through library automation using Integrated Library Management System (ILMS).

The College Library makes online resources from various sources such as different educational sites, online libraries, etc. accessible for the students and faculty members through N List. The teachers and students are enrolled in NDLI Club to have access to the resources in the library.

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

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

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

5.77 lakhs

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

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

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

30

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

4.3 - IT Infrastructure

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

The College regularly updates its IT facilities including Wi-Fi facilities to ensure smooth operation of that College activities. The Computer lab of the college is well equipped with IT facilities and Wi-Fi connectivity through LAN supported by Wi-Fi where students use for various academic related online activities and transactions. The GIS lab under the P.G. Department has state-of-the-art IT and Wi-Fi connectivity ensuring smooth conduction of practical classes. The system and application softwares are licensed. The departments are well equipped with desktops with N-Computing facilities.

The Library has been upgraded with the latest version of SOUL 3.0. The college website is regularly updated with the help of Guwahati Industrial Art, Guwahati. The admissions are conducted online which requires regular updation of wi-fi facilities.

The College regularly updates its biometric attendance system for ease of administration. The IT facilities are monitored and upgraded for smooth functioning of academic and administrative functions with the help of agencies like Vinayak Systems and Kareng Technologies, Guwahati. Recently, for more effective and

smooth facilitation of online activities in the College the services of Jio Fibre have been enlisted. The College has MoU with the above mentioned organisations for regular maintenance and monitoring of IT facilities.

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

4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

96 lakhs

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

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

The College maintains it's physical, academic and support facilities through a well-defined mechanism. The departments maintain the departmental laboratories with the support of the College. The departments monitor the stock of equipment and the requirement of purchase is forwarded to the College authority. The final purchase is done by the Purchase Committee The Computer Lab is maintained by the teacher of the IT department. The requirements for its upkeep are given to the College authority for further actions.

The College Library functions under the Library Committee responsible for the overall upkeep of the Library. The committee places recommendations related to Library upkeep and upgradation before the College authority which is approved as necessary.

The sports facilities and indoor stadium is regularly supervised by the Sport Secretary, member of the College Students' Union with the help of the teacher in-charge. At the beginning of each session, the classrooms are supervised to ensure sufficient furniture to accommodate teachers and students.

The College authority regularly monitors the classroom facilities and cleanliness with the help of administrative staff. The other facilities like girls' hostel, college canteen, girls' common room, dekachang, etc. are periodically monitored by the concerned authorities comprising of students and staff.

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

STUDENT SUPPORT AND PROGRESSION**5.1 - Student Support****5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year****5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year**

617

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

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

02

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://www.sonapurcollege.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

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

861

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

861

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

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

A. All of the above

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

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

18

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File

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

5.2.2.1 - Number of outgoing student progression to higher education

53

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

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

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

3

File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

14

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

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

It is ensured that students get well represented in administrative, co-curricular and extracurricular activities of the college. The college has the mechanism to democratically elect

students to different portfolios by conduction students' election annually. The union body is responsible for bridging the gap between the students and the administration regarding various issues. The administration provides necessary information/data to the union body and the same is disseminated to the students in large by the union body. The union body also takes care of the grievances of the students by taking them to the authority and addressed.

The union members are designated as heads underdifferent portfolios.

They also find representation in different cells and committees of the college such as InternalComplaint Committee, Career Counselling and Placement Cell, NCC Coordination Committee, Grievance Redressal Cell, Extension Activities and Outreach Cell, Publication Unit, Election Steering Committee, Anti-Sexual Harassment Cell, etc. the student union members also ensures discipline in the college by imposing vehicle entry restrictions, maintaining proper uniform, restricting use of mobile phones, minimising use of plastic, taking disciplinary action against use of tobacco products. The Students Union of the College also maintains cordial relationship with the union bodies of other educational institutes.

File Description	Documents
Paste link for additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2024/05/Prospectus-2024-25-compressed-1.pdf
Upload any additional information	View File

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

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

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

5.4 - Alumni Engagement

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

The College has a registered Alumni Association under Registration of Society's Act XXI of 1860 with registration Number RS/KAM(M)263/Z/5580 of 2021-22 and this association plays an active role towards quality development of the college. The association conducts meeting with different stake-holders of the college and chalk out annual plan of actions so as to provide financial and other supports to the college. The departments also have alumni committees which are parts of the central committee.

Various activities like coaching for NET/SLET and other competitive examinations, extension activities like activities in feeder and nearby schools, seminars and talks, etc. the association also take initiatives to interact with students and guide them towards career engagement initiatives. Different departments also receive funds from the alumni of the departments for purchasing of books and other related items.

During 2022-2023, the members of the Alumni Association donated in cash and kind which amounted to approximately Rs 4.5 lakhs.

The members of the Alumni Association also extend help during the admission process by orienting them to the programme and course outcomes. It's a proud achievement for the college that many of the deserving alumni of the College have joined as faculty members in various departments.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College has well-defined goals and objectives that are regularly reviewed to ensure consistency with its Mission and Vision. The governance structure of the College is democratic and participatory, ensuring inclusive management. The Governing Body, a key pillar of the College administration, includes the Principal as the Member Secretary, along with representatives of teachers, non-teaching staff, and parents. This body collectively makes decisions regarding institutional planning and policy formulation. To execute various academic, financial, extension, examination, and research activities, different committees are formed with teacher and student representatives. These committees operate based on the decisions and approvals of the Governing Body. The College actively strives to extend education beyond its campus, reaching out to nearby schools and institutions through the involvement of student and teacher representatives. Additionally, the College emphasizes the preservation and reflection of the heritage of these communities in its infrastructural planning. Designated committees monitor such initiatives to maintain alignment with the College's broader goals. The Internal Quality Assurance Cell (IQAC) plays a pivotal role in spearheading quality initiatives. It ensures that all activities and programs undertaken adhere to the College's Mission and Vision, further strengthening institutional excellence.

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

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

Sonapur College upholds the principle of decentralization and participative management, which are evident in the actions of its leadership. At the apex, the Governing Body (GB) comprises the President, Principal, affiliating university representative, teacher representatives, non-teaching staff and a parent representative, exemplifying a collaborative approach to management. The GB plays a key role in formulating guidelines and policies aimed at enhancing the educational environment and overall institutional development. At the College level, decentralization of duties and responsibilities is effectively implemented through the management's distribution of tasks among the Heads of Departments, Students' Union and administrative staff. To achieve this goals and objectives, Various cells and committees are constituted by the Principal for the fulfilment of the goals and objectives of the College. The effectiveness of the decentralised and participative management system of the College is evident in the College activities, particularly the 3rd Cycle of NAAC Assessment and Accreditation during 2022-2023. The cells and committees effectively fulfilled their responsibilities on time and the cooperation and participation of all stakeholders ensured the successful completion of the assessment process, leading to the College being awarded with A+ grade with a CGPA of 3.31.

File Description	Documents
Paste link for additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2024/05/Prospectus-2024-25-compressed-1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Sonapur College ensures the effective and systematic implementation of its strategic/perspective plan in a phased and organized manner. The annual plan is carefully designed to align with the institution's mission and vision, serving as a structured framework for achieving its goals and objectives. The introduction of postgraduate programs in three departments - Assamese, English and Geography highlights the college's commitment to academic advancement. Additionally, the College strictly follows the guidelines set by government agencies responsible for assessing and accrediting higher education institutions. In this regard, the College successfully completed its 3rd cycle of NAAC accreditation, securing A+ grade in 2023. It also actively participates in the 'National Institutional Ranking Framework' (NIRF) annually to benchmark its performance at the national level. The College has been participating in 'All India Survey of Higher Education' (AISHE) and has earned notable recognition in the 'India Today' rankings among the top Arts Colleges of India. During the whole academic year, significant initiatives and programs were organised for the successful implementation of National Education Policy (NEP) 2020. The College management system, along with all its key components, remains attentive and committed to ensuring the effective deployment of the institutional strategic/perspective plan with continuous monitoring and evaluation.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

Functioning of the college takes place on the basis of different policies of different institutional bodies. These policies define the roles and responsibilities that are to be followed by different bodies. The administrative structure of the college well defines the very concept of the decentralized management system of the college. The college, headed by the president its Governing Body, follows a hierarchal administrative order with the principal as the administrative and academic head, followed by the Vice-Principal, HoDs, Academic Committee, teaching and non-teaching

staff. The provincialized Act (2005), Govt. of Assam dictates the formation of the Governing Body. The governing Body at regular intervals monitors the developmental works as well as the execution of the plans and programmes. Accordingly, budgeting and policy making take place for the year.

As for recruitment of teachers and office staff, norms and guidelines of the affiliating university, state government and UGC are strictly followed. For new appointments, committees approved by competent authority are empowered as per the norms mentioned above. Promotion of teachers is subject to fulfilling the UGC guidelines and Provincialized Act of Assam Government. Promotion of non-teaching staff is done according to the State Government guidelines.

File Description	Documents
Paste link for additional information	https://prsindia.org/files/bills_acts/acts_states/assam/2005/2005Assam46.pdf
Link to Organogram of the institution webpage	https://www.sonapurcollege.ac.in/wpcontent/uploads/2022/08/Organogram.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college is highly committed to implement effective welfare measures to support both teaching and non-teaching staff, fostering a positive and productive work environment. Recognizing that staff welfare is vital for sustaining a healthy academic environment, the institution follows government-directed guidelines regarding promotions, pensions, and other benefits, ensuring timely and efficient implementation. Teachers are granted academic leaves to participate in academic and professional events such as seminars, workshops, conferences and symposiums to facilitate professional growth. Duty leaves are also sanctioned for teachers invited by government bodies or professional organizations for specific duties. The institution encourages non-teaching staff to enhance their skills through workshops and training programs. Teaching staff are given ample opportunities to attend academic events for knowledge enrichment and career advancement. The College organizes health-related talks and health camps, ensuring the well-being of its staff. Uninterrupted internet and Wi-Fi connectivity are provided across the campus to ensure smooth academic and administrative operations. The college has established a registered mutual aid fund societies for both teaching and non-teaching staff, enabling them to avail financial benefits with retirement benefit. Through these measures, the college ensures a conducive and supportive environment for the holistic well-being and professional development of its staff members.

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

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

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

00

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

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

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

2

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

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

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

62

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

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

A well-defined mechanism ensures that the performances of the teaching and non-teaching staff are annually appraised. To understand the strength and weakness of the institution, academic and administrative audits are organised. Since the teachers attend seminars, workshops, FDPs and other academic programmes, this appraisal mechanism helps in upgrading the teaching system and also their academic profile.

The authority also monitors various aspects of teachers' engagement in academic activities such as admission procedure, conduct of examinations, invigilation, event management etc. Academic Committee Meetings are held to discuss the performances of the students in relation to examinations and assessments. The parent teacher meets of the departments also serve as one of the mechanisms of performance appraisal.

The IQAC, as an agency of performance appraisal, shares online feedback forms with the students who in turn offer their feedback on various aspects of the college. The same is analysed and appropriate actions are taken by the authority to address the issues. Different departments also collect feedback from the students during exit meetings. Meetings with non-teaching staff discuss various issues related to the functioning of the office and related works. The same is also applicable to the teachers and employees of the college.

File Description	Documents
Paste link for additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2024/12/News-Bulletin-Vol-12-compressed.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Internal and external audits are mandatorily conducted by the college every year. For the internal financial audit, the college has a mechanism of appointing a chartered accountant who is responsible for the same. On the other hand, the office of the Accountant General, Government of Assam is responsible for conducting the external audit. Officials visit the college and examine all the relevant documents such as payment receipts, cash transactions, ledger books, cash book, bank passbook, etc. in presence of the principal and the accountant.

The accountant's office maintain all the details of the transactions of the said financial year. The heads such as - fees collection from students, grants and fund received from different Government sources and others for specific purposes, scholarship grants, etc. come under the purview of the aforesaid audits. The principal of the college places the audit report before the Governing Body in its meeting. In case of objections and suggestions, appropriate measures are taken in consultation with the financial committee of the college.

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

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

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

1.24 Lakhs

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Mobilization of funds is a crucial aspect of the college's annual budgeting since there are financial requirements for up-gradation of the academic and administrative facilities as enlisted in the annual plan. The college authority takes into account the decisions and suggestions of the Governing Body and the Financial Committee for disbursement of funds that are approved and released by different funding agencies such as RUSA, ICSSR, UGC, State Government, Corporate Sector etc.

The Governing Body and Financial Committee constantly monitor the utilization of funds and also encourages the college authority to seek for funds from various sources to meet the demand requirements. In view of the requirement of funds to meet expenses for organisation of various events, infrastructure development, recurring expenses etc., the college prepares an annual budget and approach various funding agencies to act on it.

The internal fund is generated through tuition fees, hostel fees, etc. from the major corpus of the college's fund. The college takes appropriate measures for the holistic development of the students and organises various student centric programmes such as extension activities, seminars, workshops etc. Funds are allotted to students for participating and representing the college in various programmes organised by different organisations.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) of the college is responsible for developing and implementing quality benchmarks for the academic and non-academic activities of the college. The IQAC serves as the college's nodal agency to ensure that quality activities find space in its annual calendar. The IQAC works relentlessly to maintain the overall academic ambience of the college. Since research is a major thrust area for quality assurance, the IQAC takes initiatives to monitor the regularity of its publications such as Sona Sophia-the peer-reviewed referred journal, Budding Scholars-the students' Research Journal, Research Bulletin, etc. The teachers are also constantly motivated to participate in national and international seminars and workshops for personal as well as institutional growth. Academic audit is also planned to evaluate the academic performance of the college in academic matters. The feedback received from the auditors (external) encourages the departments to take appropriate measures for quality improvement. The IQAC also works with the Entrepreneurship Development Council of the college to conduct various programmes and activities in collaboration with Government bodies like Assam StartUp, NEDFI, NEHHDC etc.. Sona Harvest, which is a novel initiative of the college is also supported by the IQAC in its functioning.

File Description	Documents
Paste link for additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2024/12/Minutes-and-Action-Taken-Report_IQAC-Meetings.pdf
Upload any additional information	View File

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

The Internal Quality Assurance Cell (IQAC) has a mechanism that ensures periodic reviews of the teaching-learning processes, methodologies and outcomes to enhance the overall academic quality. The IQAC records various information related to teaching learning process and the achievement of the learning outcomes of the students through different parameters. Each department submits a comprehensive annual report to the IQAC, that covers teaching methodologies, academic outcomes, departmental achievements and student progress. The IQAC evaluates departmental reports and suggestions for enhancement to strengthen teaching-learning practices and are communicated to the concerned departments if required. As part of its quality enhancement initiatives IQAC conducts periodic internal academic audits that assess the effectiveness of teaching strategies, curriculum delivery and students' outcome. Being the member of the Academic Committee, the IQAC Co-ordinator actively participates in the Academic Committee meetings and discussions. Orientation sessions are organized at the beginning of each academic session. It helps students to understand their curriculum, academic goals and expectations for their enrolled programmes. The student feedback mechanism is annually prepared by the IQAC with the help of the departments.. The feedback collected is systematically analysed and actionable suggestions are shared with the concerned departments to enhance overall academic quality.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sonapurcollege.ac.in/aqar/wp-content/uploads/2024/12/13.-ANNUAL-REPORT-2023-24-FOR-THE-PERIOD-1st-APRIL-2023-TO-31st-July-2024-1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. The Women's Cell organized the International Women's Day on 8th March 2024 by inviting renowned author, Ms. Manikuntala Bhattacharya who spoke about the role of women in literature.
2. The Girls Common Room is maintained to give facilities for rest to the girl students.
3. Self-Defence Workshop of 10 days for girls of the College have been organized to train them on tips of self defence from 16.08.2023.
4. The curriculum is designed in such a way so that the students also are given perspectives on various theories like feminism, etc.
5. The P.G. Department of English in collaboration with IQAC and Women's Cell organised a talk on "Beyond Gender Binary: A Journey Towards Inclusion" for which Rituparna Neog, Director, Akam Foundation and Queer Activist was invited on 13.09.2023.
6. The Sonapur College Students' Union General Election was overseen and conducted by the female teachers of the College with support from the male staff which can be said to be a novel concept in terms of bringing gender equity in administrative affairs.

File Description	Documents
Annual gender sensitization action plan	https://sonapurcollege.ac.in/aqar/wp-content/uploads/2024/12/Annual-Gender-sensitization-action-plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sonapurcollege.ac.in/aqar/wp-content/uploads/2024/12/Specific-Facilities-for-women.pdf

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

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

1. One of the major solid-waste generated in the college is sanitary pads. This is effectively disposed of through the sanitary napkin incinerators installed in the bathrooms of the college - ladies' teacher, library and girls' common room.
2. The bio-degradable wastes generated in the college are collected in a vermi-compost pit constructed in the college The drainage system for managing liquid waste is effectively operating.
3. The degradable and non-degradable wastes are separated in the early stages by collecting in separate dust-bins - green for wet and biodegradable waste and blue dustbins for plastic wrappers and non-biodegradable waste.
4. As Sonapur College is located on the top of a hill, the waste water generated runs down along traditional drains and gets absorbed. The papers with single side printing are

reused.

5. Modalities are being planned and discussed for disposing the e-waste effectively.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus C. Any 2 of the above

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

7.1.5 - Green campus initiatives include

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

1. Restricted entry of automobiles
2. Use of bicycles/ Battery-powered vehicles
3. Pedestrian-friendly pathways
4. Ban on use of plastic
5. Landscaping

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded

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

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

B. Any 3 of the above

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

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

A. Any 4 or all of the above

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

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

1. The boys' common room has been designed in the form of Dekachang, a traditional Karbi boys' dormitory which was first constructed by the neighbouring Rongdloi village and maintained by the community as well.
2. It has become a tradition for the College to felicitate the guests with traditional handloom like Gamochas, Pongho (handwoven towel of the Karbis), Solsang (handwoven jackets of Karbis).
3. The College has devised an effective mechanism for the smooth disbursement of Scholarships of the Scheduled Castes and Scheduled Tribes to ensure their economic inclusion.
4. The Maniram Karkun Teaching and Research Centre for Tribal Language and Culture was established to teach different tribal languages to the students.
5. The College has a Museum that displays the artefacts of the local tribes. These artefacts have been donated by the members of the local communities.
6. The College is also associated with Dengrali Tides, an eco-theatre festival, organised every year near the College. This festival tries to create awareness regarding nature, art and culture and the students are also actively involved in this endeavour.

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

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

1. The NSS cell of the College is actively engaged in various activities that uphold the values of Swachhta Abhiyan of the Indian Government and other such activities.
2. The Yuva Tourism Club in collaboration with NCC Wing of Sonapur organised the Swachhta Pakhwada on 25.09.2023 where students were made to take the Swachhta Pledge.
3. Extension education and peer teaching programmes are organised so that a sense of responsibility and duty can be inculcated amongst the students.
4. The Republic Day was celebrated in the college premises and the NCC cadets of the college also participated in the Republic Day parade held at Sonapur.
5. The Constitution Day was celebrated by the Dept. of Political Science at Chamata High School on the 27th November 2024.
6. The Independence Day on the college premises was organised by hoisting the Tri-colour flag.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sonapurcollege.ac.in/aqar/wp-content/uploads/2024/12/Details-of-activities-inculcating-values-2.pdf
Any other relevant information	Nil

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website B. Any 3 of the above

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

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

1. The Republic Day was celebrated in the college premises and the NCC cadets of the college also participated in the Republic Day parade at Sonapur.
2. Celebration of Independence Day on the college premises by hoisting the Tri-colour flag.
3. The International Womens Day was celebrated on 8th March 2024 in the College by inviting renowned author, Ms. Manikuntala Bhattacharya.
4. The Constitution Day was celebrated by the Dept. of Political Science at Chamata High School on the 27.11.2023
5. Hindi Divas was celebrated by the Department of Hindi at Kamalajari High School on 14.09.2023.
6. The World Tourism Day was celebrated by the Dept. of TTM on 27.09.2023 in collaboration with IndiaTourism at Kamakhya Temple.
7. A Talk on 'Conserving Wildlife and Habitats at the Landscape Level' was organised on the occasion of National Wildlife Week on 7.10.2023 by inviting Dr. Smarajit Ojah.
8. The World Heritage Week was celebrated by organizing a talk on 'Our Past, Our Culture, Our Heritage: Why Should We Care?' on 25.11.2023 by inviting Dr. Manjil Hazarika and Dr. Shreya Barbara as the resource persons.
9. The Earth Day was celebrated on 22.04.2024 at the college

premises and at Dikchak Village by inviting Debabrata Rajkumar as the resource person.

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

7.2 - Best Practices

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

Best Practice - 1

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

Sonapur College, located in a tribal dominated rural setting, feels the need for uplifting the local communities and also create a conducive atmosphere for making education accessible.

The neighbouring communities of Sonapur College are biggest contributors to the institutional growth. Therefore, the College has to work for the betterment of the communities not only by making education accessible for them but also to develop strategies for enhancing the quality of life of these neighbouring communities.

Best Practice - 2

Title of the Practice: Skilling the New Generation and Building Entrepreneurial Mindset

The changing trends in the job market calls for making the new generation industry ready while also trying to develop an entrepreneurial mindset amongst the people to generate more jobs.

The Practice focusses on enhancing the hard and soft skills of the students along with the 21st Century skills for the students. The speaking and writing skills form a major component of the 21st

Century Skills. These skills are enhanced through different mechanisms like short term skill courses, peer-teaching, on-job-training, etc.

File Description	Documents
Best practices in the Institutional website	https://sonapurcollege.ac.in/agar/wp-content/uploads/2024/12/Best-Practice-1-and-2-2023-2024.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Institutionalising Heritage Conservation and Emphasising Indian Knowledge System

The Sonapur College has incorporated "Heritage Conservation" in its mission since inception. Conservation of natural heritage has been incorporated recently in 'Heritage Conservation' apart from cultural heritage.

The College has institutionalized natural and heritage conservation through a well-planned methodology. For projects and reports, the students are encouraged to conduct surveys in and around Greater Dimoria that has ecological and cultural significance as their project topics. Talks and awareness programmes on environment, heritage, etc. are organised by inviting experts.

The College is also associated with Dengrali Tides, an eco-theatre festival, organised every year near the College. This festival tries to create awareness regarding nature, art and culture and the students are also actively involved in this endeavour.

The College has also recently started emphasizing on generating awareness regarding Indian Knowledge System. As the first step, two teachers have been deputed by the authority to attend Orientation-cum-Training Programme on Indian Knowledge System to take activities further.

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.

The College felicitates its guests with traditional elements like 'Gamocha', 'Arnai', 'Fali', 'Sarai'.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

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

The Institution has a well-planned and well-documented mechanism for curriculum delivery.

The College prepares the Academic Calendar according to the guidelines of the affiliating university i.e. Gauhati University which includes the course structure along with the daily routine. The Academic Committee convened by the Principal to devise strategies for proper implementation of the curriculum through various mechanisms and to review the progress of the curriculum. Meetings for lesson plans, routine management, deciding the structure of internal evaluations - group discussions, seminar, assignments, presentations, etc. are organised by the departments. The Departments review the requirement of books in the Central and departmental libraries and forward the same for purchase. Some parts of the curriculum are also fulfilled through field trips. The Academic Progressreports are devised to keep a track of the curriculum progress and do the needful. Vocational departments send students for on job trainings. The PG departments organise special curriculum related sessions and talks by inviting resource persons. The PG Departments encourage the students to engage in academic writing through departmental publications. The well-written project papers prepared by the students as part of their curriculum are documented through the students' journal - The Budding Scholars.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://sonapurcollege.ac.in/aqar/wp-content/uploads/2024/12/1.1_compressed.pdf

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

The annual academic calendar of the college is designed in

accordance with the guidelines of the affiliating university, i.e. Gauhati University and UGC. Continuous internal evaluation is the yardstick of the annual institutional plans and hence, there is a strict adherence to the guidelines for admission procedure, course structure, holidays etc. The academic calendar makes provision for the tentative schedule for conducting various evaluation mechanisms such as sessional examinations, seminars, group discussions, presentations, projects etc. The class routine is also mandatorily published in the academic calendar and the same is followed strictly by the faculties of the college. In case of any change in the dates and programmes, the same is notified by the College authority through notice - both soft copy and hard copies that are hung in the college notice boards. Apart from the affiliating Universities, in certain cases Govt. notifications regarding certain aspects have also to be followed by the institution. The continuous evaluation mechanisms as stipulated by the academic calendar provide the necessary inputs for further quality assurance mechanisms to be followed by the College.

File Description	Documents
Upload relevant supporting document	No File Uploaded
Link for Additional information	https://sonapurcollege.ac.in/aqar/wp-content/uploads/2024/12/Prospectus-2023-24-compressed.pdf

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

B. Any 3 of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

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

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

18

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

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

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

4

File Description	Documents
Any additional information	No File Uploaded
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

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

370

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

1.3 - Curriculum Enrichment

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

The institution is highly committed to a continuous process of integrating cross-cutting issues relevant to professional ethics, gender, human values, environment and sustainability into curriculum. The institution upholds professional ethics by ensuring adherence to working hours properly, which reflects a commitment to discipline, accountability and time management by the faculties. The institution sets a strong example for students to emulate during the teaching learning process. This is achieved through a well structured mechanism that includes teacher's self appraisal, student's feedback on teachers and review of results etc. Parent-teacher meetings are regularly conducted to update parents or guardians on various college initiatives taken for the holistic development of the students. Feedback from parents/guardians are recorded and reviewed and implemented wherever applicable. The prescribed curriculum is designed to address issues like gender equality, human values, environment and ecology. The college has a women's cell that undertakes various activities like organising talks, seminars etc. pertaining to gender.

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

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

26

File Description	Documents
Any additional information	No File Uploaded
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	No File Uploaded
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

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

560

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

1.4 - Feedback System

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

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://sonapurcollege.ac.in/agar/wp-content/uploads/2024/12/1.4.1.pdf
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

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

B. Feedback collected, analyzed and action has been taken

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://sonapurcollege.ac.in/agar/wp-content/uploads/2024/12/1.4.1.pdf

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

521

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

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

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

361

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

2.2 - Catering to Student Diversity

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

The college caters to the needs of advanced and slow learners through its annual plan which has the provisions of addressing the issues identified by the teachers and discussed in various platforms such as Parent-Teacher Meets, Academic Meetings etc. The feedback received from teachers serves as the guiding principles for the actions initiated and incorporated in the academic calendar of the college. There are prizes and awards under various heads to motivate the meritorious students towards achieving excellent academic performances. These students receive appreciation and accolades publicly as they get awarded in college functions. The academic calendar also has a designated page dedicated to publish their names and achievements.

On the other hand, the slow learners are provided academic support through remedial and tutorial classes. The remedial and tutorial classes are also mentioned in the class-routine, which is mandatorily published in the annual academic calendar of the college. Besides these, depending on the performances in internal assessments, the slow learners are subjected to counsellings by the teachers so as to deal with their weaknesses that hinder the learning process. Students identified with communication problems are encouraged to engage in oral presentations of their topics.

File Description	Documents
Paste link for additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2024/12/Prospectus-2023-24-C.pdf
Upload any additional information	View File

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

Number of Students	Number of Teachers
1100	47

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

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

The college adopts various student-centric methods, such as experiential learning, participative learning and problem-solving methodologies to enhance the learning experience. The college provides opportunities for students to engage in hands-on and real-world learning experiences through on-job-training. Students are taken on field visits to gain practical exposure to curricular components. Students are asked to prepare projects from field visits, which enhances their critical thinking and application of knowledge. Students from Vocational stream undergo mandatory on-the-job training every semester, ensuring professional skill development as part of their curriculum. All departments organize educational tours to enrich learning and provide students with exposure beyond the classroom.

The college also encourages active student engagement through participative learning methods. Like, GD, Seminar, peer teaching, students exchange program etc. Group Discussions on curriculum-related topics, fostering peer interaction and viewpoints. Seminar Presentations Students present seminar topics and receive constructive feedback from peers and faculty, enhancing communication and analytical skills. Peer teaching sessions are conducted both within the college and in neighbouring institutions, promoting collaborative and reciprocal learning. Student Exchange Programs also initiated for students to provide diverse learning environments, broadening their academic and cultural perspectives.

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

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

Use of ICT enabled tools has become the mandate of the new education system which focuses on an enhanced learning environment. The college has been able to create an ICT ecosystem with a good number of classrooms and seminar halls with ICT facilities. As of now, 42 classrooms and 5 seminar halls are equipped with Wi-Fi enabled devices for power point presentations, movie screenings, online classes and meetings etc. Departments like English and Assamese make provisions under curriculum for screening of movies based on novels for the specific students of literature. The students have always provided with positive feedback regarding comprehension of different aspects of the novels thus screened while interacting at the end of the sessions. The vocational departments such as Retail and IT, TTM and TSC regularly use the projectors and computers installed in the class-rooms for students' presentations and lecture delivery.

Moreover, for imparting classes on remote sensing, the Department of Geography uses GPS and GIS installed in the departmental classrooms and laboratories.

The teachers of the college also share materials and assignments through Google classroom and internet.

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

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

2.3.3.1 - Number of mentors

23

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality**2.4.1 - Number of full time teachers against sanctioned posts during the year**

29

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

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)**2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year**

21

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

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

2.4.3.1 - Total experience of full-time teachers

799

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

2.5 - Evaluation Process and Reforms

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

A transparent and robust mechanism is employed to assess the performances of the students at regular intervals. A sessional Examination Committee conducts the exams as per the routine displayed on the notice boards. No teacher of the same subject is assigned as invigilator. Students mandatorily appear for the sessional exams and also other internal evaluation processes. Only students with medical emergency are granted leaves of absence and are subjected to special or re-sessional examinations conducted at a later date. Copies of the exams are evaluated within a stipulated date and are made accessible to students for self-review. The marks and results are announced on dated already notified and are displayed on the notice board. As part of Internal Assessment Process, students also submit assignments and projects which are checked by the teachers of the concerned departments. The marks scored by the students are recorded by the departments and the same is fed into the affiliating university portal by the office in presence of the HoDs.

The college also has the mechanism to maintain confidentiality of the exams and hence, the question papers are stored confidentially and respective papers are taken out only on the day of the examination.

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

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

The college has always been adopting the mechanism to address internal examination related grievances in a well-structured manner. This mechanism is transparent, efficient and time-bound. Students who fail to appear for the internal examinations on medical grounds are allowed to appear for re-sessional or special examination conducted within a stipulated time frame so as to allow the students to bring improvement on the basis of their performances in the internal examinations. The students also enjoy the freedom to register their grievances through proper channels and the same is addressed in consultation with exam committee and the concerned department. Grievances regarding marks can directly be addressed to the concerned teachers of the departments for easy and prompt resolution.

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

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.

Programme and course outcomes are an important component of the whole teaching learning process and hence, the college authority ensure the same is well communicated to students as well as faculties of the college. Since Sonapur College is affiliated to Gauhati University, so the website of the university is accessed for the same. The programme and course outcomes are also displayed in the departments to remind the students and teachers about the same. Orientation programmes are conducted annually at the beginning of the sessions to make students aware of the probable programme and course outcomes and prepare accordingly.

The departments also develop strategies to help students realise their goals aligned with programme and course outcomes. The teachers also prepare lesson plans so as to meet the outcomes as specified in the curriculum. As many programmes and courses include components that can be fulfilled only through project works/field studies/internship/extension activities, etc., the concerned departments extend support to the students by conducting the same during the course period.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://sonapurcollege.ac.in/agar/wp-content/uploads/2024/12/1.1_compressed.pdf
Upload COs for all Programmes (exemplars from Glossary)	View File

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

Annual Review Meeting of the Academic Committee is organised by the authority to evaluate the achievement of programme and course outcome. The methodology includes examinations, project reports, home assignments, group discussions, presentations, etc. The performances of the students in all the mentioned formats are evaluated and quantified. The topics for the mentioned formats of assessment are significantly aligned to the Programme and Course outcomes.

Efforts to record the achievements of the alumni are made to evaluate the adherence of the Institution to the Programme and Course outcome. The students enrolled in the B.Voc programmes also undergo on job trainings that are directly related to the attainment of the programme and course outcome. Many of the students who underwent OJTs have been placed successfully in the industry that justifies the achievement of the PO and COs.

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

2.6.3 - Pass percentage of Students during the year

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

208

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

2.7 - Student Satisfaction Survey

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

https://docs.google.com/forms/d/1dMoXh90-kJKGKcSo8M_iIRmAK91Dy_UdUNLPu1PaGj8/edit

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

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

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

0.7 Lakh

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

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

3.1.2.1 - Number of teachers recognized as research guides

2

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

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

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

02

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

3.2 - Innovation Ecosystem

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

The college already has an ecosystem that caters to the needs of students who have a creative mind set. The college has an Entrepreneurship Development Cell (EDC) which organises seminars, workshop, training programmes etc. for the students having interests in developing entrepreneurial ideas into meaningful engagements. The ecosystem is so created to create and transfer knowledge not only through classroom deliberations but also through hand-on-practices during workshops.

The college has signed MoUs with different academic institutions, organizations and industries from which resource persons and experts are invited to help students acquire knowledge. The college as part of this ecosystem has organised several seminars and workshops on entrepreneurship and also an Entrepreneurship Fest in which experts were invited to talk on different aspects of entrepreneurship. Moreover, a total of 29 colleges and universities of the state participated in IDEATHON - pitching of business ideas and got awarded for best business ideas. The college authority ensures that this said ecosystem gets sustained through a collaborative effort of all the stake holders. The local youths are also entitled to draw benefits from such programmes organised by the college.

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

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

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

7

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

3.3 - Research Publications and Awards	
3.3.1 - Number of Ph.Ds registered per eligible teacher during the year	
3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year	
2	
File Description	Documents
URL to the research page on HEI website	Nil
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	No File Uploaded
3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year	
3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year	
5	
File Description	Documents
Any additional information	No File Uploaded
List of research papers by title, author, department, name and year of publication (Data Template)	View File
3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	
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 year	
7	
File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

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 year

Extension education has become an integral part of the education system, with special focus on the community development programmes carried out in neighbouring villages and localities. Sonapur College has special mentions about the programmes in its academic calendar. The themes on which the students are aimed to sensitize through extension activities are hygiene and cleanliness, environmental issues, livelihood issues, social issues like gender sensitization, women empowerment etc.

The students apart from conducting cleanliness drives in and around the campus also participate in programmes in neighbouring villages to sensitize the villagers regarding use of plastics, health and hygiene etc. The NSS and NCC cells are always pro-active in such programmes. World Environment Day is observed every year either in the college or different schools of the Dimoria region. Various competitions and activities aimed at creating awareness are conducted on this occasion.

It is worth mentioning that students, who have participated in various cleanliness programmes, have also started undertaking cleanliness and plantation activities on their own thereby augmenting a positive change in the society. Awareness regarding health issues have also been created among the students and their families.

File Description	Documents
Paste link for additional information	https://sonapurcollege.ac.in/agar/wp-content/uploads/2024/12/Sonapur-college-pdf_11zon.pdf
Upload any additional information	View File

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

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

07

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

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

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

14

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

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

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 year

1140

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

3.5 - Collaboration**3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year****3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year**

632

File Description	Documents
e-copies of related Document	View File
Any additional information	No File Uploaded
Details of Collaborative activities with institutions/industries for research, Faculty	No File Uploaded

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

20

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

INFRASTRUCTURE AND LEARNING RESOURCES**4.1 - Physical Facilities**

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

The academic ambience is well-supplemented by infrastructural facilities for effective teaching-learning process. The College has a total of 43 rooms with ICT facilities. The class time-

table and routine streamlines the allotment of the classrooms in the beginning of the sessions that enables smooth delivery of lectures and classroom teaching.

The College has adequate labs for the programmes that require lab-works for fulfilment of the curriculum. The Department of Education and PG Department of Geography has their dedicated practical labs. The College has a Language lab and IT lab as well funded by the Guwahati Refinery. The Department of Theatre and Stage Craft also has a dedicated workshop for the activities of the students. The institution is also equipped with separate departmental rooms for the respective faculties with departmental library, computer systems and intercoms.

The College, in its effort, to make education accessible for all students, has constructed ramps and toilets for specially-abled students. Important cells of the College like the NCC and NSS have also been allotted dedicated rooms enabling them to function smoothly and with some autonomy.

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

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

Apart from the enhancing the academic ambience of the institution, Sonapur College also gives equal weightage to the inculcating a healthy spirit of cultural inclination and sportsmanship amongst the students of the College. There is a state-of-the-art mini theatre hall that is used for cultural events. The College has adequate space to conduct various activities for the students. The Annual College Week is organised every year where a number of sports and cultural activities are organised so that students can showcase their skills. National competitions like the North East India Debating Competition are organised that gives a platform to various students from different parts of North East India to hone their debating skills.

The College has requisite equipments for athletic games such as volley balls, cricket bats, badminton racket, football,

javelin, discusses, shotputs, etc. In order to facilitate outdoor sports practices, Sonapur College has also signed MoUs with Sports Association Sonapur and Birsa Munda Playground.

The College also has a well-equipped gymnasium for the students. The College also an indoor stadium where various types of classes related to Yoga are organised from time to time for the students.

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

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

42

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

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

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

25.50 lakhs

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

4.2 - Library as a Learning Resource

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

The library of Sonapur College has been upgraded with the use of Integrated Library Management System (ILMS). The College makes continuous effort to upgrade the source of knowledge by adding on new books, periodicals and journals and making their access easy through ILMS. More than 17000 books, journals and periodicals as its assets, the college library has remained a source of information and knowledge for both the faculties and students.

The College Library is automated through SOUL 3.0 (Software for University Libraries) which helps in cataloguing of library books, tracking circulation through OPAC, etc. A computerised circulation counter for Open Public Access Catalogue (OPAC) is made available for the users. This helps the students and the readers to search for their required book and its details in the system.

The digitalised reading materials become available through the adoption of "Open Access System" - a facility accessible through library automation using Integrated Library Management System (ILMS).

The College Library makes online resources from various sources such as different educational sites, online libraries, etc. accessible for the students and faculty members through N List. The teachers and students are enrolled in NDLI Club to have access to the resources in the library.

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

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

A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

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

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

5.77 lakhs

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

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

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

30

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

4.3 - IT Infrastructure

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

The College regularly updates its IT facilities including Wi-Fi facilities to ensure smooth operation of that College activities. The Computer lab of the college is well equipped with IT facilities and Wi-Fi connectivity through LAN supported by Wi-Fi where students use for various academic related online activities and transactions. The GIS lab under the P.G. Department has state-of-the-art IT and Wi-Fi connectivity ensuring smooth conduction of practical classes. The system and application softwares are licensed. The departments are well equipped with desktops with N-Computing facilities.

The Library has been upgraded with the latest version of SOUL 3.0. The college website is regularly updated with the help of Guwahati Industrial Art, Guwahati. The admissions are conducted online which requires regular updation of wi-fi facilities.

The College regularly updates its biometric attendance system for ease of administration. The IT facilities are monitored and upgraded for smooth functioning of academic and administrative functions with the help of agencies like Vinayak Systems and Kareng Technologies, Guwahati. Recently, for more effective and smooth facilitation of online activities in the College the services of Jio Fibre have been enlisted. The College has MoU with the above mentioned organisations for regular maintenance and monitoring of IT facilities.

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

4.3.2 - Number of Computers

95

File Description	Documents
Upload any additional information	No File Uploaded
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution

C.10 - 30MBPS

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

4.4 - Maintenance of Campus Infrastructure

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

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

96 lakhs

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

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

The College maintains its physical, academic and support facilities through a well-defined mechanism. The departments maintain the departmental laboratories with the support of the College. The departments monitor the stock of equipment and the requirement of purchase is forwarded to the College authority. The final purchase is done by the Purchase Committee The

Computer Lab is maintained by the teacher of the IT department. The requirements for its upkeep are given to the College authority for further actions.

The College Library functions under the Library Committee responsible for the overall upkeep of the Library. The committee places recommendations related to Library upkeep and upgradation before the College authority which is approved as necessary.

The sports facilities and indoor stadium is regularly supervised by the Sport Secretary, member of the College Students' Union with the help of the teacher in-charge. At the beginning of each session, the classrooms are supervised to ensure sufficient furniture to accommodate teachers and students.

The College authority regularly monitors the classroom facilities and cleanliness with the help of administrative staff. The other facilities like girls' hostel, college canteen, girls' common room, dekachang, etc. are periodically monitored by the concerned authorities comprising of students and staff.

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

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

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

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

617

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

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

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

02

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

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

A. All of the above

File Description	Documents
Link to Institutional website	https://www.sonapurcollege.ac.in/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
861	
5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	
861	
File Description	Documents
Any additional information	View File
Number of students benefitted by guidance for competitive examinations and career counseling during the year (Data Template)	View File
5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	A. All of the above
File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	No File Uploaded
Upload any additional information	No File Uploaded
Details of student grievances including sexual harassment and ragging cases	View File
5.2 - Student Progression	
5.2.1 - Number of placement of outgoing students during the year	
5.2.1.1 - Number of outgoing students placed during the year	

18	
File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	No File Uploaded
Details of student placement during the year (Data Template)	View File
5.2.2 - Number of students progressing to higher education during the year	
5.2.2.1 - Number of outgoing student progression to higher education	
53	
File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	No File Uploaded
Details of student progression to higher education	View File
5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)	
5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year	
3	
File Description	Documents
Upload supporting data for the same	View File
Any additional information	No File Uploaded
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

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

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

14

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

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

It is ensured that students get well represented in administrative, co-curricular and extracurricular activities of the college. The college has the mechanism to democratically elect students to different portfolios by conduction students' election annually. The union body is responsible for bridging the gap between the students and the administration regarding various issues. The administration provides necessary information/data to the union body and the same is disseminated to the students in large by the union body. The union body also takes care of the grievances of the students by taking them to the authority and addressed.

The union members are designated as heads underdifferent portfolios.

They also find representation in different cells and committees of the college such as InternalComplaint Committee, Career Counselling and Placement Cell, NCC Coordination Committee, Grievance Redressal Cell, Extension Activities and Outreach

Cell, Publication Unit, Election Steering Committee, Anti-Sexual Harassment Cell, etc. the student union members also ensures discipline in the college by imposing vehicle entry restrictions, maintaining proper uniform, restricting use of mobile phones, minimising use of plastic, taking disciplinary action against use of tobacco products. The Students Union of the College also maintains cordial relationship with the union bodies of other educational institutes.

File Description	Documents
Paste link for additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2024/05/Prospectus-2024-25-compressed-1.pdf
Upload any additional information	View File

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

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

62

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

5.4 - Alumni Engagement

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

The College has a registered Alumni Association under Registration of Society's Act XXI of 1860 with registration Number RS/KAM(M)263/Z/5580 of 2021-22 and this association plays an active role towards quality development of the

college. The association conducts meeting with different stakeholders of the college and chalk out annual plan of actions so as to provide financial and other supports to the college. The departments also have alumni committees which are parts of the central committee.

Various activities like coaching for NET/SLET and other competitive examinations, extension activities like activities in feeder and nearby schools, seminars and talks, etc. the association also take initiatives to interact with students and guide them towards career engagement initiatives. Different departments also receive funds from the alumni of the departments for purchasing of books and other related items.

During 2022-2023, the members of the Alumni Association donated in cash and kind which amounted to approximately Rs 4.5 lakhs.

The members of the Alumni Association also extend help during the admission process by orienting them to the programme and course outcomes. It's a proud achievement for the college that many of the deserving alumni of the College have joined as faculty members in various departments.

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

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

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

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

The College has well-defined goals and objectives that are regularly reviewed to ensure consistency with its Mission and Vision. The governance structure of the College is democratic

and participatory, ensuring inclusive management. The Governing Body, a key pillar of the College administration, includes the Principal as the Member Secretary, along with representatives of teachers, non-teaching staff, and parents. This body collectively makes decisions regarding institutional planning and policy formulation. To execute various academic, financial, extension, examination, and research activities, different committees are formed with teacher and student representatives. These committees operate based on the decisions and approvals of the Governing Body. The College actively strives to extend education beyond its campus, reaching out to nearby schools and institutions through the involvement of student and teacher representatives. Additionally, the College emphasizes the preservation and reflection of the heritage of these communities in its infrastructural planning. Designated committees monitor such initiatives to maintain alignment with the College's broader goals. The Internal Quality Assurance Cell (IQAC) plays a pivotal role in spearheading quality initiatives. It ensures that all activities and programs undertaken adhere to the College's Mission and Vision, further strengthening institutional excellence.

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

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

Sonapur College upholds the principle of decentralization and participative management, which are evident in the actions of its leadership. At the apex, the Governing Body (GB) comprises the President, Principal, affiliating university representative, teacher representatives, non-teaching staff and a parent representative, exemplifying a collaborative approach to management. The GB plays a key role in formulating guidelines and policies aimed at enhancing the educational environment and overall institutional development. At the College level, decentralization of duties and responsibilities is effectively implemented through the management's distribution of tasks among the Heads of Departments, Students' Union and administrative staff. To achieve this goals and objectives, Various cells and committees are constituted by the

Principal for the fulfilment of the goals and objectives of the College. The effectiveness of the decentralised and participative management system of the College is evident in the College activities, particularly the 3rd Cycle of NAAC Assessment and Accreditation during 2022-2023. The cells and committees effectively fulfilled their responsibilities on time and the cooperation and participation of all stakeholders ensured the successful completion of the assessment process, leading to the College being awarded with A+ grade with a CGPA of 3.31.

File Description	Documents
Paste link for additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2024/05/Prospectus-2024-25-compressed-1.pdf
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

Sonapur College ensures the effective and systematic implementation of its strategic/perspective plan in a phased and organized manner. The annual plan is carefully designed to align with the institution's mission and vision, serving as a structured framework for achieving its goals and objectives. The introduction of postgraduate programs in three departments - Assamese, English and Geography highlights the college's commitment to academic advancement. Additionally, the College strictly follows the guidelines set by government agencies responsible for assessing and accrediting higher education institutions. In this regard, the College successfully completed its 3rd cycle of NAAC accreditation, securing A+ grade in 2023. It also actively participates in the 'National Institutional Ranking Framework' (NIRF) annually to benchmark its performance at the national level. The College has been participating in 'All India Survey of Higher Education' (AISHE) and has earned notable recognition in the 'India Today' rankings among the top Arts Colleges of India. During the whole academic year, significant initiatives and programs were organised for the successful implementation of National Education Policy (NEP) 2020. The College management system, along with all its key components, remains attentive and committed to ensuring the effective deployment of the

institutional strategic/perspective plan with continuous monitoring and evaluation.

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	Nil
Upload any additional information	View File

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

Functioning of the college takes place on the basis of different policies of different institutional bodies. These policies define the roles and responsibilities that are to be followed by different bodies. The administrative structure of the college well defines the very concept of the decentralized management system of the college. The college, headed by the president its Governing Body, follows a hierarchal administrative order with the principal as the administrative and academic head, followed by the Vice-Principal, HODs, Academic Committee, teaching and non-teaching staff. The provincialized Act (2005), Govt. of Assam dictates the formation of the Governing Body. The governing Body at regular intervals monitors the developmental works as well as the execution of the plans and programmes. Accordingly, budgeting and policy making take place for the year.

As for recruitment of teachers and office staff, norms and guidelines of the affiliating university, state government and UGC are strictly followed. For new appointments, committees approved by competent authority are empowered as per the norms mentioned above. Promotion of teachers is subject to fulfilling the UGC guidelines and Provincialized Act of Assam Government. Promotion of non-teaching staff is done according to the State Government guidelines.

File Description	Documents
Paste link for additional information	https://prsindia.org/files/bills_acts/acts_states/assam/2005/2005Assam46.pdf
Link to Organogram of the institution webpage	https://www.sonapurcollege.ac.in/wpcontent/uploads/2022/08/Organogram.pdf
Upload any additional information	No File Uploaded

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

A. All of the above

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

6.3 - Faculty Empowerment Strategies

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

The college is highly committed to implement effective welfare measures to support both teaching and non-teaching staff, fostering a positive and productive work environment. Recognizing that staff welfare is vital for sustaining a healthy academic environment, the institution follows government-directed guidelines regarding promotions, pensions, and other benefits, ensuring timely and efficient implementation. Teachers are granted academic leaves to participate in academic and professional events such as seminars, workshops, conferences and symposiums to facilitate professional growth. Duty leaves are also sanctioned for teachers invited by government bodies or professional organizations for specific duties. The institution encourages non-teaching staff to enhance their skills through workshops

and training programs. Teaching staff are given ample opportunities to attend academic events for knowledge enrichment and career advancement. The College organizes health-related talks and health camps, ensuring the well-being of its staff. Uninterrupted internet and Wi-Fi connectivity are provided across the campus to ensure smooth academic and administrative operations. The college has established a registered mutual aid fund societies for both teaching and non-teaching staff, enabling them to avail financial benefits with retirement benefit. Through these measures, the college ensures a conducive and supportive environment for the holistic well-being and professional development of its staff members.

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

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

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

00

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

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

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

2

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

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

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

62

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

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

A well-defined mechanism ensures that the performances of the teaching and non-teaching staff are annually appraised. To understand the strength and weakness of the institution,

academic and administrative audits are organised. Since the teachers attend seminars, workshops, FDPs and other academic programmes, this appraisal mechanism helps in upgrading the teaching system and also their academic profile.

The authority also monitors various aspects of teachers' engagement in academic activities such as admission procedure, conduct of examinations, invigilation, event management etc. Academic Committee Meetings are held to discuss the performances of the students in relation to examinations and assessments. The parent teacher meets of the departments also serve as one of the mechanisms of performance appraisal.

The IQAC, as an agency of performance appraisal, shares online feedback forms with the students who in turn offer their feedback on various aspects of the college. The same is analysed and appropriate actions are taken by the authority to address the issues. Different departments also collect feedback from the students during exit meetings. Meetings with non-teaching staff discuss various issues related to the functioning of the office and related works. The same is also applicable to the teachers and employees of the college.

File Description	Documents
Paste link for additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2024/12/News-Bulletin-Vol-12-compressed.pdf
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

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

Internal and external audits are mandatorily conducted by the college every year. For the internal financial audit, the college has a mechanism of appointing a chartered accountant who is responsible for the same. On the other hand, the office of the Accountant General, Government of Assam is responsible for conducting the external audit. Officials visit the college and examine all the relevant documents such as payment receipts, cash transactions, ledger books, cash book, bank passbook, etc. in presence of the principal and the accountant.

The accountant's office maintain all the details of the transactions of the said financial year. The heads such as - fees collection from students, grants and fund received from different Government sources and others for specific purposes, scholarship grants, etc. come under the purview of the aforesaid audits. The principal of the college places the audit report before the Governing Body in its meeting. In case of objections and suggestions, appropriate measures are taken in consultation with the financial committee of the college.

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

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

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

1.24 Lakhs

File Description	Documents
Annual statements of accounts	View File
Any additional information	View File
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	View File

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

Mobilization of funds is a crucial aspect of the college's annual budgeting since there are financial requirements for up-gradation of the academic and administrative facilities as enlisted in the annual plan. The college authority takes into account the decisions and suggestions of the Governing Body and the Financial Committee for disbursement of funds that are approved and released by different funding agencies such as RUSA, ICSSR, UGC, State Government, Corporate Sector etc.

The Governing Body and Financial Committee constantly monitor the utilization of funds and also encourages the college authority to seek for funds from various sources to meet the demand requirements. In view of the requirement of funds to meet expenses for organisation of various events, infrastructure development, recurring expenses etc., the college prepares an annual budget and approach various funding agencies to act on it.

The internal fund is generated through tuition fees, hostel fees, etc. from the major corpus of the college's fund. The college takes appropriate measures for the holistic development of the students and organises various student centric programmes such as extension activities, seminars, workshops etc. Funds are allotted to students for participating and representing the college in various programmes organised by different organisations.

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

6.5 - Internal Quality Assurance System

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

The Internal Quality Assurance Cell (IQAC) of the college is responsible for developing and implementing quality benchmarks for the academic and non-academic activities of the college. The IQAC serves as the college's nodal agency to ensure that quality activities find space in its annual calendar. The IQAC works relentlessly to maintain the overall academic ambience of the college. Since research is a major thrust area for quality assurance, the IQAC takes initiatives to monitor the regularity of its publications such as Sona Sophia-the peer-reviewed referred journal, Budding Scholars-the students' Research Journal, Research Bulletin, etc. The teachers are also constantly motivated to participate in national and international seminars and workshops for personal as well as institutional growth. Academic audit is also planned to evaluate the academic performance of the college in academic

matters. The feedback received from the auditors (external) encourages the departments to take appropriate measures for quality improvement. The IQAC also works with the Entrepreneurship Development Council of the college to conduct various programmes and activities in collaboration with Government bodies like Assam StartUp, NEDFI, NEHHDC etc.. Sona Harvest, which is a novel initiative of the college is also supported by the IQAC in its functioning.

File Description	Documents
Paste link for additional information	https://www.sonapurcollege.ac.in/wp-content/uploads/2024/12/Minutes-and-Action-Taken-Report_IQAC-Meetings.pdf
Upload any additional information	View File

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

The Internal Quality Assurance Cell (IQAC) has a mechanism that ensures periodic reviews of the teaching-learning processes, methodologies and outcomes to enhance the overall academic quality. The IQAC records various information related to teaching learning process and the achievement of the learning outcomes of the students through different parameters. Each department submits a comprehensive annual report to the IQAC, that covers teaching methodologies, academic outcomes, departmental achievements and student progress. The IQAC evaluates departmental reports and suggestions for enhancement to strengthen teaching-learning practices and are communicated to the concerned departments if required. As part of its quality enhancement initiatives IQAC conducts periodic internal academic audits that assess the effectiveness of teaching strategies, curriculum delivery and students' outcome. Being the member of the Academic Committee, the IQAC Co-ordinator actively participates in the Academic Committee meetings and discussions. Orientation sessions are organized at the beginning of each academic session. It helps students to understand their curriculum, academic goals and expectations for their enrolled programmes. The student feedback mechanism is annually prepared by the IQAC with the help of the departments.. The feedback

collected is systematically analysed and actionable suggestions are shared with the concerned departments to enhance overall academic quality.

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

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

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://sonapurcollege.ac.in/agar/wp-content/uploads/2024/12/13.-ANNUAL-REPORT-2023-24-FOR-THE-PERIOD-1st-APRIL-2023-TO-31st-July-2024-1.pdf
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	No File Uploaded
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

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

1. The Women's Cell organized the International Women's Day on 8th March 2024 by inviting renowned author, Ms.

Manikuntala Bhattacharya who spoke about the role of women in literature.

2. The Girls Common Room is maintained to give facilities for rest to the girl students.
3. Self-Defence Workshop of 10 days for girls of the College have been organized to train them on tips of self defence from 16.08.2023.
4. The curriculum is designed in such a way so that the students also are given perspectives on various theories like feminism, etc.
5. The P.G. Department of English in collaboration with IQAC and Women's Cell organised a talk on "Beyond Gender Binary: A Journey Towards Inclusion" for which Rituparna Neog, Director, Akam Foundation and Queer Activist was invited on 13.09.2023.
6. The Sonapur College Students' Union General Election was overseen and conducted by the female teachers of the College with support from the male staff which can be said to be a novel concept in terms of bringing gender equity in administrative affairs.

File Description	Documents
Annual gender sensitization action plan	https://sonapurcollege.ac.in/aqar/wp-content/uploads/2024/12/Annual-Gender-sensitization-action-plan.pdf
Specific facilities provided for women in terms of: a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://sonapurcollege.ac.in/aqar/wp-content/uploads/2024/12/Specific-Facilities-for-women.pdf
7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

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

1. One of the major solid-waste generated in the college is sanitary pads. This is effectively disposed of through the sanitary napkin incinerators installed in the bathrooms of the college - ladies' teacher, library and girls' common room.
2. The bio-degradable wastes generated in the college are collected in a vermi-compost pit constructed in the college The drainage system for managing liquid waste is effectively operating.
3. The degradable and non-degradable wastes are separated in the early stages by collecting in separate dust-bins - green for wet and biodegradable waste and blue dustbins for plastic wrappers and non-biodegradable waste.
4. As Sonapur College is located on the top of a hill, the waste water generated runs down along traditional drains and gets absorbed. The papers with single side printing are reused.
5. Modalities are being planned and discussed for disposing the e-waste effectively.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	No File Uploaded
Geo tagged photographs of the facilities	View File

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

C. Any 2 of the above

bodies and distribution system in the campus	
File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	No File Uploaded
7.1.5 - Green campus initiatives include	
7.1.5.1 - The institutional initiatives for greening the campus are as follows: <ol style="list-style-type: none"> 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping 	A. Any 4 or All of the above
File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	No File Uploaded
7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution	
7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	B. Any 3 of the above

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

<p>7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading</p>	<p>A. Any 4 or all of the above</p>
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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	No File Uploaded
Any other relevant information	No File Uploaded

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

1. The boys' common room has been designed in the form of Dekachang, a traditional Karbi boys' dormitory which was first constructed by the neighbouring Rongdloi village and maintained by the community as well.

2. It has become a tradition for the College to felicitate the guests with traditional handloom like Gamochas, Pongho (hand-woven towel of the Karbis), Solsang (handwoven jackets of Karbis).
3. The College has devised an effective mechanism for the smooth disbursal of Scholarships of the Scheduled Castes and Scheduled Tribes to ensure their economic inclusion.
4. The Maniram Karkun Teaching and Research Centre for Tribal Language and Culture was established to teach different tribal languages to the students.
5. The College has a Museum that displays the artefacts of the local tribes. These artefacts have been donated by the members of the local communities.
6. The College is also associated with Dengrali Tides, an eco-theatre festival, organised every year near the College. This festival tries to create awareness regarding nature, art and culture and the students are also actively involved in this endeavour.

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

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

1. The NSS cell of the College is actively engaged in various activities that uphold the values of Swacchta Abhiyan of the Indian Government and other such activities.
2. The Yuva Tourism Club in collaboration with NCC Wing of Sonapur organised the Swachhta Pakhwada on 25.09.2023 where students were made to take the Swachhta Pledge.
3. Extension education and peer teaching programmes are organised so that a sense of responsibility and duty can be inculcated amongst the students.
4. The Republic Day was celebrated in the college premises and the NCC cadets of the college also participated in the Republic Day parade held at Sonapur.
5. The Constitution Day was celebrated by the Dept. of

Political Science at Chamata High School on the 27th November 2024.

6. The Independence Day on the college premises was organised by hoisting the Tri-colour flag.

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://sonapurcollege.ac.in/aqar/wp-content/uploads/2024/12/Details-of-activities-inculcating-values-2.pdf
Any other relevant information	Nil

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

B. Any 3 of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

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

- 1. The Republic Day was celebrated in the college premises**

and the NCC cadets of the college also participated in the Republic Day parade at Sonapur.

2. Celebration of Independence Day on the college premises by hoisting the Tri-colour flag.
3. The International Womens Day was celebrated on 8th March 2024 in the College by inviting renowned author, Ms. Manikuntala Bhattacharya.
4. The Constitution Day was celebrated by the Dept. of Political Science at Chamata High School on the 27.11.2023
5. Hindi Divas was celebrated by the Department of Hindi at Kamalajari High School on 14.09.2023.
6. The World Tourism Day was celebrated by the Dept. of TTM on 27.09.2023 in collaboration with IndiaTourism at Kamakhya Temple.
7. A Talk on 'Conserving Wildlife and Habitats at the Landscape Level' was organised on the occasion of National Wildlife Week on 7.10.2023 by inviting Dr. Smarajit Ojah.
8. The World Heritage Week was celebrated by organizing a talk on 'Our Past, Our Culture, Our Heritage: Why Should We Care?' on 25.11.2023 by inviting Dr. Manjil Hazarika and Dr. Shreya Barbara as the resource persons.
9. The Earth Day was celebrated on 22.04.2024 at the college premises and at Dikchak Village by inviting Debabrata Rajkumar as the resource person.

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

7.2 - Best Practices

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

Best Practice - 1

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

Sonapur College, located in a tribal dominated rural setting, feels the need for uplifting the local communities and also create a conducive atmosphere for making education accessible.

The neighbouring communities of Sonapur College are biggest contributors to the institutional growth. Therefore, the College has to work for the betterment of the communities not only by making education accessible for them but also to develop strategies for enhancing the quality of life of these neighbouring communities.

Best Practice - 2

Title of the Practice: Skilling the New Generation and Building Entrepreneurial Mindset

The changing trends in the job market calls for making the new generation industry ready while also trying to develop an entrepreneurial mindset amongst the people to generate more jobs.

The Practice focusses on enhancing the hard and soft skills of the students along with the 21st Century skills for the students. The speaking and writing skills form a major component of the 21st Century Skills. These skills are enhanced through different mechanisms like short term skill courses, peer-teaching, on-job-training, etc.

File Description	Documents
Best practices in the Institutional website	https://sonapurcollege.ac.in/agar/wp-content/uploads/2024/12/Best-Practice-1-and-2-2023-2024.pdf
Any other relevant information	Nil

7.3 - Institutional Distinctiveness

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

Institutionalising Heritage Conservation and Emphasising Indian Knowledge System

The Sonapur College has incorporated "Heritage Conservation" in its mission since inception. Conservation of natural heritage has been incorporated recently in 'Heritage Conservation' apart from cultural heritage.

The College has institutionalized natural and heritage conservation through a well-planned methodology. For projects and reports, the students are encouraged to conduct surveys in and around Greater Dimoria that has ecological and cultural significance as their project topics. Talks and awareness programmes on environment, heritage, etc. are organised by inviting experts.

The College is also associated with Dengrali Tides, an eco-theatre festival, organised every year near the College. This festival tries to create awareness regarding nature, art and culture and the students are also actively involved in this endeavour.

The College has also recently started emphasizing on generating awareness regarding Indian Knowledge System. As the first step, two teachers have been deputed by the authority to attend Orientation-cum-Training Programme on Indian Knowledge System to take activities further.

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.

The College felicitates its guests with traditional elements like 'Gamocha', 'Arnai', 'Fali', 'Sarai'.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Sonapur College has outlined the following as a part of its future plan for the next academic session:

1. Creating opportunities for students to develop entrepreneurial skills and mindset by giving them more opportunities for attending related sessions and workshops in the College and outside.
2. Continuation of the existing certificate/add on courses and introduction of more such courses in the next academic year.
3. To take measures for constituting a cell under Indian Knowledge System and conducting activities under it.
4. Research Methodology workshop to be organised.
5. Workshops on various aspects like office automation, soft-skill, IT, etc. to be organised for administrative staff.
6. FDPs to be organised by different departments on relevant topics.
7. Livelihood initiatives to be planned and implemented for the inhabitants of adopted village, Dikchak.
8. To organise programmes on gender sensitisation and awareness for students and faculty members.
9. To undertake more activities in collaboration with the colleges, institutions and organisations with which MoU have been signed.
10. To organise sponsored national seminars in the college on relevant topics.
11. To mobilise resources from funding sources for optimising the functionality of the College.
12. To move towards autonomous status as per UGC provisions.
13. to implement the perspective plan prepared as per NEP directives.